

Little Ship Club Website – Inserting links to websites/pages

In a blog or story or event you may want to enable the user to jump to another web page or another website by clicking a link. Examples might be a link to a website showing entrance information to a harbour, the website of a person or group who are performing at a social event, or another page on the LSC website.

You do this by creating a link in the text of your blog or story etc. This is a section of text, which appears in blue and underlined when a user puts the cursor over it. When the user clicks the mouse on it, it opens the webpage you are linking to, either in the same tab or window of the browser, replacing what they are looking at, or opening a new tab or window to display it, leaving the current page in the existing tab or window. The section of text selected as the link does not have to be the same as the name of the page you are linking to. For example, in a sentence saying “click here for entrance information to the marina”, you can choose any part of the text, e.g. “click here”, (or all of it) as the link, and the name of the page you are linked to could be something like “QAB entry”.

The best way to do this is to open two tabs or windows in your browser. One should be the LSC website, and you should be logged in. The other should be the webpage you want to link to. (It should be exactly the page you want, for example if you want to link to the page on a marina website showing entry arrangements, open that page, not the general homepage of the marina website.)

1. Go to your story/event/blog, and click the Edit tab at the top

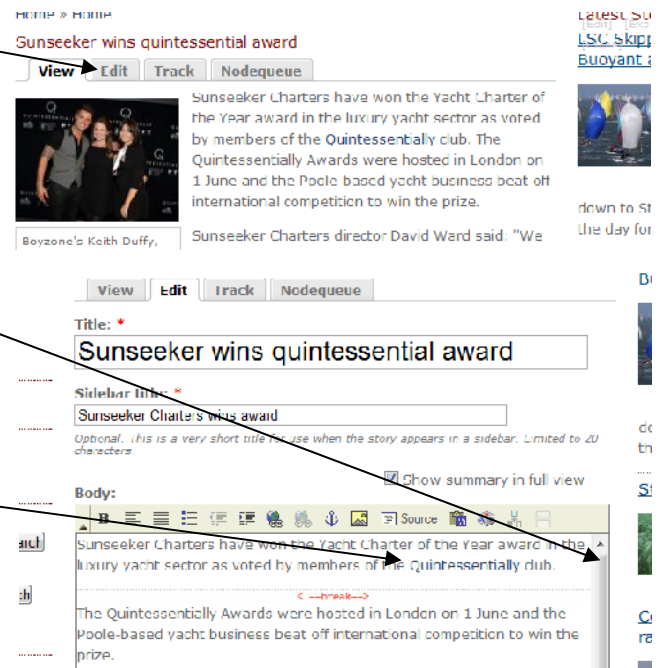
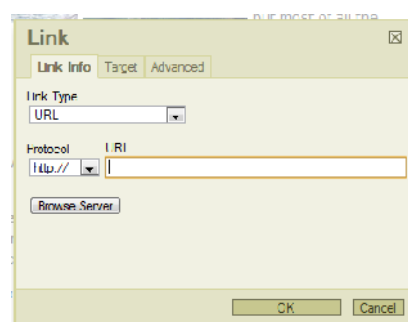
2. Scroll down the page until the box labelled description or body is in the centre of the screen. Now use the scroll bar on the description/body box to find the text where you want to make the link.

In this example we are making the word Quintessentially a link to the website of the “Quintessentially private members club”.

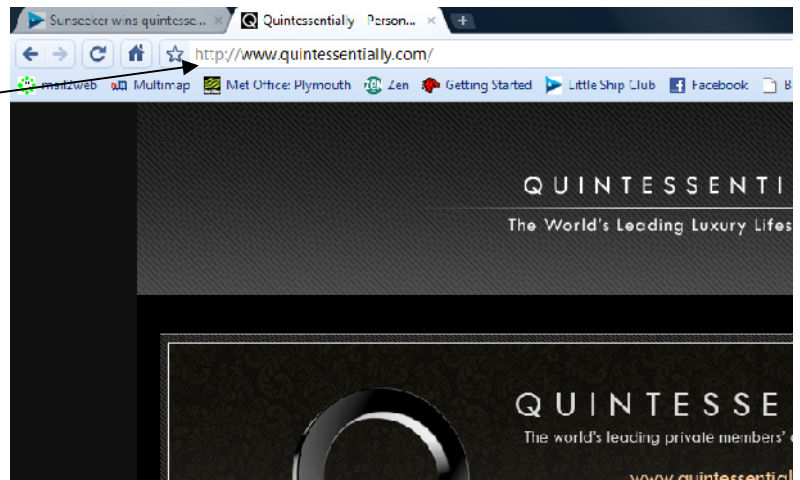
3. Select (left click and drag to highlight) the word or words that you want the user to click on to activate the link. (You can select any word or contiguous set of words or the whole sentence as you wish)
4. Click the chain symbol in the row of editing symbols at the top of the editing box.



5. A window will appear like this.



6. Now go to the other tab/window in your browser (the one showing the webpage you want to link to).



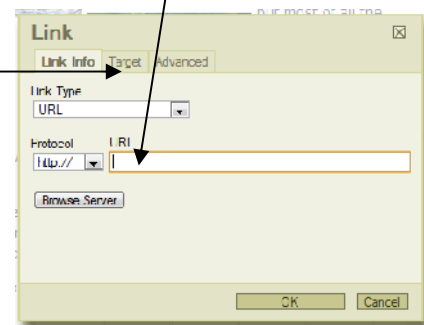
7. Select (left click and drag to cover) the URL of the page. The URL is the web address of the page, normally beginning with http://. In this example we are copying the text

http://www.quintessentially.com/

8. Making sure that it is still selected, copy this URL (right click and select copy, or press CTRL C)

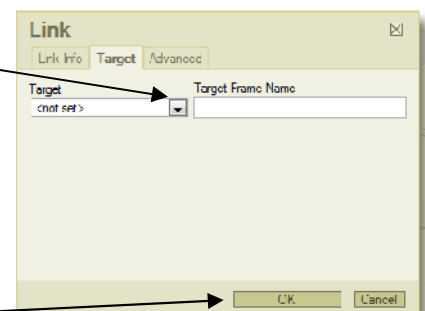
9. Now go back to the browser tab or window where the LSC website is. Click in the URL box and paste (right click and select paste, or press CTRL V).

10. Click the Target tab



11. Click the down arrow at the right of the Target box. You see some options.

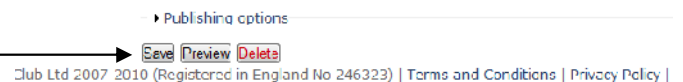
12. You have to decide, when a user clicks your link, whether you want to open in a new tab or window, or in the same one. If you want them to keep the page from which they are clicking the link open (because they'll be going back to it soon, say), choose New window (_blank). If not you can choose Same window (_self)



it

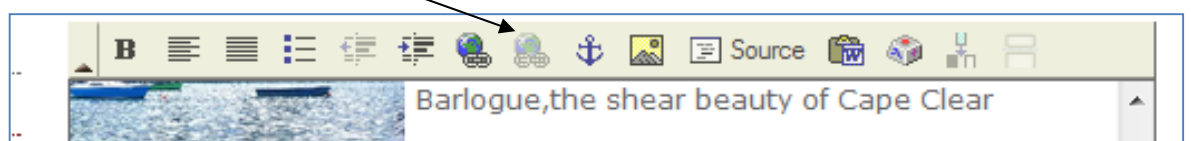
13. Click OK

14. Scroll down to the bottom of your story/event/blog and click Save



15. Test your link by clicking the link text in your story/event/blog and check that the correct file opens.

16. If you want to remove an existing link, in step 3 above, select the text which is used for the existing link. Then in Step 4 click the remove link icon.



17. If that is all you want to do, scroll down to the bottom and click Save. If you want to replace it with a different link, proceed as from Step 3.