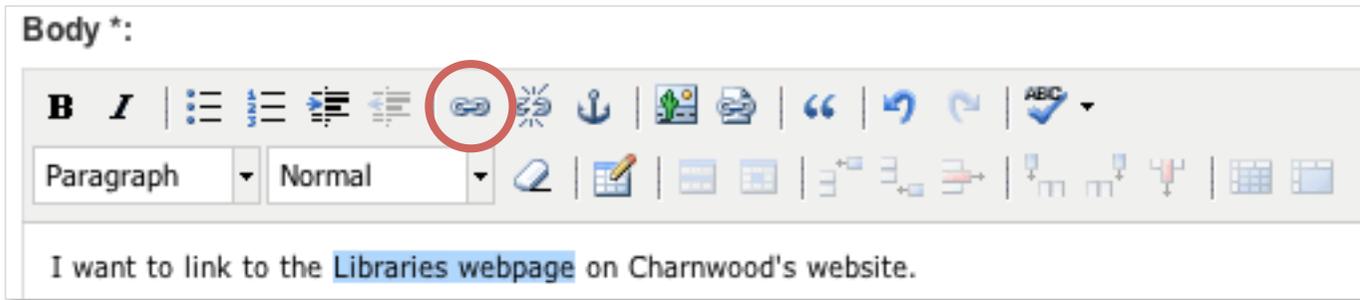


Link to a page on charnwood.gov.uk

1. Select the text to which you want to add your link and click the **Link** icon.



2. The **Insert Link** dialogue box will appear with the **Search Library** tab displayed. Using the **Page** text box, start to type in the name of the page to which you want to link, then select the page by clicking on its name in the list which appears.



3. Click **Insert** and the link will be applied to the text you selected (you will see that it is now a different colour and underlined). **N.B.** To amend your link, select the text again, click the **Link** icon and repeat the process above. To remove your link, select the text and click the **Unlink** icon (positioned next to the **Link** icon).

Link to a page on an external website

1. Select the text to which you want add your link to and click the **Link** icon.



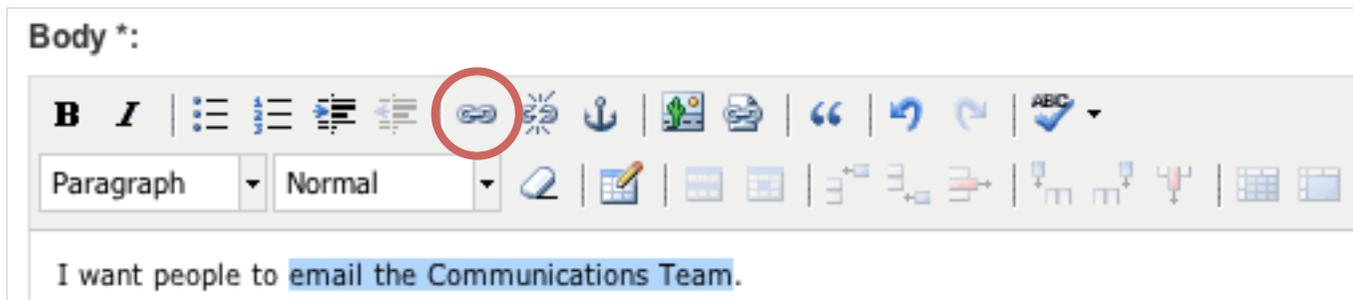
2. The **Insert Link** dialogue box will appear. Click the **Web Link** tab then, using the **Address** text box, type the full url to which you want to link (it is usually easiest to open the web page you're linking to in another browser window then copy and paste the url from the address bar). You can check your link by clicking the globe icon to the right hand side of the Address text box.
3. In the **Title** text box, type a clear, descriptive link title (this is good accessibility practice, the link title appears when a user hovers over the text and is used as a signpost by adaptive technologies such as screen readers).



4. Click **Insert** and the link will be applied to the text you selected (you will see that it is now a different colour and underlined). **N.B.** To amend your link, select the text again, click the **Link** icon and repeat the process above. To remove your link, select the text and click the **Unlink** icon (positioned next to the **Link** icon).

Add a mailto (email) link

1. Select the text to which you want to add the mailto link and click the **Link** icon.



2. The **Insert Link** dialogue box will appear. Click the **Web Link** tab then, using the **Address** text box, type **mailto:** followed by the email address to which the user's email should be directed.
3. In the **Title** text box, type a description of the email link – it's also good to make it clear what this type of link will do i.e. open the user's default email program (this is good accessibility practice, the link title appears when a user hovers over the text and is used as a signpost by adaptive technologies such as screen readers).



4. Click **Insert** and the mailto link will be applied to the text you selected (you will see that it is now a different colour and underlined).

N.B. To amend your mailto link, select the text again, click the **Link** icon and repeat the process above. To remove your mailto link, select the text and click the **Unlink** icon (positioned next to the **Link** icon).