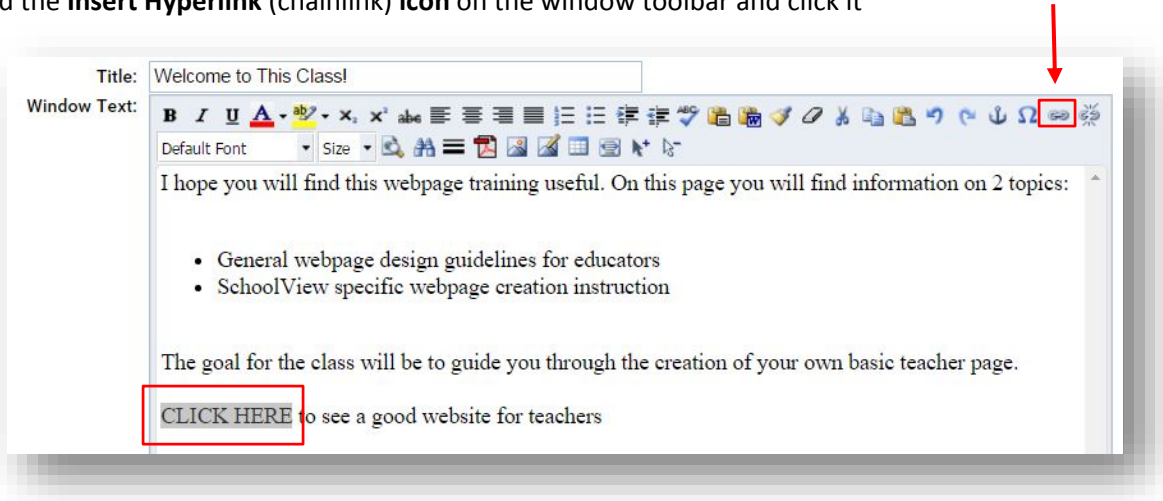


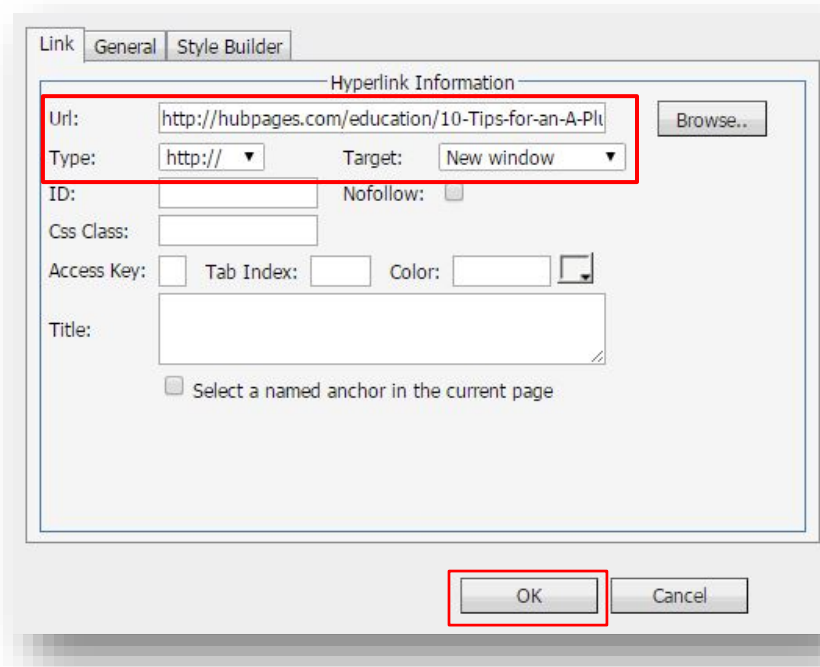
**Summary:** Steps to add a hyperlink inside a text window. *(This also works for events and news components)*

## Hyperlinking Steps

1. Inside the Text Window, drag to highlight the word(s) you wish to use as your hyperlink
2. Find the **Insert Hyperlink** (chainlink) icon on the window toolbar and click it

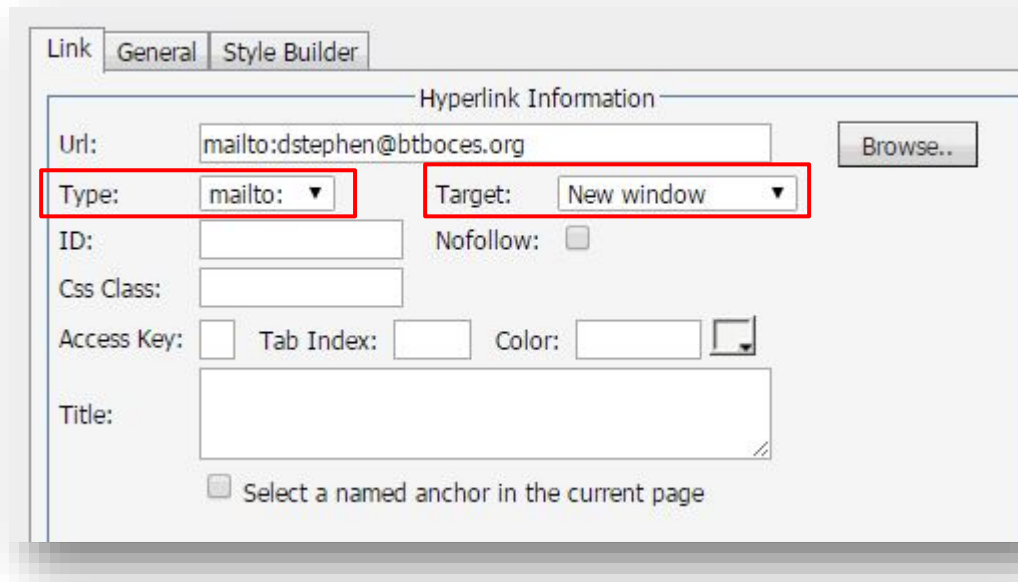


3. Type or copy/paste the entire URL into the **Url:** field
4. The **Type:** field should autofill, but if it doesn't, choose the appropriate type of link from the dropdown
5. In the **Target:** field choose either **Same Window** or **New Window** *(general rule: if the link takes the reader to another website, open in a new window)*
6. Click **OK**

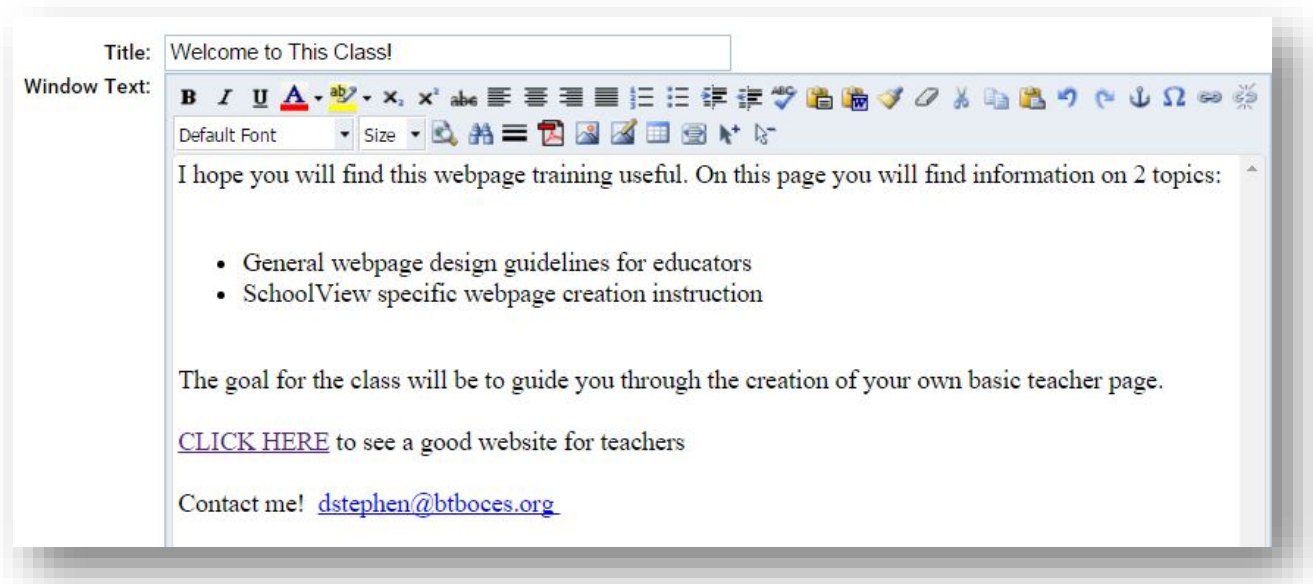


## Email Hyperlinks

1. Inside the Text Window drag to highlight a name or email address
2. Find the **Insert Hyperlink** (chainlink) icon on the window toolbar and click it
3. Type your email address in the **Url:** field
4. In the **Type:** field choose **mailto:**
5. Set the **Target:** field to **New Window**
6. **Click OK**



The words you highlighted will now appear as hyperlinks in the Text Window



## Image Hyperlinks

Click Here: [See this separate instruction sheet](#)