Hyperlinks/Email Links:

Before we show you how to insert a hyperlink, you should first be aware that there are three basic types of hyperlinks generally used on web pages—all web pages, including non-Terminal Four web pages.

- **External Hyperlink** – An external hyperlink is used to link to any page that is not within your department. These types of links should be used for linking to other departments and to other sites.

- **Internal Hyperlink** – Internal hyperlinks are used to link to pages within your department. The internal linking tool allows the system to keep track of the links and will help prevent broken links.

- **Anchor Hyperlink** – An anchor hyperlink, in terms of Terminal Four, allows you to link from one location on a web page directly to another location on that same web page. This greatly simplifies navigation as you can create a long web page, using a table of contents at the top to help your visitors navigate to specific locations on that web page. This way, you don’t need to create a lot of small web pages to present your content. Readers can scroll down the entire page or visit only the sections of the page they are interested in.

Insert Hyperlink:

Hyperlinks are the mechanism by which we connect one web page to another. Most of the templates allow creation of hyperlinks in a content file. You can hyperlink to another page within your department’s web site, a page on another Missouri S&T web site, or to off-campus sites that contain relevant information.

There are two different icons that you can click on for inserting links. See the image below.

![Hyperlink Icons](image_url)
Internal Links:

1. Click on the “Insert Section Link” icon.

   **Note:** If you want the link to say something different than the page name then write that text first and highlight it before you click on the icon above.

2. Similar to the site structure tree to the left, scroll and find the page that you want to link to and then click on it. Remember that the plus signs are used to expand portions of the tree to see more pages.

3. Click on the name of the page that you wanted to link to. The window will close and you will see the link in the text.
**External Link:**

1. Type the text that you want the external link to be displayed as and then highlight it.
2. Click on the “Insert/edit link” icon.
3. Type the url into the field.
4. Leave the other fields blank and press insert.

**Emails:**

The process for creating email hyperlinks is very similar to an external hyperlink.

1. Type the text that you want the email link to be displayed as and then highlight it.
2. Click on the “Insert/edit link” icon.
3. Type the email address into the “Link URL” field.
4. Leave the other fields blank and press insert.
5. You will be prompted if you want to make the link a “mailto” click OK.

The link will then be inserted into the page. Update and approve the page to see the update take effect on the live page.
Anchors:

The first step to using anchors is to make sure that the text you want to direct to has an anchor attached to it.

1. Highlight the text that you want to direct people to when they click on the link that will be in a different location on the page.
2. Click on the anchor.
3. Give the anchor a name and then press insert.
4. You will notice a little anchor where you inserted the anchor destination point.
5. Click on the “Insert/edit link” icon.
6. Click on the drop down next to the anchors field and select the name you entered for step 3.
7. Press insert.