

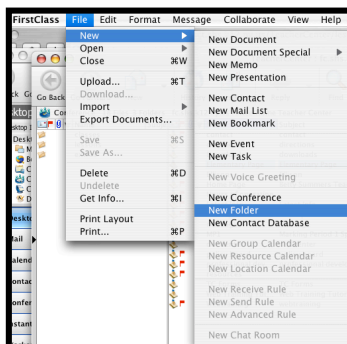


Web Page Design

Making a Link

1. **To make a link**, highlight the text, picture, clip art, etc. you want the user to click to go further into your page.
2. Click: Edit>Make link.
3. In the pop-up window, type in the location you want the user to go to.
 - Within your site: simply type in the page name. Typing counts. I always select "use same window" in the window pull-down.
 - When I want the user to leave the site or I post a "pdf" file, I always select "use new window" in the window pull-down.
4. Go to your browser to check if it worked. (The most common mistake is mistyping or typing in the subject rather than the page name within you site.)

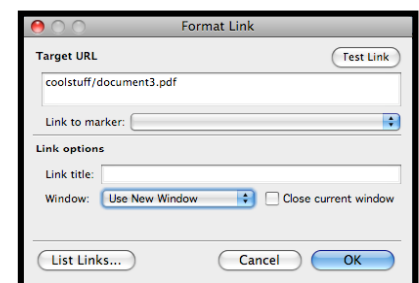
1. **Posting Files**. In your web design desktop, utilize the left side of your vertically split screen.
2. Create a folder. File>New>New Folder. From here you can begin to place your files.



3. If you have a file that you want to post, drag and drop it into the folder you made.
4. When you want to make a link to it, the process is the same as above. Highlight the item you want to link to your file. Edit>Make link...

type in the folder name, followed by a "/" and the file name with the extension.

(For example: coolstuff/document3.pdf)



5. Go to your browser to check.
6. Enjoy!