

Insert Link Wizard

The Insert Link Wizard can be found in the [Basic](#) and [Full Text Editors](#). It allows you to insert a link to Your Site, an Email Address, a Web Address or a Bookmark.

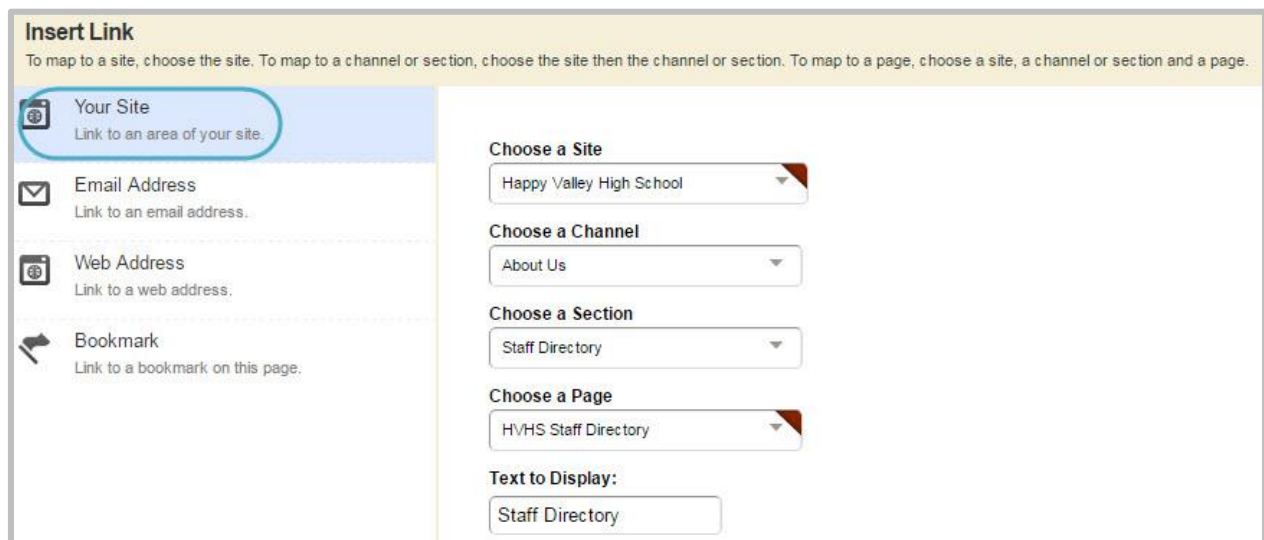


To access the Insert Link Wizard, click on the Insert Link Icon.

If you highlight the text you wish to display for your hyperlink, the Text to Display field will automatically populate with that text.

Add Link to Your Website

To insert a link to your website, select **Your Site** in the Insert Link Window.



Insert Link
To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.

Your Site
Link to an area of your site.

Email Address
Link to an email address.

Web Address
Link to a web address.

Bookmark
Link to a bookmark on this page.

Choose a Site
Happy Valley High School

Choose a Channel
About Us

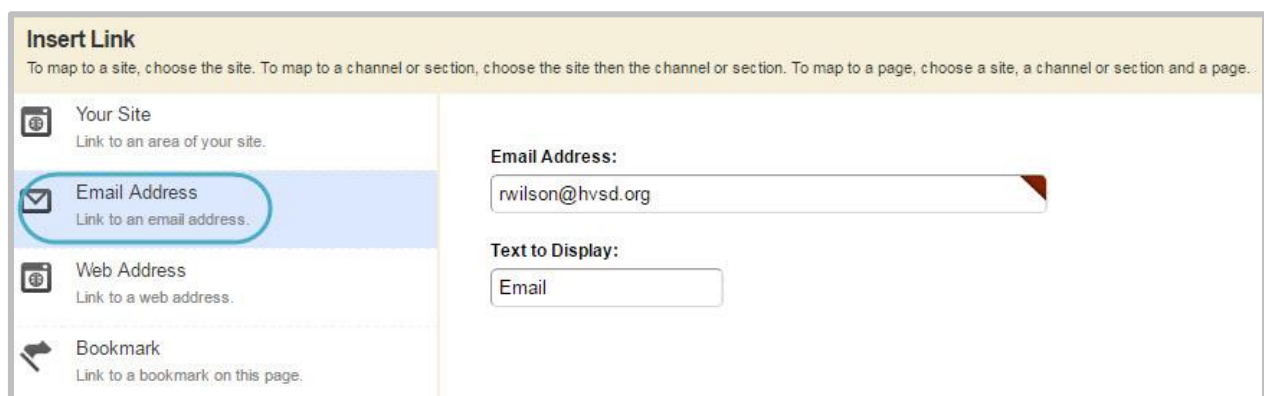
Choose a Section
Staff Directory

Choose a Page
HVHS Staff Directory

Text to Display:
Staff Directory

Add Link to an Email Address

To insert a link to an Email address, select **Email Address** in the Insert Link Wizard.



Insert Link
To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.

Your Site
Link to an area of your site.

Email Address
Link to an email address.

Web Address
Link to a web address.

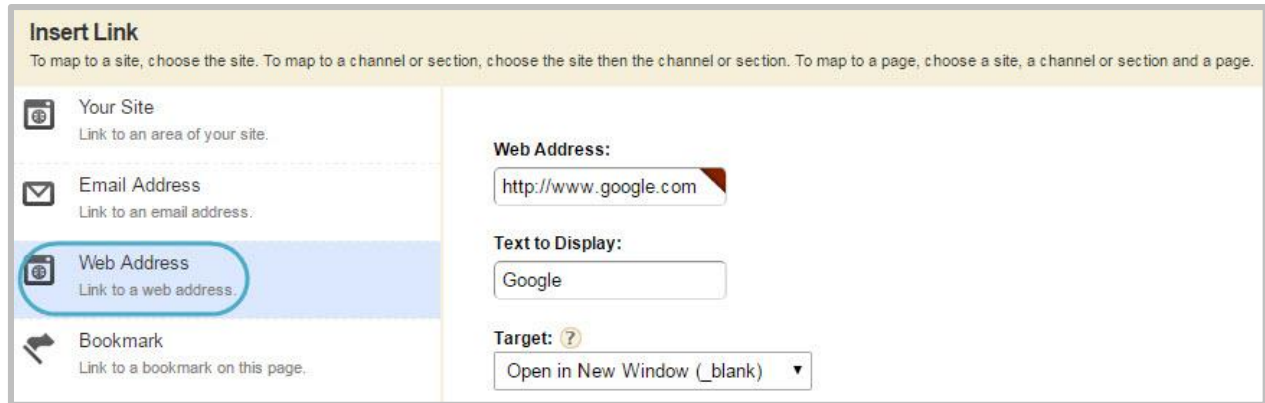
Bookmark
Link to a bookmark on this page.

Email Address:
rwilson@hvsd.org

Text to Display:
Email

Add Link to a Web Address

To insert a link to a website, select **Web Address** in the Insert Link Wizard. Be sure to use a fully qualified web address.



Insert Link
To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.

Your Site
Link to an area of your site.

Email Address
Link to an email address.

Web Address
Link to a web address.

Bookmark
Link to a bookmark on this page.

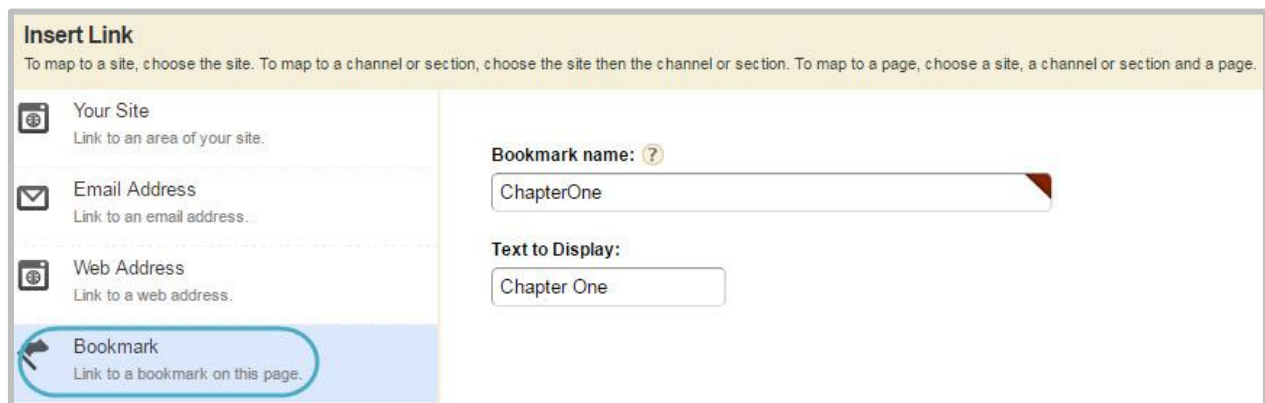
Web Address:

Text to Display:

Target:

Add a Link to a Bookmark

To insert a link to a Bookmark you have created, select **Bookmark** in the Insert Link Wizard.



Insert Link
To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.

Your Site
Link to an area of your site.

Email Address
Link to an email address.

Web Address
Link to a web address.

Bookmark
Link to a bookmark on this page.

Bookmark name:

Text to Display:

Add a Link to an Image

Once you've used the [Insert Image Wizard](#) to insert a photo into the Full Text Editor, highlight the image and click on the Insert Link Icon.