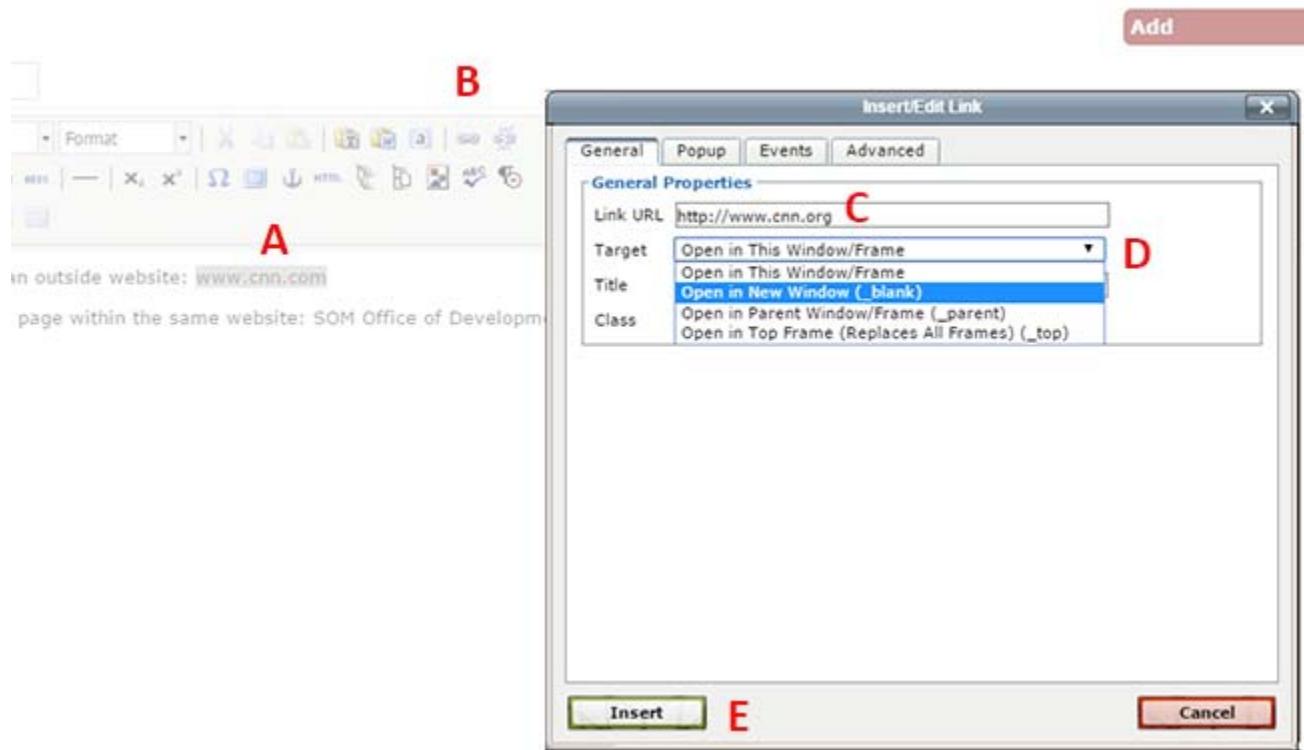


Working with Hyperlinks in Terminal Four

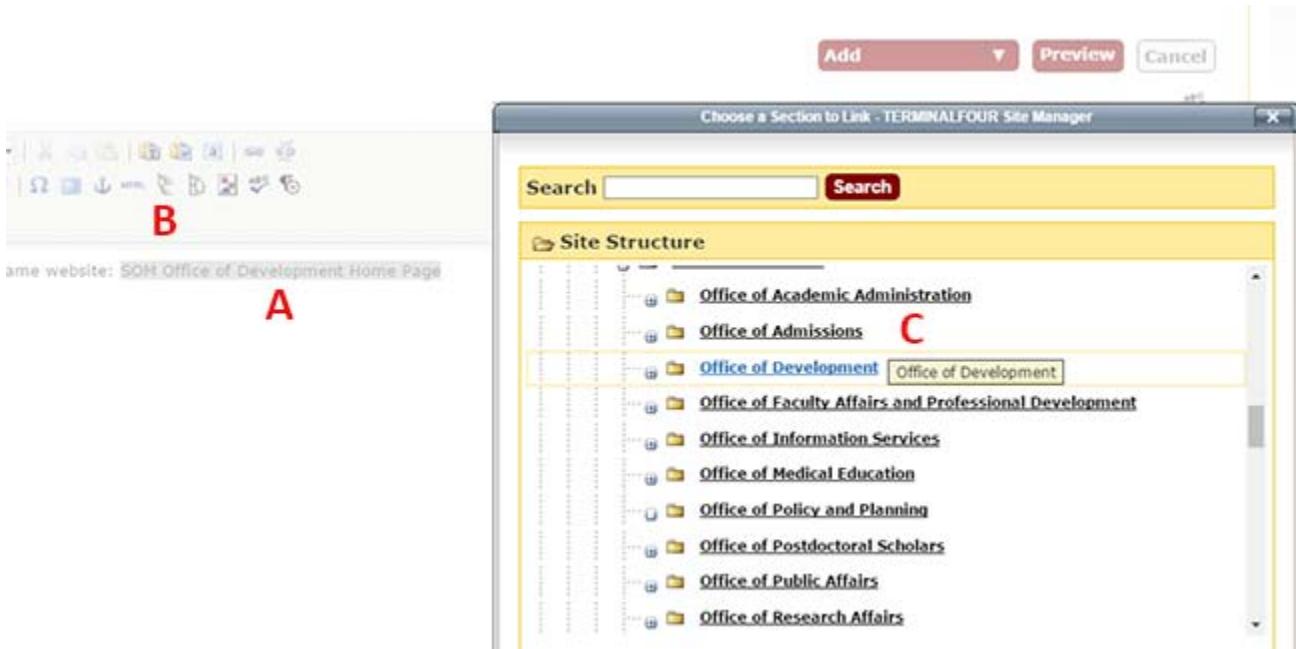
1. If you want to insert a hyperlink, you must first determine if it is an internal link or external link.
 - a. Internal link – Goes to a page within the same domain (like medschool.umaryland.edu).
 - b. External link is one that goes to an another domain (like www.cnn.com)
2. Follow the steps below to create an external link (see Fig. A):
 - A. Highlight the text you want to be a hyperlink
 - B. Click the link tool (it looks like a chain link fence)
 - C. Either paste or type the full URL of the external/outside site you want to link to. Remember to use the **HTTP://**
 - D. When linking to an outside website, it's a good practice to have the link open a new tab/window.
 - E. Select Insert when done. The text you highlighted in A will now be hyperlinked. Don't check it from here. Wait until you preview the page.

Fig A. (external hyperlinks)



3. Follow the steps below to create an internal link (see Fig. B)
 - a. Highlight the text you want to be a hyperlink
 - b. Click the Section Link tool
 - c. Navigate to the section (page) you want to link to. Click the section/page name. The window will close and the text you highlighted in A will be hyperlinked. Check it when you preview.

Fig. B.



4. The window will close and the text you highlighted will now be a hyperlink.

NOTE: Whatever the file is named in the Media Library is how the hyperlinked text will appear. If you want to edit the text:

- right click on the text that is hyperlinked
- select Edit Media Attributes (Fig. C)
- then type the new name in the name field

Fig. C

