

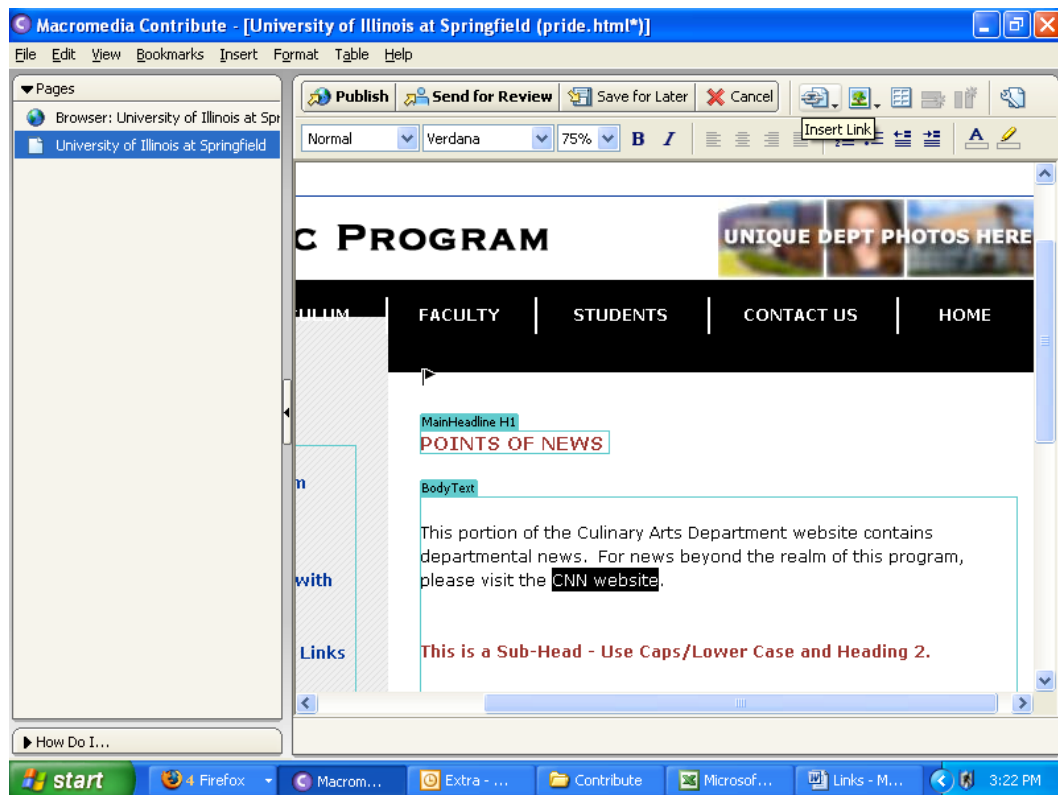
## Creating Links

Adobe Contribute can be used to create two basic types of links in your website: Absolute and Relative. Understanding the difference between these two links makes it easier to create them.

- **Absolute Links** are links that lead to a website other than the one you are working on. For example, a link from the Information Technology Services website to an article on CNN.com is an absolute link. For absolute links it is important to have the link open in a new window.
- **Relative Links** are links to other pages or resources that are a part of the website you are working on. For example, a link from the ITS website “ITS Guidelines” page to the “Technology Support Center” page is a relative link.

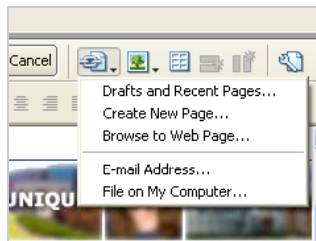
## Creating Absolute Links

1. While in Contribute, navigate to the page that you desire to create links for [the existing page that you want to give links to].
2. Using your mouse and cursor, highlight the section of text that you wish to become a link. In this example we have highlighted the text “CNN website.” We will link this text to CNN.com.

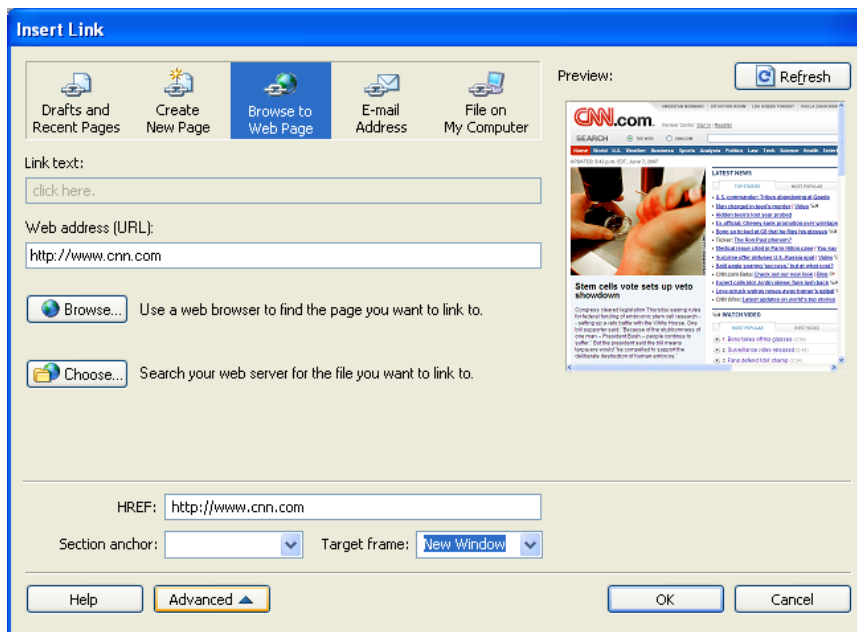


3. In the top portion of the screen is the toolbar. The “Insert Link” button on this toolbar allows for links to be created on the highlighted text.

4. Click the **Insert Link** button. A drop-down list will appear.



5. Choose **Browse to Web Page**. You are now presented with the “Insert Link” window.



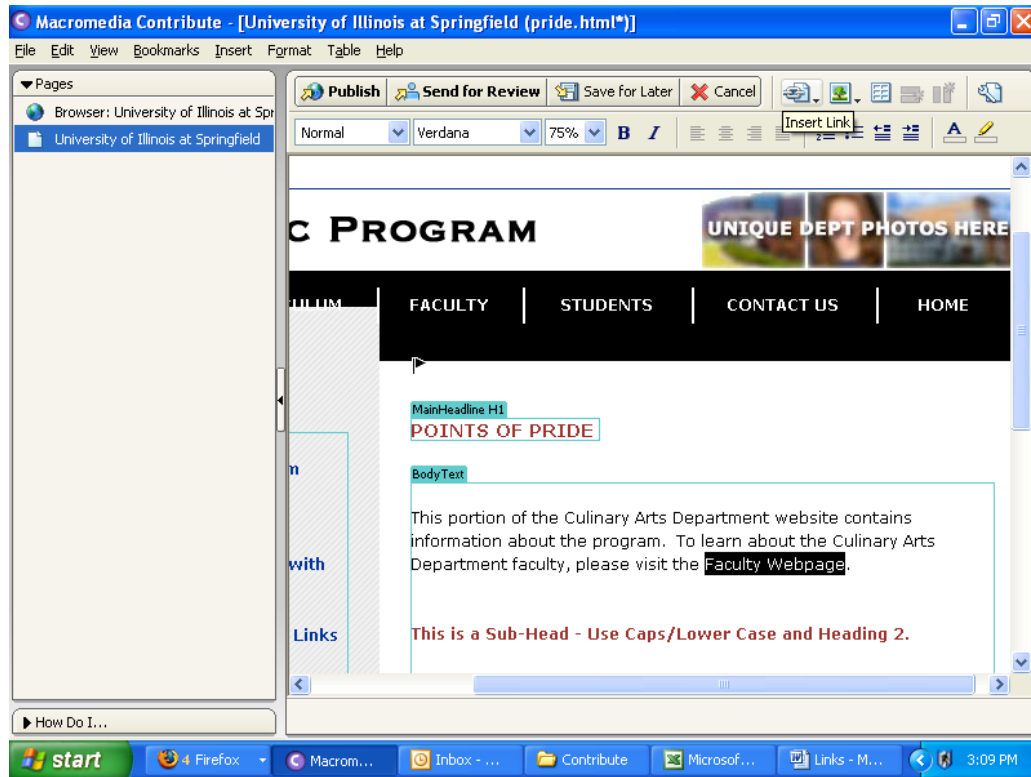
6. In the space under *Web address [URL]*: type the full URL of the web page you want this link to go to.
7. Click **Advanced**. [IMPORTANT: Do not use this option if you are linking to a page within your department or program website, or if you are linking to a PDF file on your website.]
8. Click on the drop-down box next to *Target frame*: and select **New Window**.

This will cause a new browser window to be opened when the link is clicked. For example, when viewers of our ITS website click on our link to CNN.com, a new browser window will be automatically opened to load CNN.com. Thus, if they close the window to CNN.com they will still have the ITS website open.

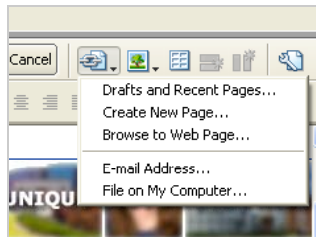
9. Click **OK**
10. Your link has been created. Click **Publish** to save and upload your changes.

## Creating Relative Links

1. While in Contribute, navigate to the page that you desire to create links for [the existing page that you want to give links to]
2. Using your mouse and cursor, highlight the section of text that you wish to become a link. In this example we have highlighted the text “Faculty Webpage.” We will link this text to an existing page on our website.



3. In the top portion of the screen is the toolbar. The “Insert Link” button on this toolbar allows for links to be created on the highlighted text.
4. Click the **Insert Link** button. A drop-down list will appear.



5. Choose **Drafts and Recent Pages**. You are now presented with the “Insert Link” window.
6. Click on the **Choose** button to navigate and select the internal web page you want this link to go to.
7. When you have selected your page, click **OK**.
8. Your link has been created. Click **Publish** to save and upload your changes.