

Creating Links

Perhaps one of the most important features of the web is that documents can link to other documents. In addition to linking to documents within one site, documents may link to external sites creating a “web” of documents.

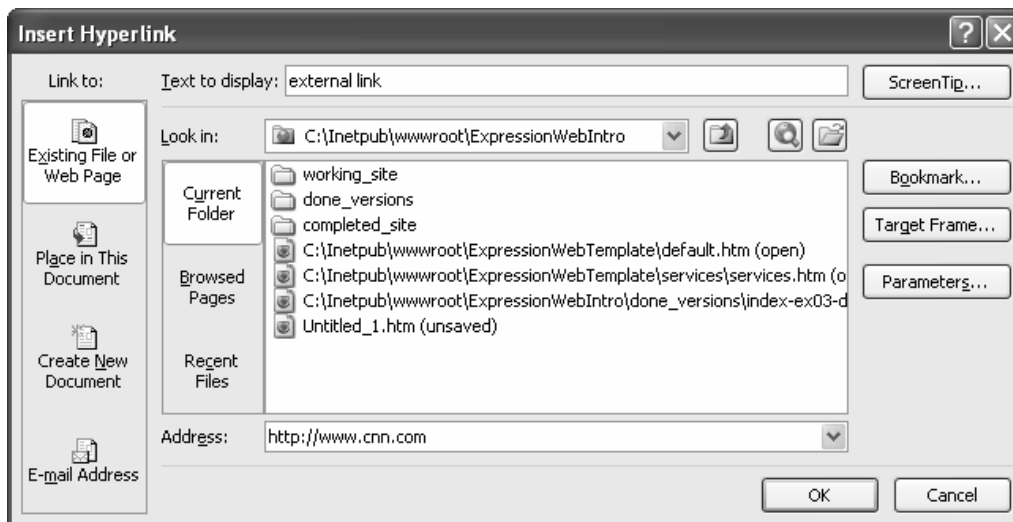
You will want visitors to your web site to be able to visit other pages and web sites by including clickable links in your site. In the following section, we will discuss the types of links available to you and how to create them.

Adding Links

There are several ways to add a hyperlink to text. The first step is to add the text that you would like to be “blue and clickable.” Now, highlight that text and choose one of the following options:

- **Right-click** and choose **Hyperlink**
- Click the **Hyperlink icon** on the Toolbar
- Select **Insert → Hyperlink**
- Or press **Control-K**

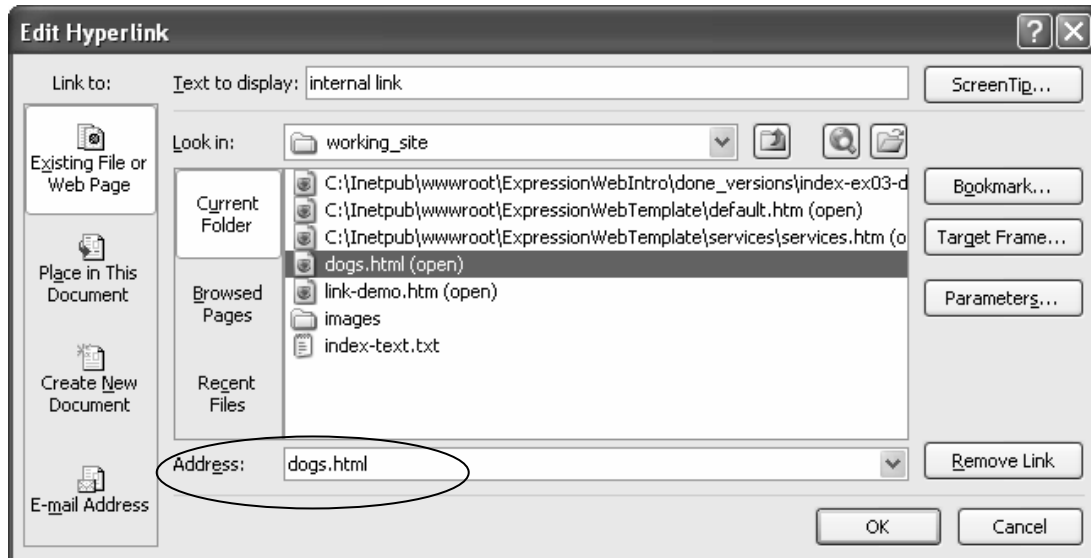
The following dialog box will allow you to add the URL to which you are linking:



For external links (to pages on other websites) you must include the entire URL as you would view it in the browser. You must begin an external link with http:// such as:

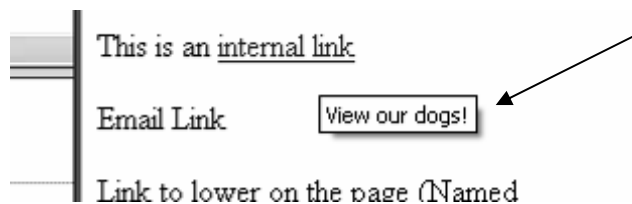
`http://www.cnn.com/POLITICS/`

For links to internal pages, simply type the name of the file or even better, browse to it using the folder list:



Adding ScreenTips

Expression Web makes it very easy to add what it calls ScreenTips to a link. (These are sometimes called Tool tips elsewhere.) When the user rolls the mouse over the link, a small box with text will appear as shown below.



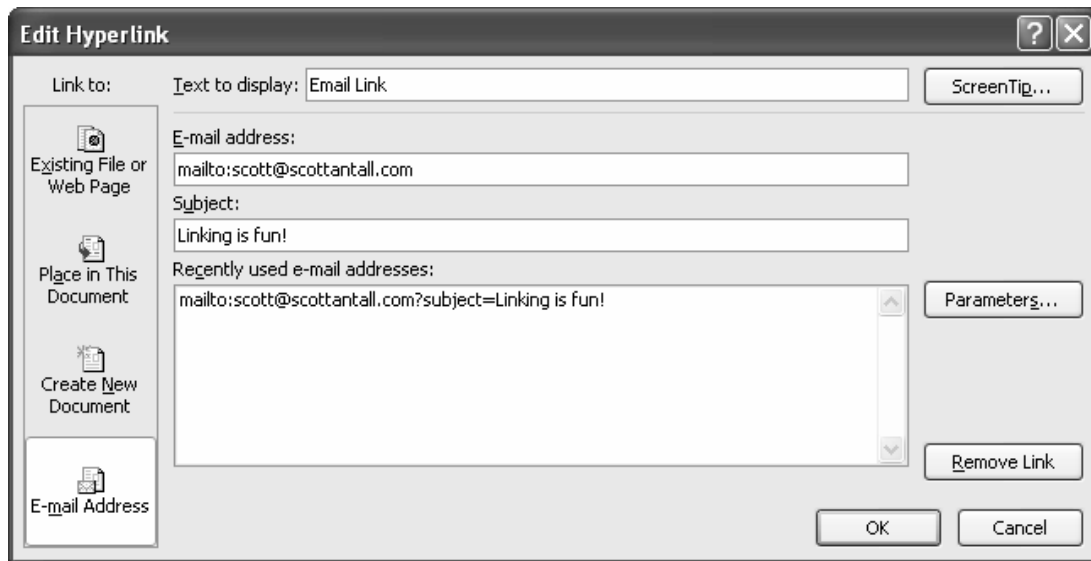
ScreenTips are added in the same dialog box as the Hyperlink. In the screenshot above notice the ScreenTip... button in the upper right-hand corner. Click it and add the text. That's all!

E-mail

Expression Web allows us to easily add a link to an email address. To create a link on your site that opens an email to a specific address, simply highlight the text you wish to make a link. The text might be the name of the person receiving the email, the actual email address, or something like "Click to Email."

Email links are added in the same way as internal or external links, but in the dialog box, click E-mail Address in the lower left-hand corner.

You may specify both a recipient email address and a subject.



Beware with email links! These links require that users have email programs installed and configured properly. When clicked, they simply open an email with the address you specify in the “to” box. It is up to the user to complete the email and hit “send.”

Changing Links

To change a link, simply get back to the dialog box (in the same ways you created the link in the first place, and make the change!

Removing Links

In the same dialog box, there is a button in the bottom right-hand corner that says “Remove Link.” Click the button and the link will be removed.

Link within Page (Bookmarks)

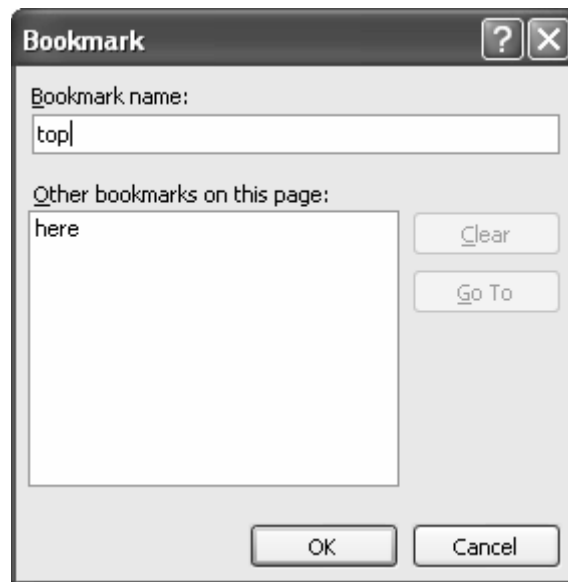
Many web pages allow users to move within one page through the use of clickable links. You have no doubt seen, for example, links on pages that say things like “Return to Top.” To create this feature, two items are necessary.

Step 1 – A “bookmark” (sometimes called a named anchor), located at the spot where you want the link to take the user. This bookmark names that spot on the page.

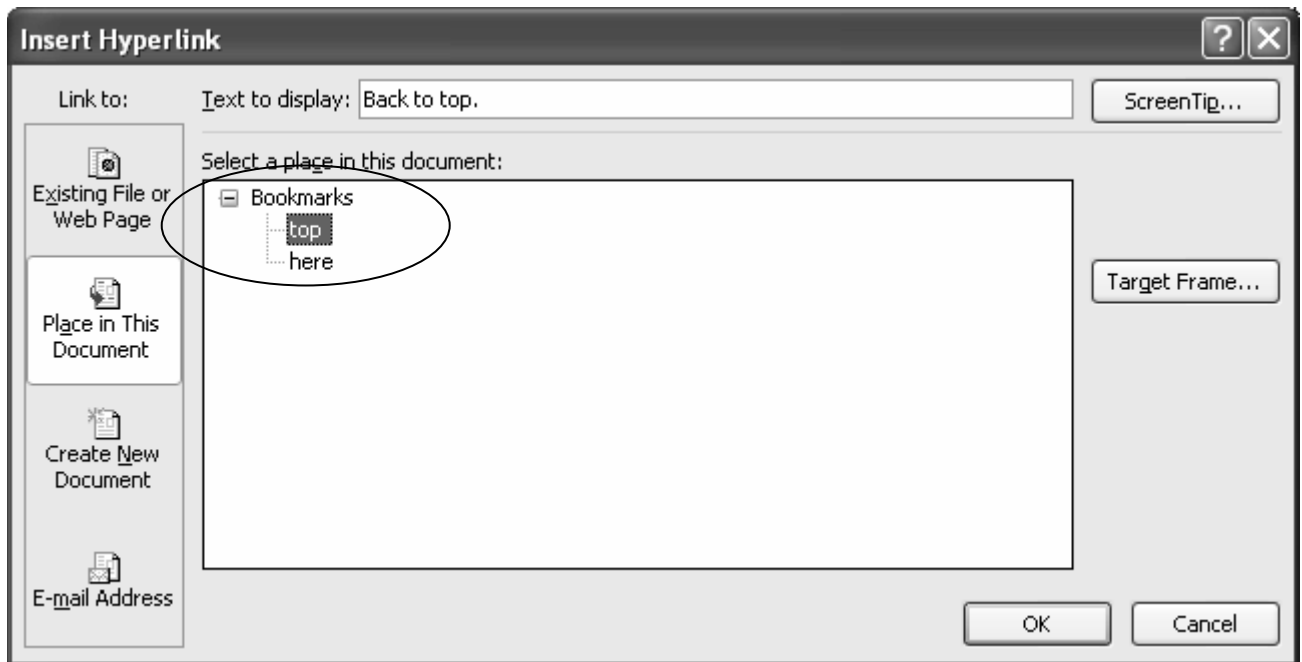
Step 2 – The link itself, which links to the newly named spot on the page.

To create a Bookmark in Expression Web, simply move your cursor to the spot on the page to which the link should take the user. Then select **Insert** → **Bookmark...** and give the spot a name.

For example, we would place the cursor at the top of the page if we are creating a link from the bottom that says “Return to Top.”



Now that the anchor is created we must create a link to it. Highlight the text that you would like to serve as the clickable link (such as “Return to Top”). The link itself is created just like other links. When you get to the Hyperlink dialog box, click “Place in this Document” on the left. All bookmarks in this page will show up in a list.



The code that Expression Web will write looks much like a normal link, but uses a pound sign before the name of the bookmark (as shown below):

```
<a href="#top">Back to top.</a>
```

Exercise 4: Add Links in Navigation Footer and Bookmarks in FAQ Page

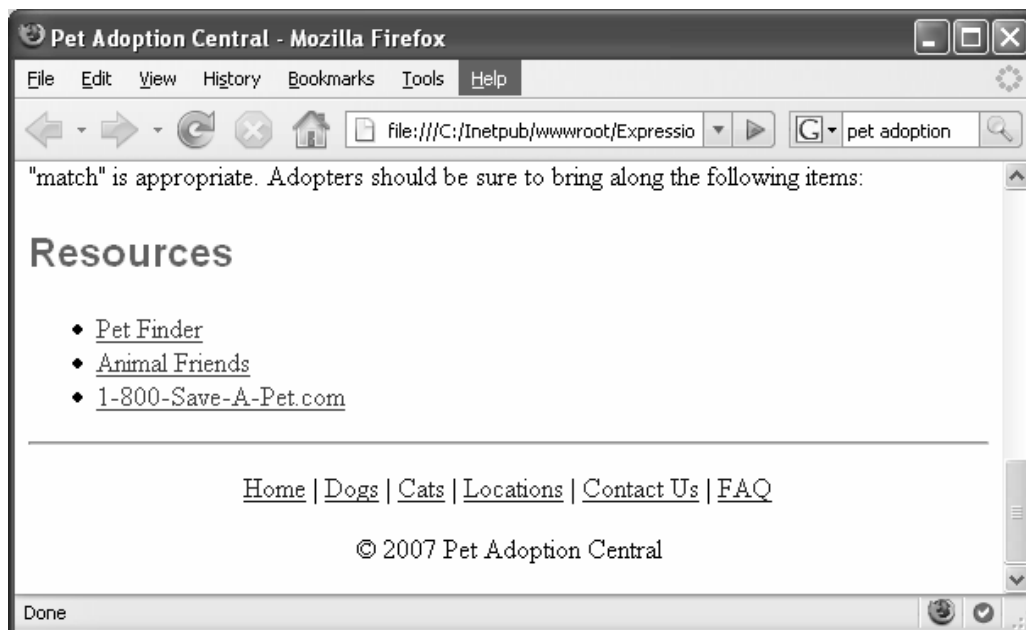
10 to 15 minutes

Part 1: Add links to index.html

1. Open **index.html** from the previous exercise. Create links that will become the navigation in the footer of the page. The text for the links is already in place. The table below shows the names of the pages. These pages will all be edited later:

Text Link	Page to link to
Home	index.html
Dogs	dogs.html
Cats	cats.html
Locations	locations.html
Contact Us	contactus.html
FAQ	FAQ.html

2. Add a Resources section near the bottom of the page as seen below. Use the table of links below to add three external links to index.html.



Text Link	Page to link to
PetFinder	http://www.petfinder.com/
Animal Friends	http://www.animal-friends.org/
1-800-Save-A-Pet	http://www.1-800-save-a-pet.com/

Part 2: Add Bookmarks to a Frequently Asked Questions (FAQ) Page

1. Open **FAQ.html**.
2. You will find a list of questions near the top of the page. The answers are lower on the page. **Add Bookmarks** named “one”, “two”, “three”, “four”, “five”, “six”, “seven”, “eight” and “nine” just before each question.
3. Turn the **questions** at the top of the page into **links** to the answer. When you click on a question, it will take you lower on the page to the answer.

Save and test both pages in a browser. Remember to refresh. Make sure your links take you where they are supposed to take you!

Challenge

- Open the Code View and take a look at the HTML code that Expression Web wrote for the links you created.
- Add “Back to Top” links near each answer on the FAQ page.
- Add an email link to the footer of **index.html**.

Possible Solution to Exercise 4

Saved as **done_versions/index-04-done.html**

...sections of code removed...

```
<h2 class="style2">Resources</h2>
<ul>
  <li><a href="http://www.petfinder.com">Pet Finder</a></li>
  <li><a href="http://www.animal-friends.org">Animal Friends</a></li>
  <li><a href="http://www.1-800-save-a-pet.com/">1-800-Save-A-
  Pet.com</a></li>
</ul>
```

...sections of code removed...

```
<hr />
<p class="style3"><a href="index.html">Home</a> | <a
href="dogs.html">Dogs</a> |
<a href="cats.html">Cats</a> | <a href="locations.html">Locations</a> |
<a href="contactus.html">Contact Us</a> | <a href="FAQ.html">FAQ</a> </p>
<p class="style6">© 2007 Pet Adoption Central</p>
```

```
</body>
```

```
</html>...sections of code removed...
```

Saved as **done_versions/faq-ex04-done.html**

...sections of code removed...

```
<body>
```

```
<h1 class="style4">Pet Adoption Central</h1>
<p class="style3"><a href="index.html">Home</a> | <a
href="dogs.html">Dogs</a> |
<a href="cats.html">Cats</a> | <a href="locations.html">Locations</a> |
<a href="contactus.html">Contact Us</a> | <a href="FAQ.html">FAQ</a> </p>
<hr />
<p><a href="#one">What are your hours?</a><br />
<a href="#two">Where are you located?</a><br />
<a href="#three">Do you have parking?</a><br />
<a href="#four">What can I do to locate my lost pet?</a><br />
<a href="#five">How many animals do you have at the shelter?</a><br />
<a href="#six">What types of animals do you care for?</a><br />
<a href="#seven">What is the process for adopting a pet from Pet Adoption
Central?</a><br />
<a href="#eight">Can my kids come to the shelter?</a><br />
<a href="#nine">How do I become a volunteer?</a></p>
<hr />
<p><a name="one"></a>What are your hours?</p>
```

```
<blockquote>
  <p>Shelter Hours <br />
  Monday 10am - 5pm <br />
  Tuesday 12pm - 8pm <br />
  Wednesday 12pm - 8pm <br />
  Thursday - CLOSED <br />
  Friday 10am - 5pm <br />
  Saturday 10am - 5pm <br />
  Sunday 12pm - 5pm</p>
</blockquote>
<hr />
<p><a name="two"></a>Where are you located?</p>
<blockquote>
  <p>100 Main Street</p>
</blockquote>
<hr />
<p><a name="three"></a>Do you have parking?</p>
<blockquote>
  <p>Yes, free parking is available in a lot located just beyond our
...sections of code removed...

</body>

</html>
```