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.