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Ceredigion

Hwb⁺

Creating a Link







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Creating a Link

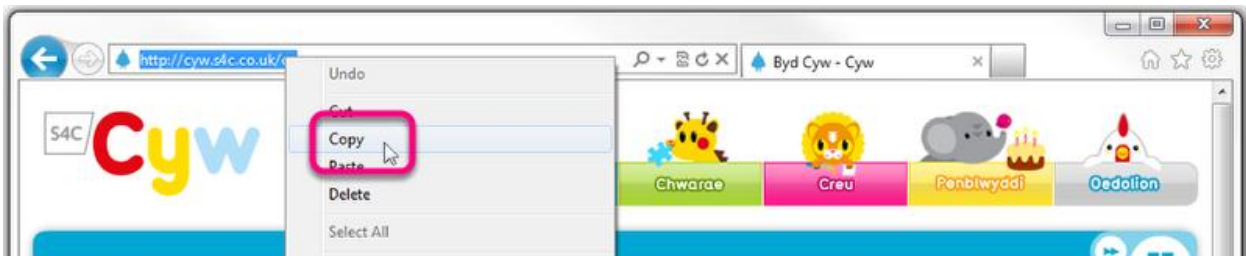
Before you begin, you will need the URL of the place that you would like to link to.

Copying the URL from a website

Click on the URL in the address bar once to select the whole address.

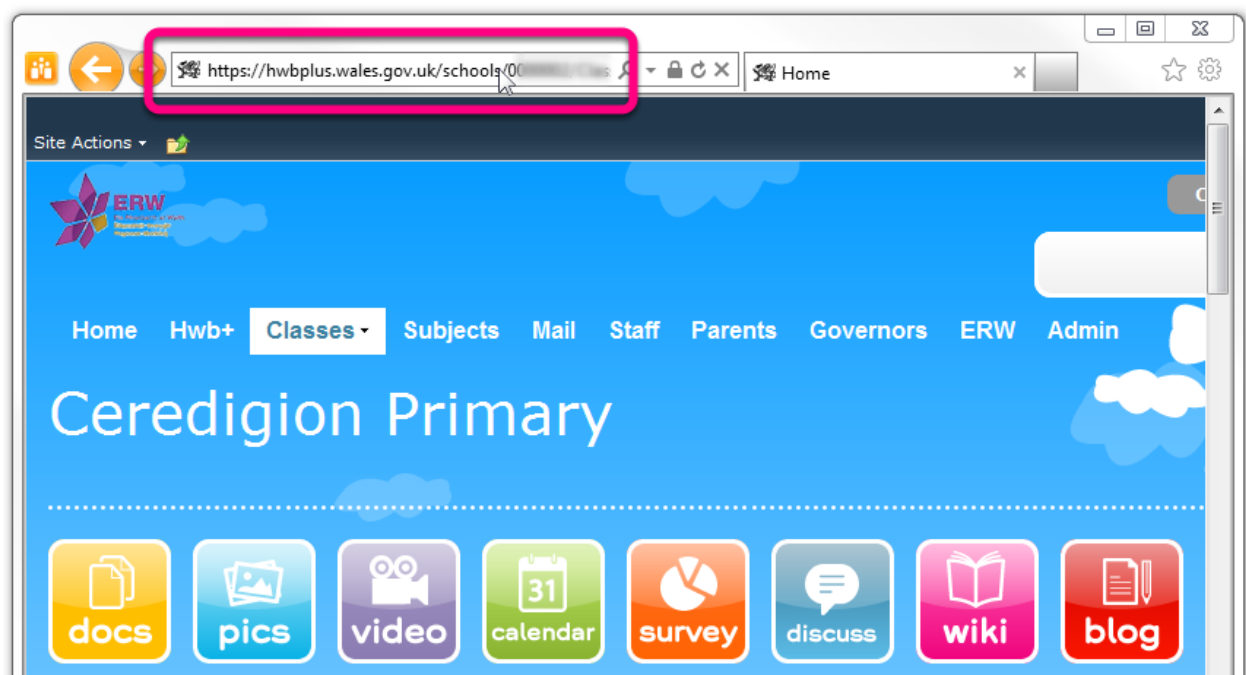


Right click on the address and click **Copy**.



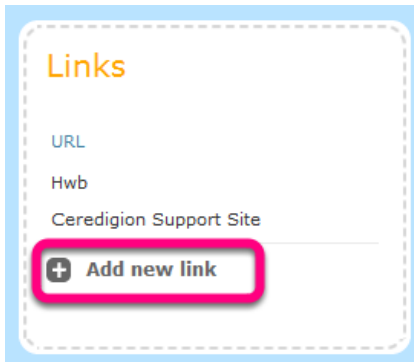
Copying the URL from Hwb+

Go to the page that you would like to link to and copy the URL from the address bar, as above.



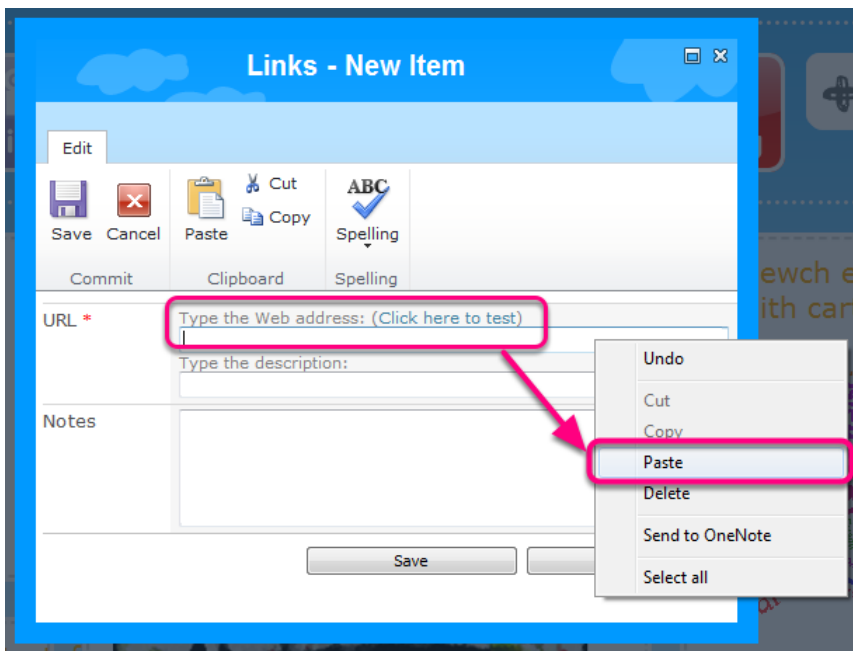


Creating a link using the Links Webpart



Paste the copied URL into the web address field.

The description is what will be displayed in the webpart once saved.





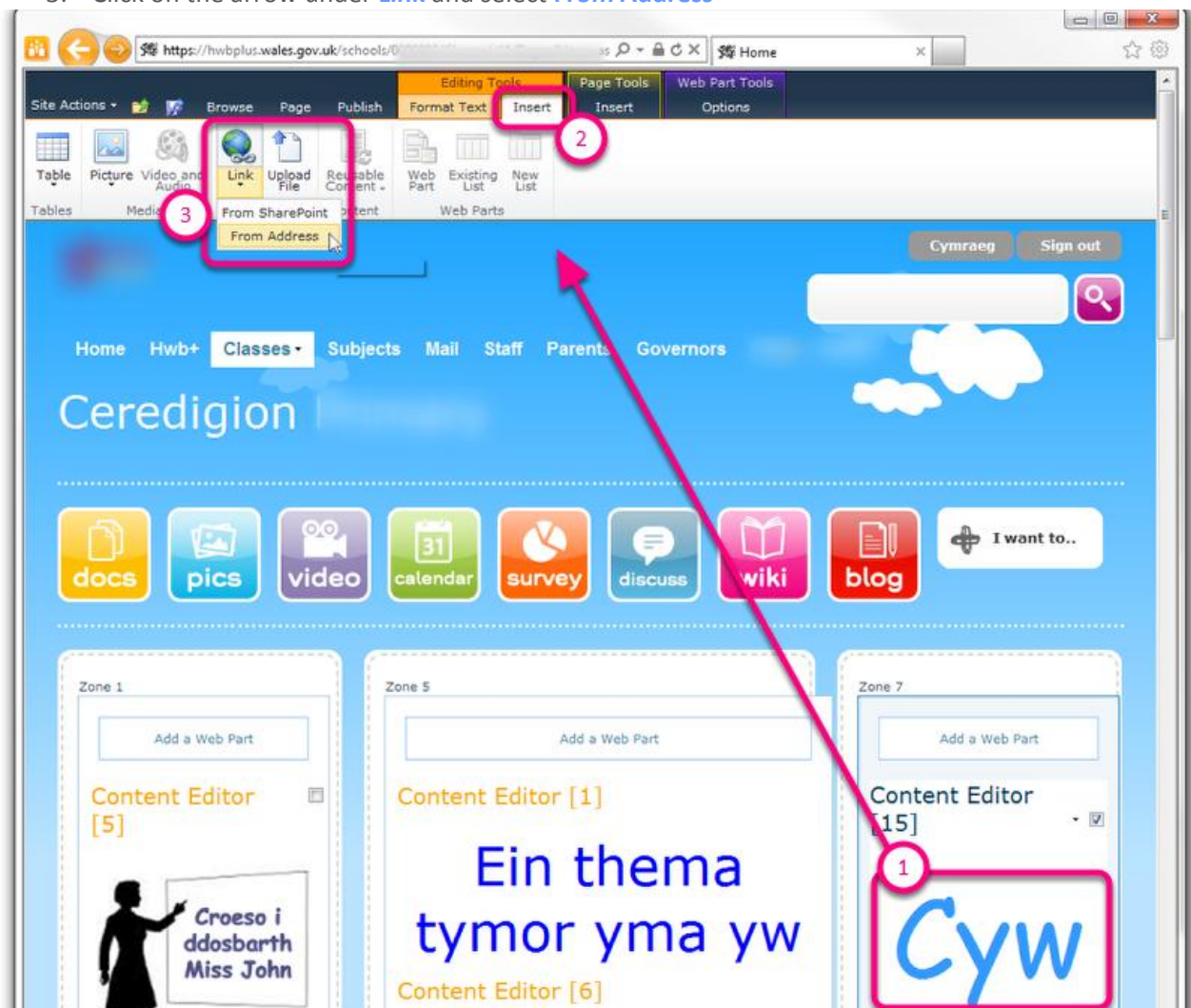
Creating a link using Text

Follow the steps in the [Adding a Content Editor Webpart](#) to add text to a site or page in Hwb+.

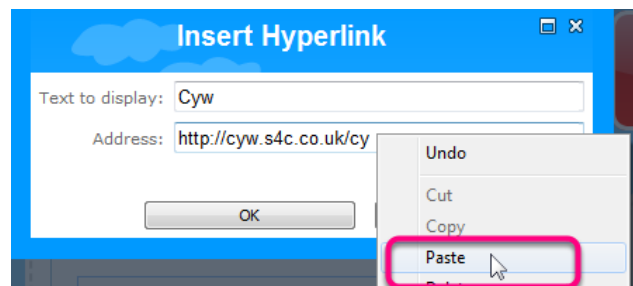
The helpsheet can be found on the Support Centre website (<http://addysg.cerenet.org.uk>) under [Support](#) → [Helpsheets](#) → [Hwb+](#)

Whilst in edit mode,

1. Highlight the text that you want to become the link.
2. Go to **Insert** under **Editing Tools**
3. Click on the arrow under **Link** and select **From Address**



Copy the URL into the **Address** field.





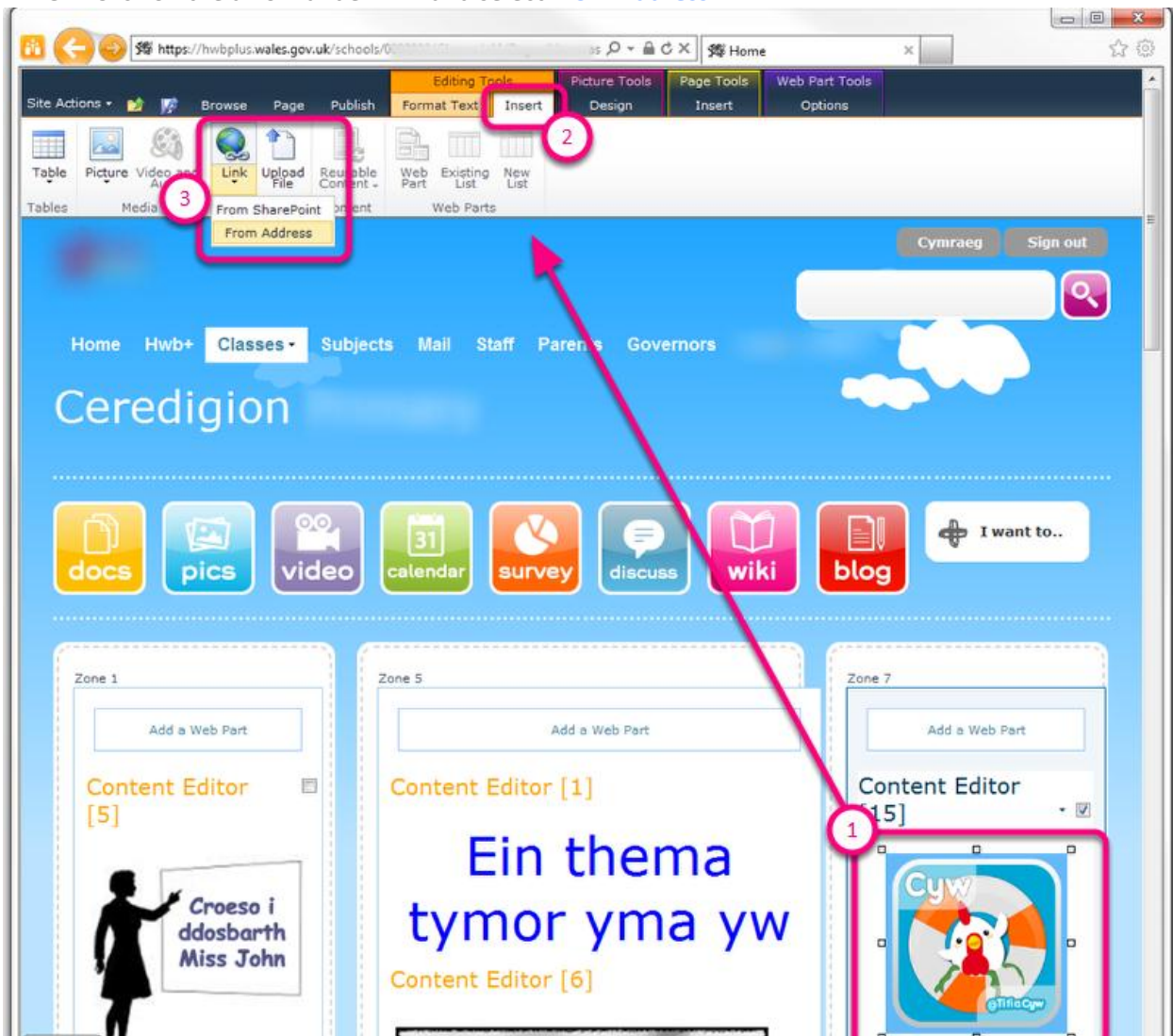
Creating a link using an Image

Follow the steps in the [Adding a Content Editor Webpart](#) to add an image to a site or page in Hwb+.

The helpsheet can be found on the Support Centre website (<http://addysg.cerenet.org.uk>) under [Support](#) → [Helpsheets](#) → [Hwb+](#)

Whilst in edit mode,

1. Click on the image that you want to become the link to select it.
2. Go to **Insert** under **Editing Tools**
3. Click on the arrow under **Link** and select **From Address**



Copy the URL into the **Address** field.

When creating a link using an image, you will need to keep the Text to display field empty.

