



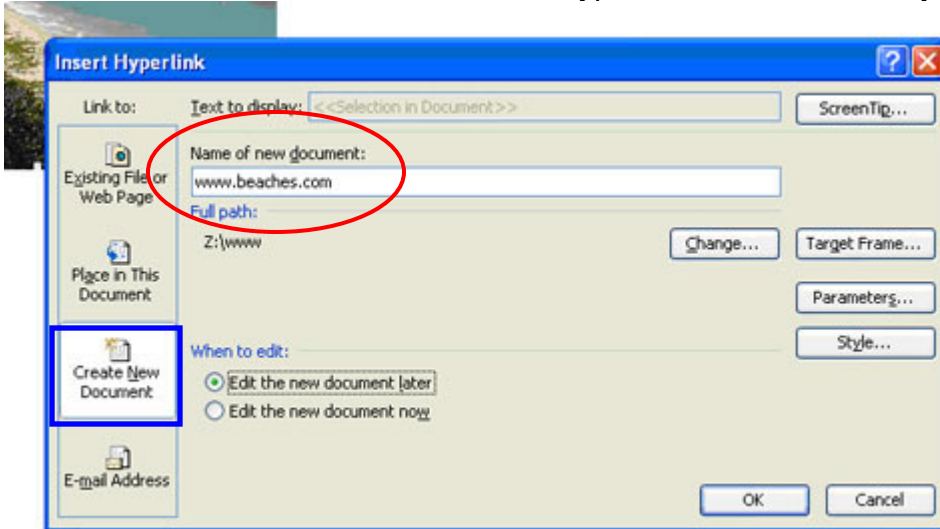
Microsoft FrontPage How to Create Hyperlinks

I. Creating a hyperlink:

In **Page** View, located at the bottom of the document window click **Design** , and then do one of the following:


Creating a Hyperlink to a new page:

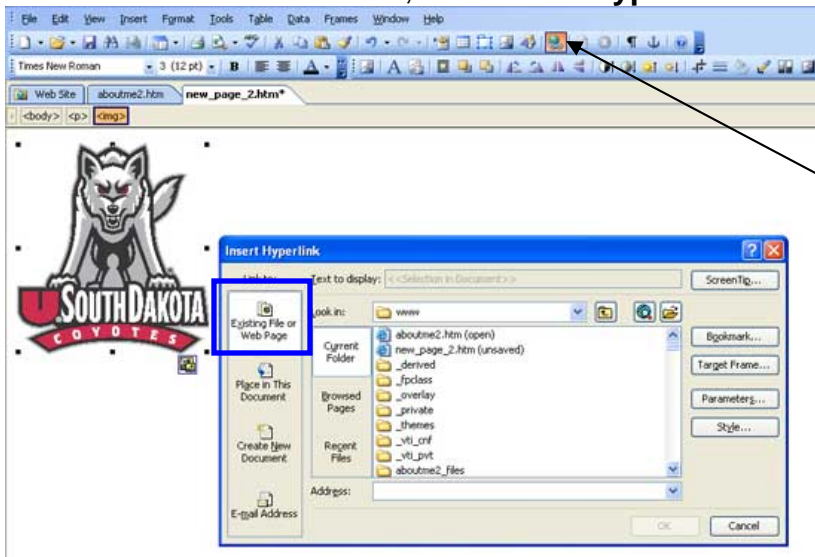
1. Select the text or picture that you want to use as the hyperlink.
-If you do not select text or a picture, the destination URL is displayed as the hyperlink text.
2. On the **Standard** toolbar, click **Insert Hyperlink** .
3. Under **Link to**, click **Create New Document**.
4. In the **Name of new Document** box, type the name of the file you want to create and link to.




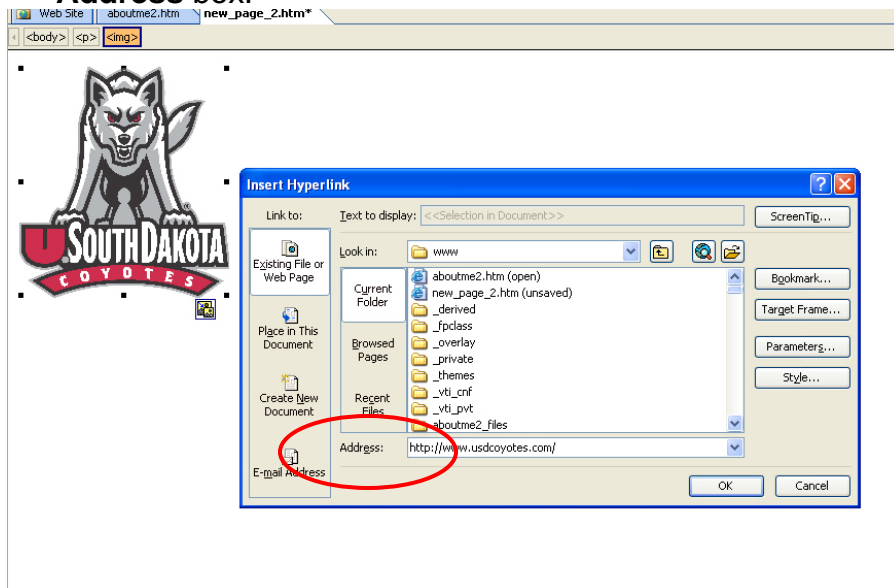
5. Under **When to edit**, specify whether you want to edit the file now or later.

Creating a hyperlink to a page or file on the World Wide Web:


1. Select the text or picture that you want to use as a hyperlink.
2. On the **Standard** toolbar, click **Insert Hyperlink** .

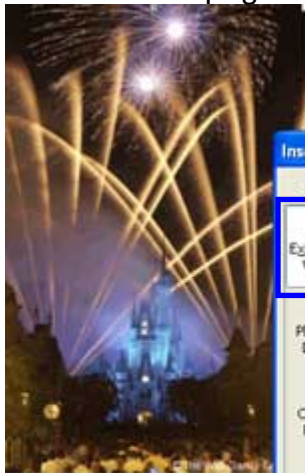


- Under **Link to**, click **Existing File or Web Page**, and then to the right of the Look In box, click the Browse the Web icon .
- In your web browser, browse to the page that you want to link to, and then press ALT + TAB to switch back to Microsoft FrontPage. The location of the page you visited is displayed in the **Address** box.

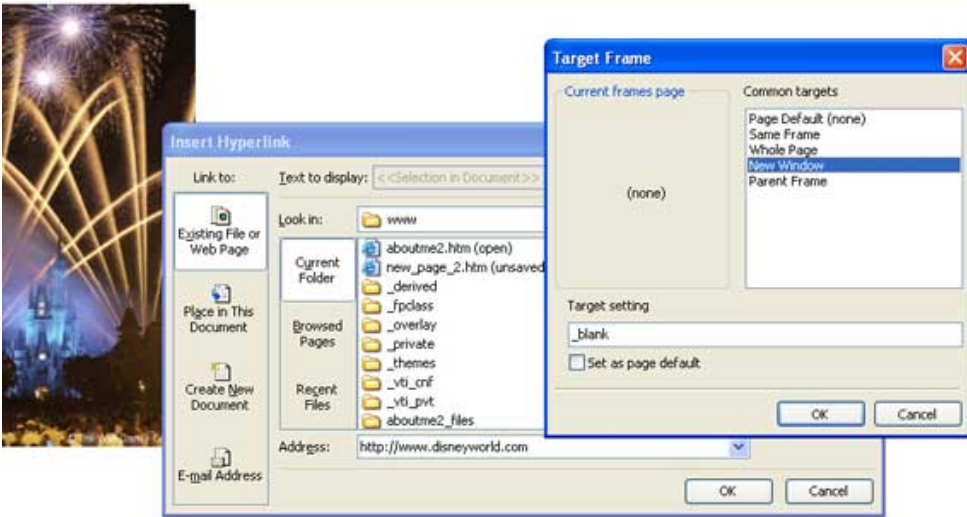


Create a hyperlink that opens in a new window:

- Select the text or picture that you want to use as a hyperlink.
- On the **Standard** toolbar, click **Insert Hyperlink** .
- Under **Link to**, click **Existing File or Web Page**.
- Select the page or file you want to use as a destination.




- Click the **Target Frame** button. In the **Target Frame** dialog box, select **New Window** and click **Ok**.

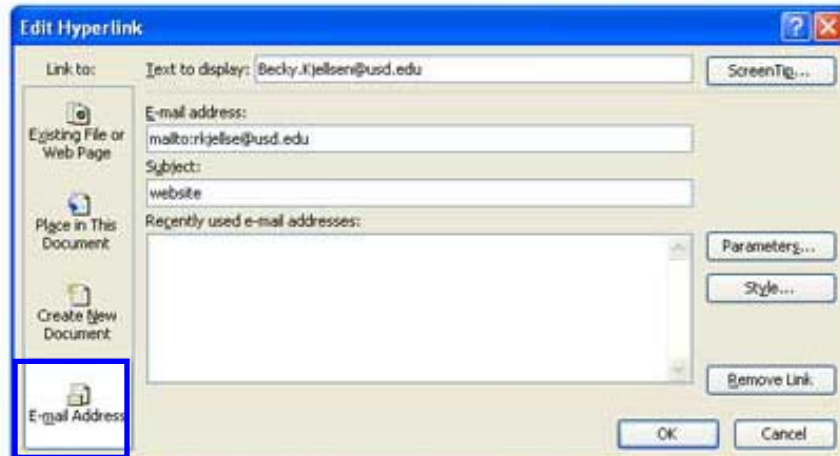


II. Email Links

Create a hyperlink to an e-mail address:

1. Select the text or picture that you want to use as the hyperlink to an e-mail address.
2. On the **Standard** toolbar, click **Insert Hyperlink** .
3. Under **Link to**, click **E-mail Address**.
4. Type the e-mail address that you want in the **E-mail address** box, or select an e-mail address in the **recently used e-mail addresses** list.

endorsement. If you have comments or questions my email is becky.kjellsen@usd.edu feel free to email me!




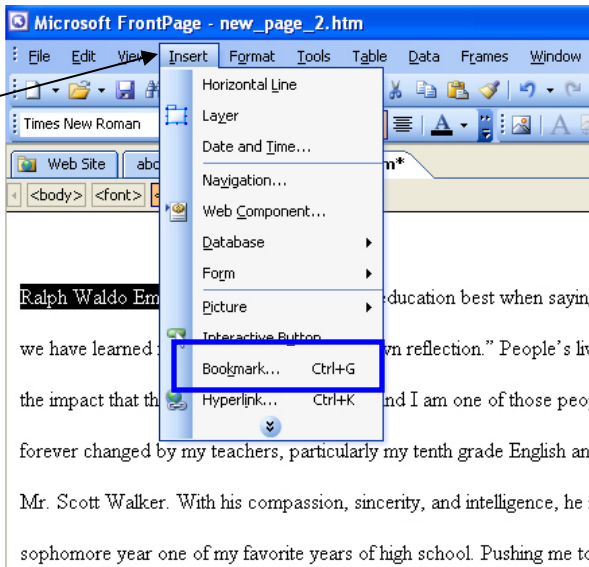
5. In the **Subject** box, type the subject of the e-mail message.

III. Bookmarks

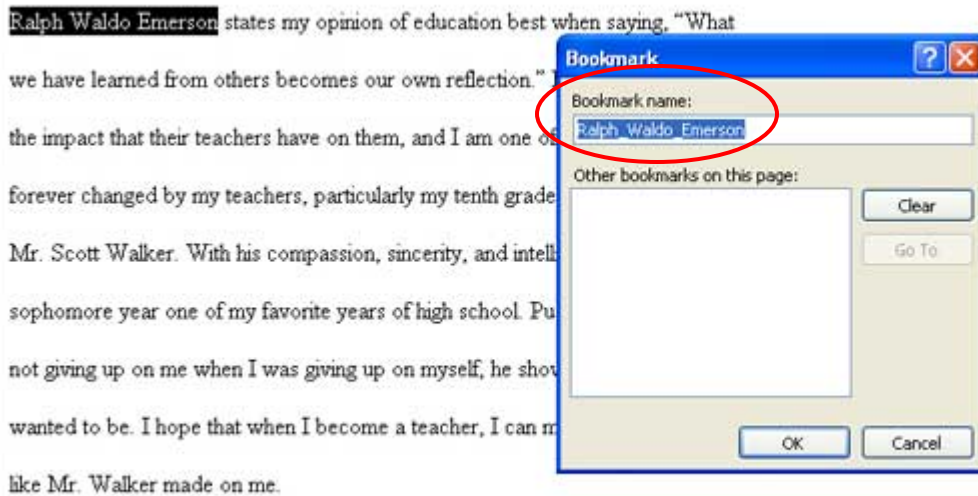
Bookmark: a location or selection of text in a file that you name for reference purposes. Bookmarks identify a location within your file that you can later refer or link to.

Creating a Bookmark on a Web Page:

1. In **Page** view, at the bottom of the document window, click **Design** .
2. Select the text to which you want to assign a bookmark.
3. On the **Insert** menu, click **Bookmark**.






4. Under **Bookmark name**, type or select the name of the bookmark.

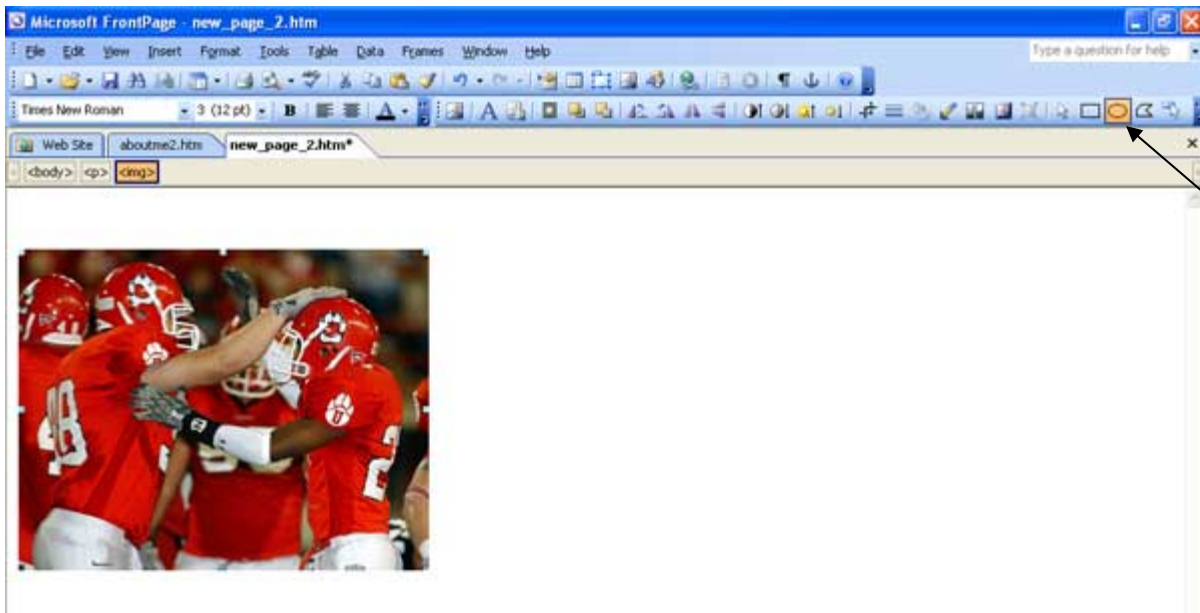





IV. Hot spots

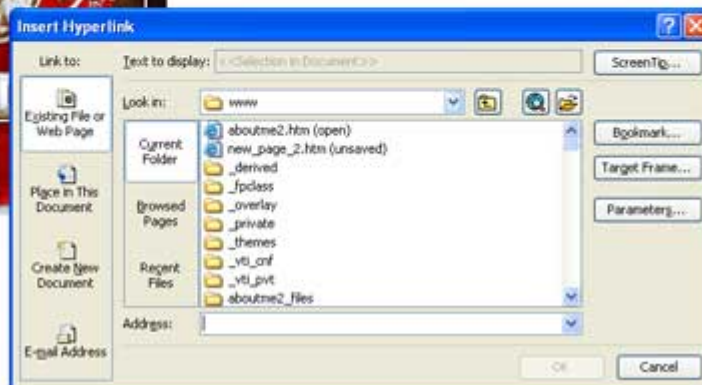
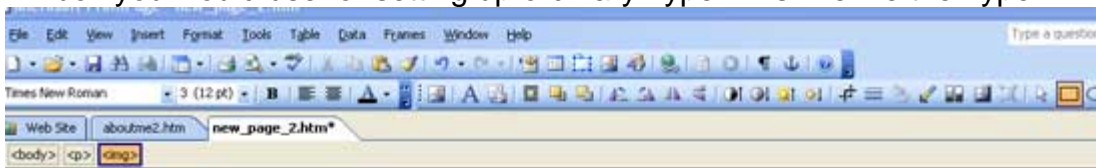
Hot spots: an area on an object containing a hyperlink. An entire object can be a single hot spot, or an object can contain multiple hot spots. A picture with hot spots is called an image map.

Adding Hot spots:

1. Open the Web page that contains the picture, and click the picture once to select it.
2. Click the Rectangular Hot spot , Circular Hot spot , or Polygonal Hot spot  button on the Pictures toolbar.



3. When using the Rectangular Hot spot  or Circular Hot spot  tool, drag the mouse pointer over the portion of the picture that should define the hot spot.
 - a. When using the Polygonal Hot spot  tool, draw a polygon by clicking the mouse pointer at each corner of the shape you want. To close the polygon, double-click the next-to-last point; FrontPage draws the final line to the starting point.
4. When dragging is complete, FrontPage opens the Insert Hyperlink dialog box, the same dialog box you would use for setting up ordinary hyperlinks. Define the hyperlink.



5. To define a hot spot for the picture as a whole, click any portion that's not already a hot spot, and specify its URL in the usual way.