

FrontPage 2003

Lesson 13 - Hyperlinks



Types of Hyperlinks

Hyperlinks are the primary method used to navigate between pages and Web sites. Links can point to other web pages, web sites, graphics, files, sounds, e-mail addresses, and other locations on the same web page. When text is used as a hyperlink, it is usually underlined and appears as a different color. There are four types of hyperlinks.

- Text hyperlink – Uses a word or phrase to take visitors to another page, file or document.
- Image hyperlink – Uses an image to take visitors to another page, file or document.
- Bookmark hyperlink – Uses text or an image to take visitors to another part of a web page.
- E-mail hyperlink – Allows visitors to send an e-mail message to the displayed e-mail address.

When adding a text or image hyperlink that moves off your site, have it open in a new window. This allows visitors to easily come back to your site without having to use the back button on their browser. Text or image hyperlinks can also be used to move between pages within a site.

Text Hyperlinks

1. Open the **Practice** web site.
2. Open the **favorite.htm** file.
3. Select the **text** to be used as the hyperlink for the first favorite web site.
4. Click the **Insert Hyperlink**  icon on the *Standard* toolbar. The *Edit Hyperlink* dialog box displays. See Figure 1 on page 2.
5. Review the **Text to display** field. Make any needed changes to the text displaying as the hyperlink.

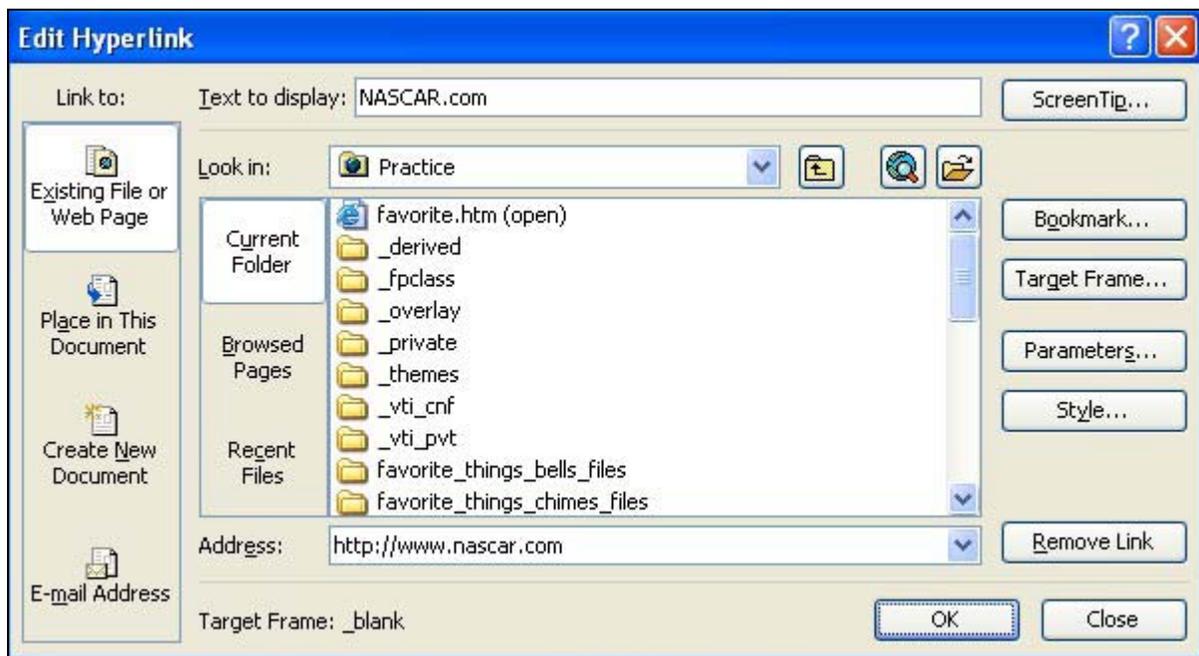


Figure 1. Edit Hyperlink

6. Type the **URL or address** for the web site in the *Address* field.

Note: The URL or address can be copied from the web site's home page and pasted into the address field. Use **Ctrl+V** to paste.

7. Click the **Target Frame** button. The *Target Frame* dialog box displays. See Figure 2 on page 3.

8. Highlight **New window** in the *common targets* list. This parameter is set so that a new window opens when the hyperlink is clicked.

9. Click **OK**.

10. Click **OK** to close the *Edit hyperlinks* dialog box.

11. **Save** the page.

12. **Preview** the page.

13. **Test** the hyperlink to be sure it works correctly.

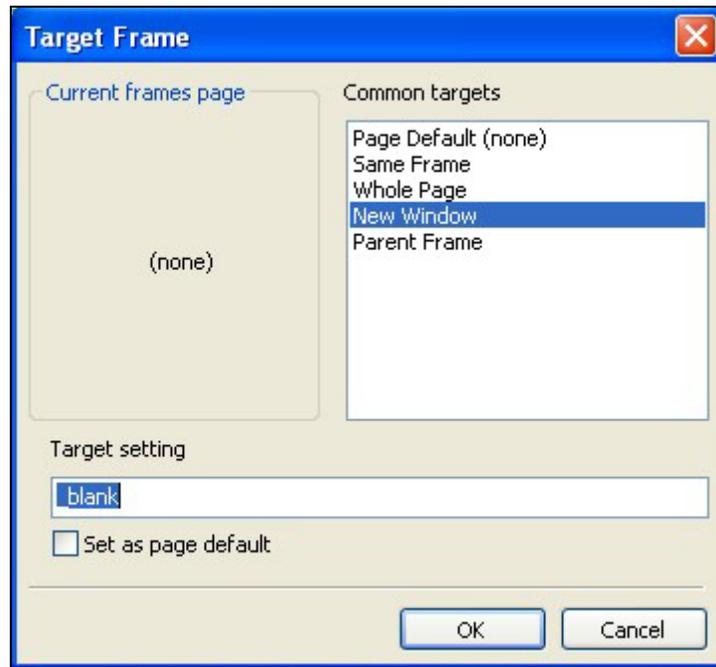


Figure 2. New Window

Try It!

1. Edit the remaining text hyperlinks on the **favorite.htm** page.
2. Try a copy and paste to add the URL or address for one of the hyperlinks.
3. Be sure to set the target parameter so a new window opens when the link is used.
4. Save the page.
5. Preview the page.
6. Test the hyperlinks.
7. Close the **favorite.htm** page.

On Your Own

1. Create a **new page** with the title **Academics**.
2. Save it as **academics.htm**.
3. Add a **table** with 25 rows and 2 columns. **Center** the table on the page. Change it to display on **90%** of the page. **Turn off** the table borders.
4. Insert a **books clip art image** in the first cell of the first row. **Resize** the image as needed. **Center** it within the cell.

5. Add the following text description to the books image: Go to the Home page.
6. Add a **centered Heading 1 style** title called **Academics** in the second cell of the first row.
7. **Save** the file. **Rename** the clip art image to **books**. Leave the .jpg or .gif file extension.

Image Hyperlinks

1. Select the **books image**.
2. Click the **Insert Hyperlink** icon  on the *Standard* toolbar.
3. In the *Link to* section, click **Existing File or Web Page**.
4. Navigate to the **default.htm** or **index.htm** file in the **Practice** web site, and highlight it.
5. Click **OK**.
6. **Save** the page.
7. **Preview** it in the browser.
8. Mouse over the books image.
9. **Click** the **books** image to test the hyperlink.

Note: Image hyperlinks can be used to link to external web sites also.

Bookmark Hyperlinks

Bookmark hyperlinks are used to navigate within a web page. These are useful when the page is long or has different sections. As an example, use a bookmark hyperlink to allow visitors to go to the top of a page. They are also used for alphabetic lists.

Creating a Bookmark

10. Select the **Academics** heading.
11. Click **Insert > Bookmark**. The *Bookmark* dialog box displays. See Figure 3 on page 5.
12. The word **Academics** is highlighted.
13. Type the word **Top** in its place.

14. Click **OK**.

15. The word Academics displays with a dashed line beneath it. This indicates it is a bookmark and displays only in FrontPage. The bookmark does not display in the browser.

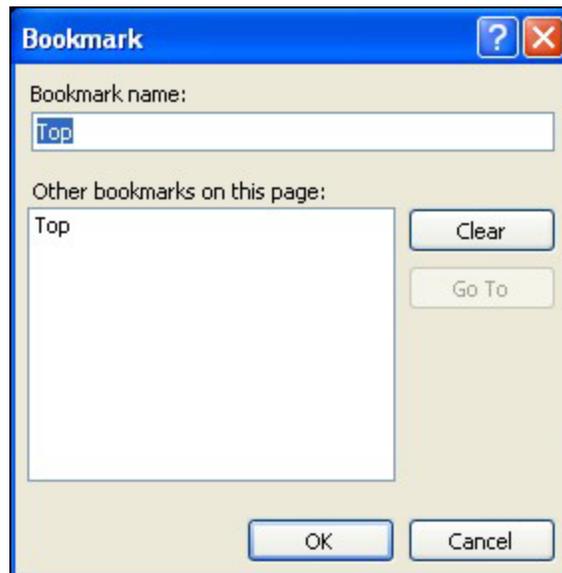


Figure 3. Bookmark

Adding a Bookmark Hyperlink

1. **Scroll** to the bottom of the table.
2. **Merge** the cells in the last row of the table.
3. Type the word **Top**. Apply a **centered Heading 5 style**.
4. Select the word **Top**.
5. Click the **Insert Hyperlink** icon  on the *Standard* toolbar.
6. In the *Link to* section, click **Place in this document**.
7. Highlight **Top** under *Bookmarks*. See Figure 4 on page 6.
8. Click **OK**.
9. **Save** the page.
10. **Preview** it in the browser.
11. **Scroll** to the bottom of the page.
12. Click the **Top hyperlink**. It should move the page up to the Academics heading.

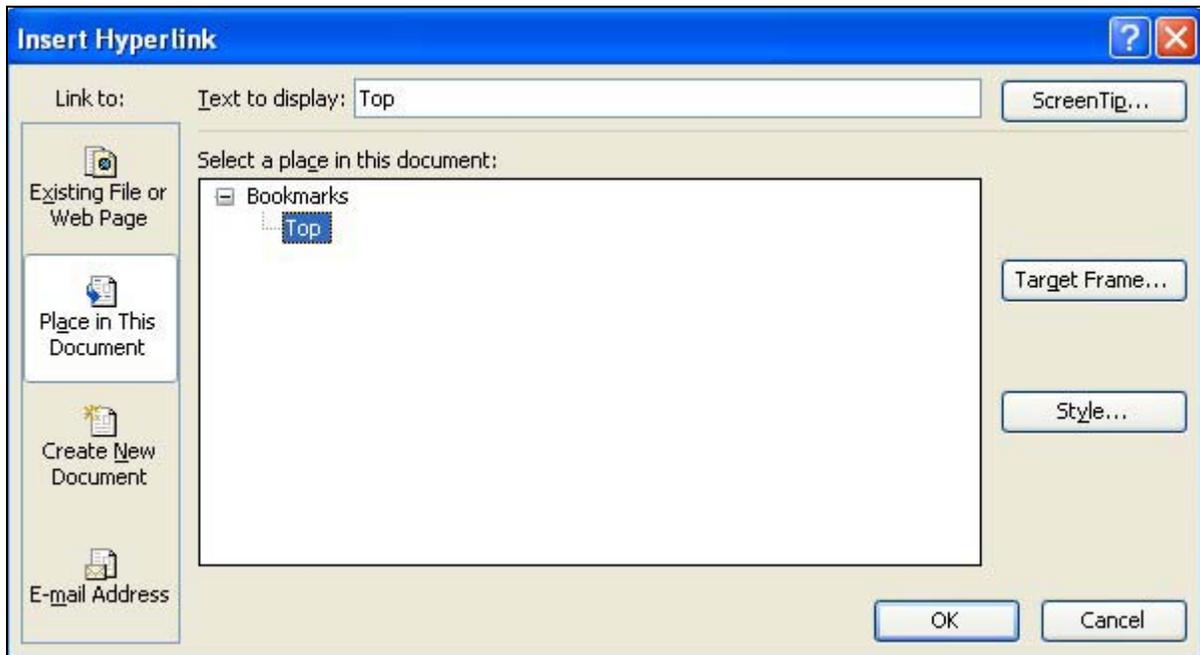


Figure 4. Insert Bookmark Hyperlink

E-mail Hyperlinks

1. Open the **default.htm** or **index.htm** page.
2. Add the following text to the page: **Contact me at [your e-mail address]**.
3. Select the **text** of the e-mail address.
4. Click the **Insert Hyperlink** icon  on the *Standard* toolbar.
5. In the *Link to* section, click **E-mail Address**.
6. Highlight the **e-mail address** in the *Text to display* field.
7. Press **Ctrl+C** to copy it.
8. Place the **cursor** in the *E-mail address* field.
9. Press **Ctrl+V** to paste it. See Figure 5 on page 7.
10. Click **OK**.
11. **Save** the page.
12. **Preview** it in the browser.
13. Click the **e-mail hyperlink**. It should open a blank Microsoft Outlook message.

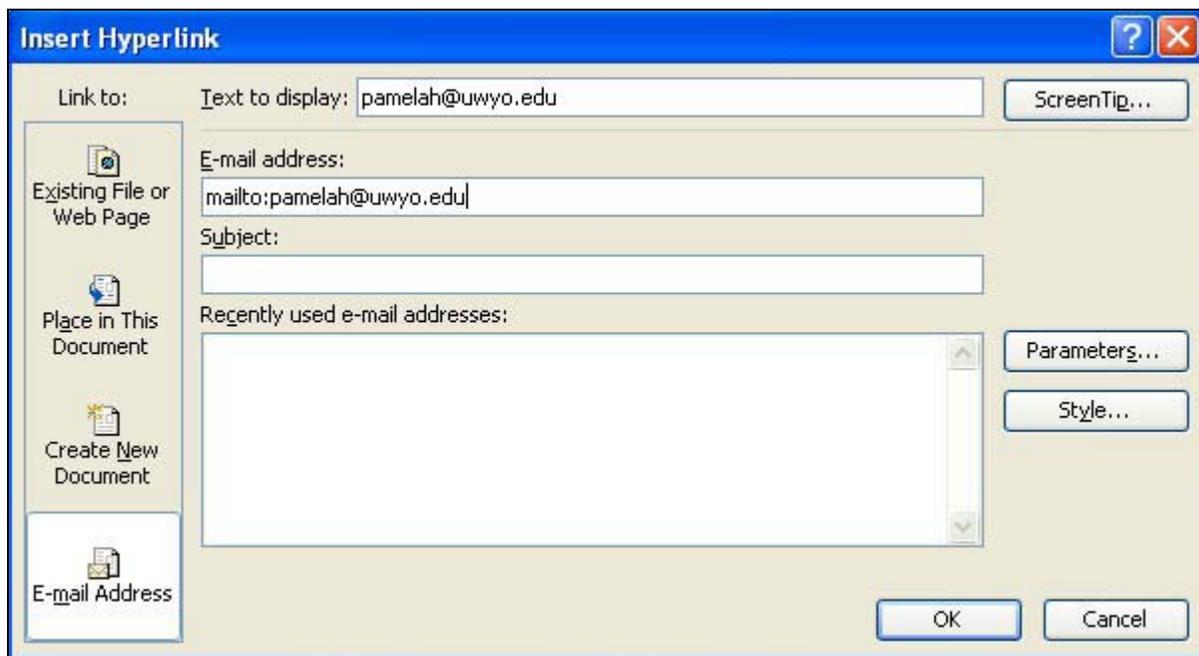


Figure 5. E-mail Hyperlink

Adding Hyperlinks to Files

Hyperlinks can be added to download or display documents, spreadsheets, presentations, and .pdf files. Text or an image can be used in creating these links.

1. Click the **academics.htm** tab.
2. Add a **bulleted item** called **Historic Clothing** in the first column of the second row.
3. Press **Enter**.
4. Click the **Increase Indent** icon  on the *Formatting* toolbar.
5. Type a **brief description** of a paper that would be written in this class.
6. Highlight a **phrase** in the description.
7. Click the **Insert Hyperlink** icon.
8. Click **Existing File or Web page** in the *Link to* section.
9. Navigate to the **academics** folder.
10. Highlight the **sample1** file.
11. Click **OK**.
12. **Save** the page.
13. **Preview** it in the browser.

14. Click the link to the file. It can be opened or saved.

Try It!

1. Add information for a project completed in a different class in the second cell of the second row. Add a link to the sample2 file in the academics folder.
2. Add information for another class. Include a hyperlink to the photos.htm page.
3. Add an image to the page. Use it as a hyperlink to the UW home page. Remember to open the hyperlink in a new window.
4. Add information about an organization you belong to. Add a hyperlink to their web page. Remember to open the hyperlink in a new window.
5. Save the page, and preview it in the browser.
6. Open the **favorite.htm** file.
7. Add a hyperlink to the **favorite_things.htm** page.
8. Save the page, and preview it in the browser.
9. Open the **interest.htm** file.
10. Add a hyperlink to the **photo.htm** page.
11. Save the page.