



Inserting Hyperlinks

1. In the WYSIWYG Editing page, **type the text** you want to become a hyperlink
2. **Highlight the text** (hold down the left mouse button and drag)
3. Click the **Insert/Edit Link icon** 
4. To insert a Fresno State URL navigate to the site by clicking the **Browse icon**  or **type the URL** directly into the Link URL field, be sure to include **“http://”** first.
5. The Target is where the linked page will appear for the user upon clicking the link. The best practice for accessibility is to set the **Target** field to **“Open in This Window/Frame”** and enter a **Title**. If you would rather have the hyperlink open in a new window, change the **Target** to **Open in New Window** (blank), but be sure to mention in the **Title** field that the page opens in a new window (see screenshot in Step 9 of Link a Document).
6. Click **Insert**.

