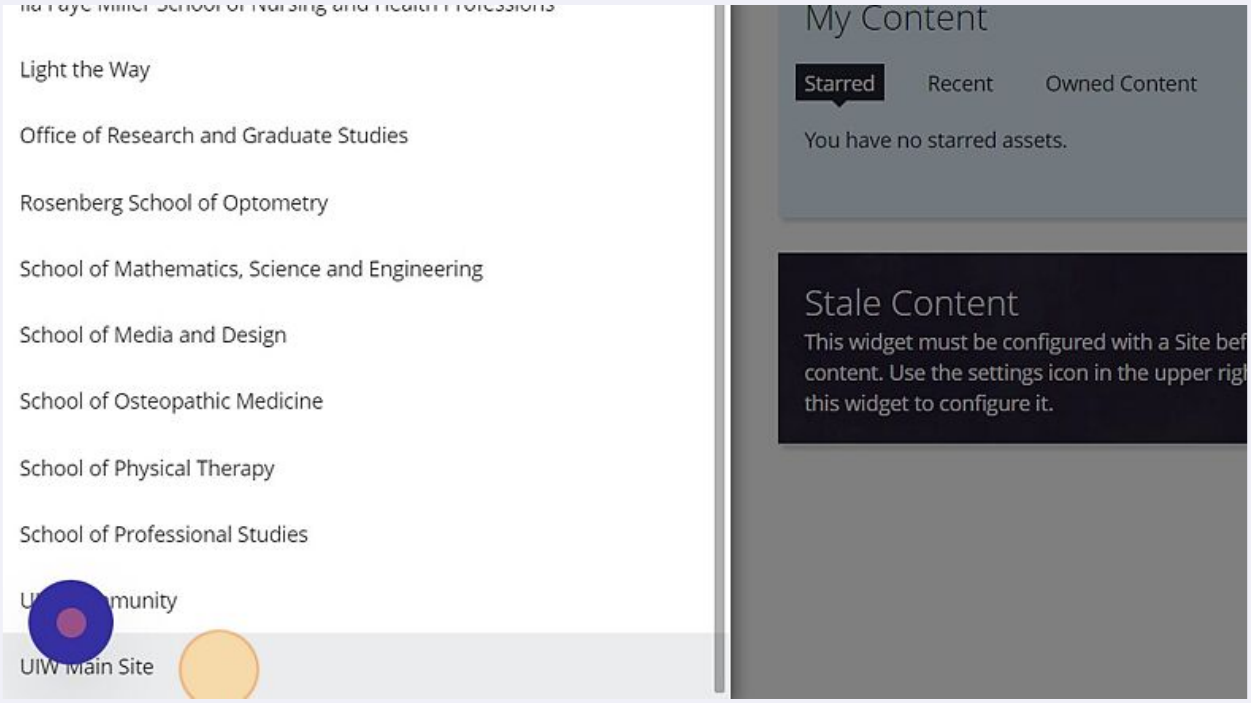
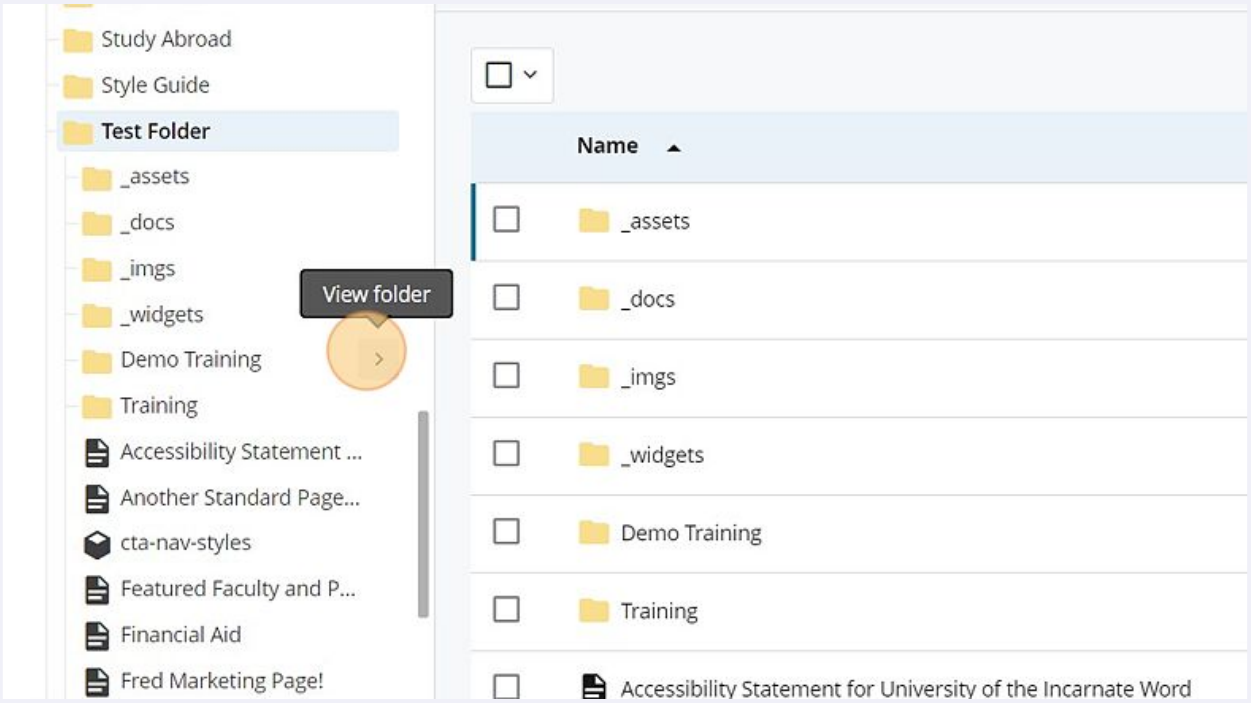
How to Add a Link to a Training Page

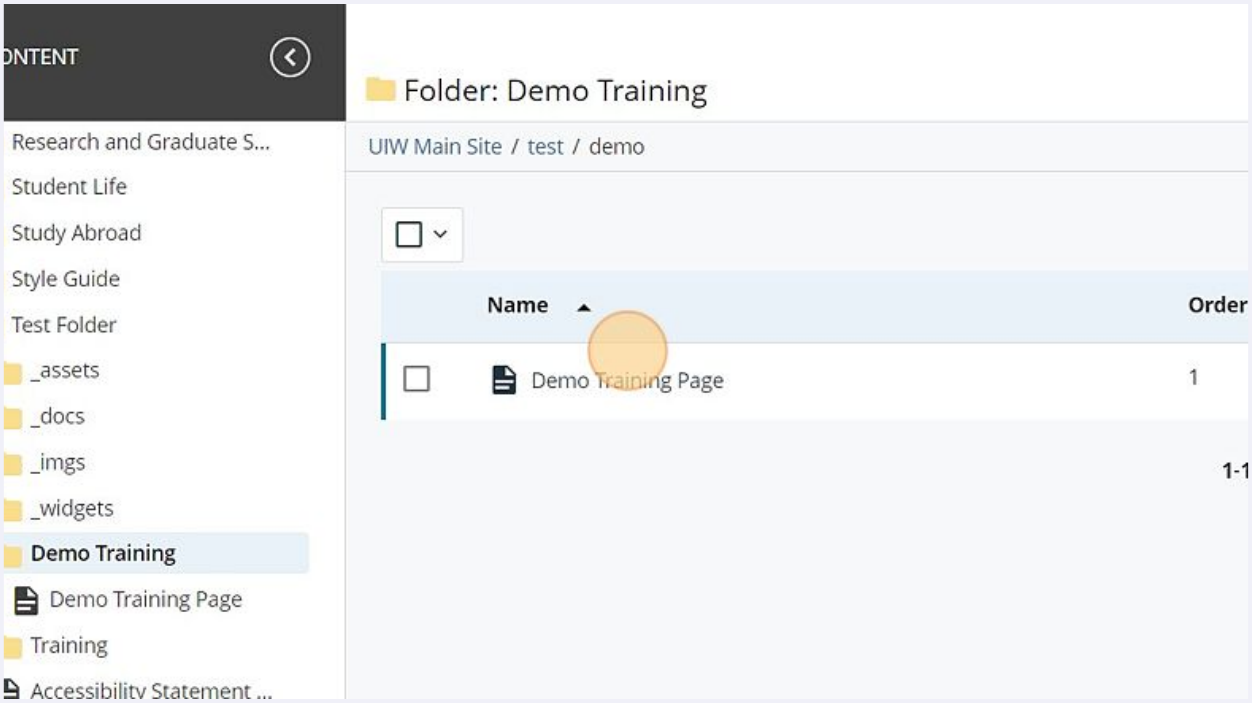
1 Navigate to the site where you want the link to live.



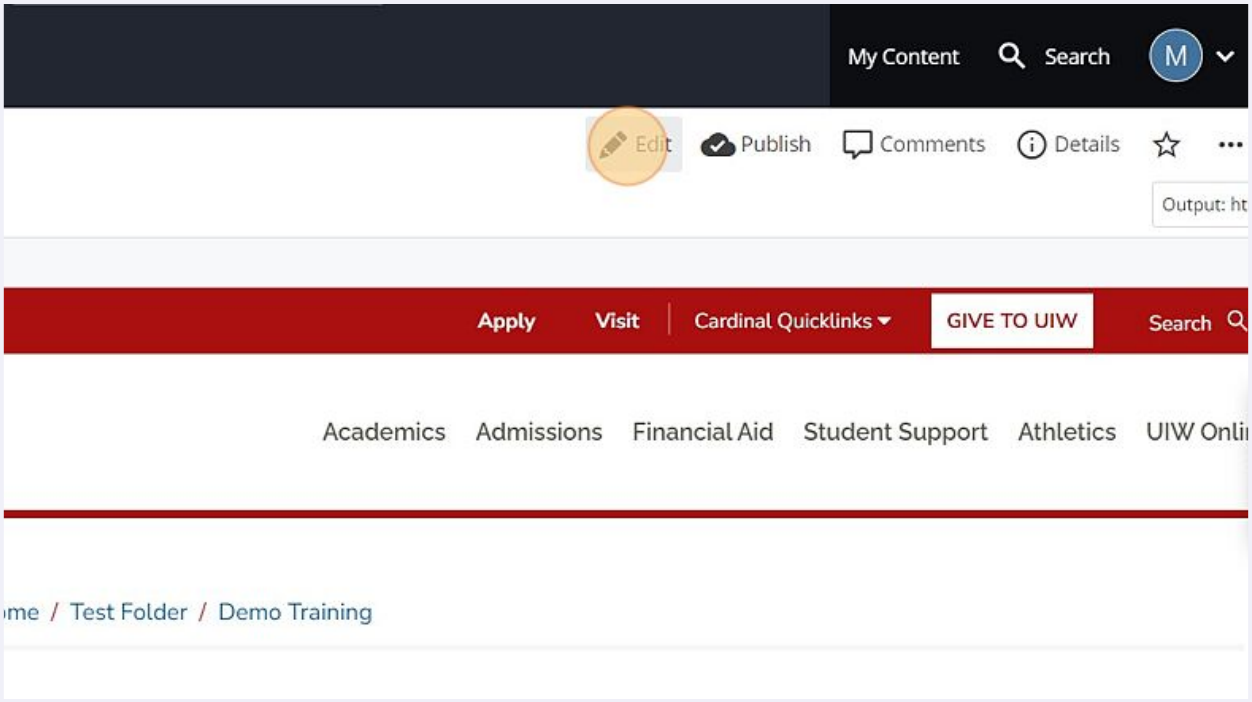
2 Expand the site folder.



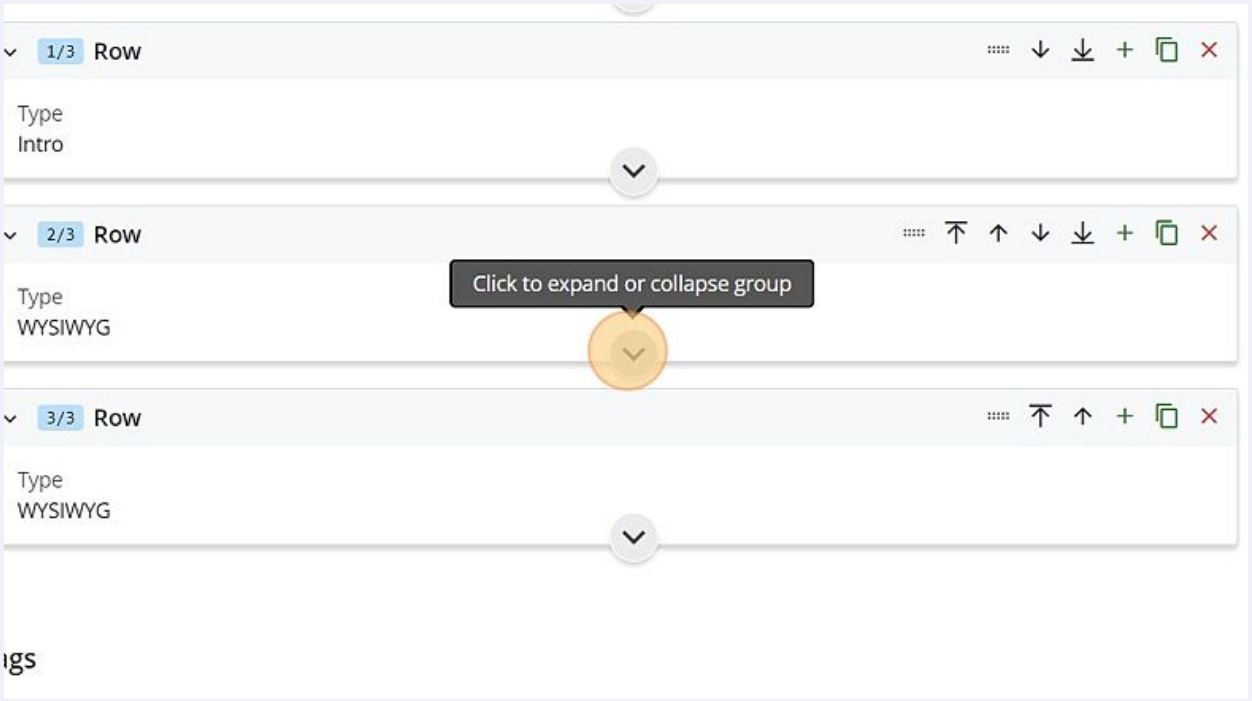
3 Open the site page.



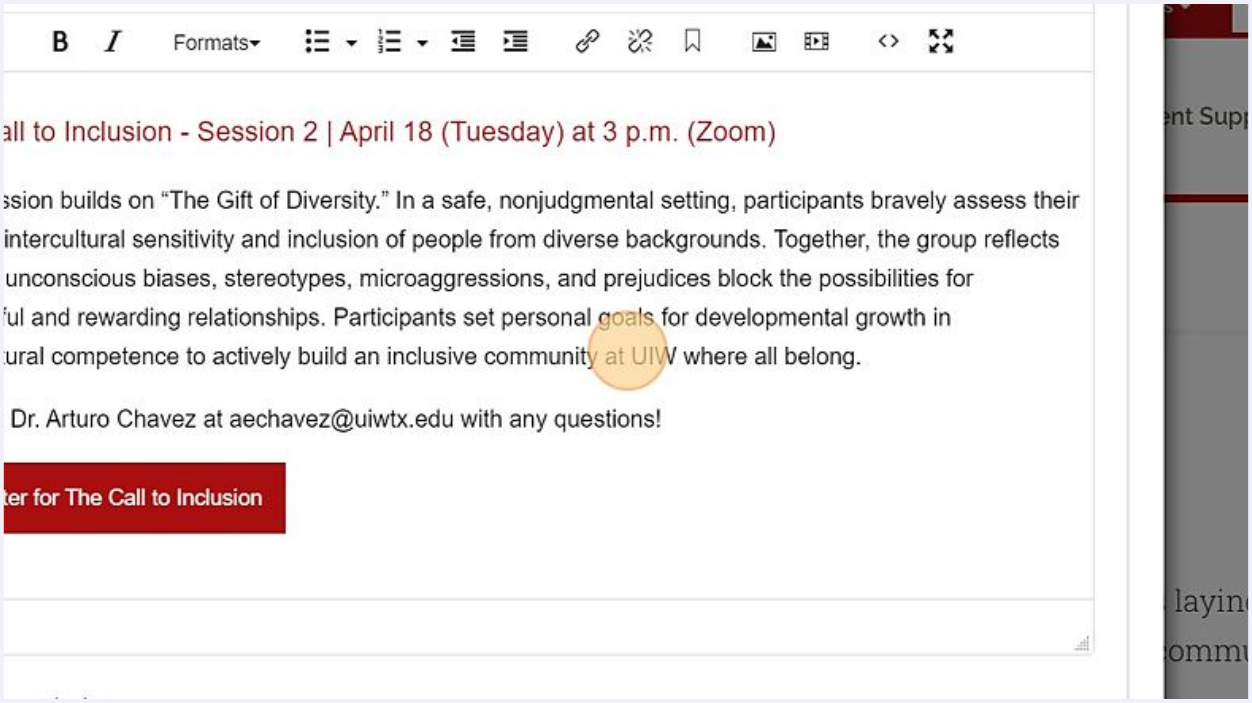
4 Click "Edit"



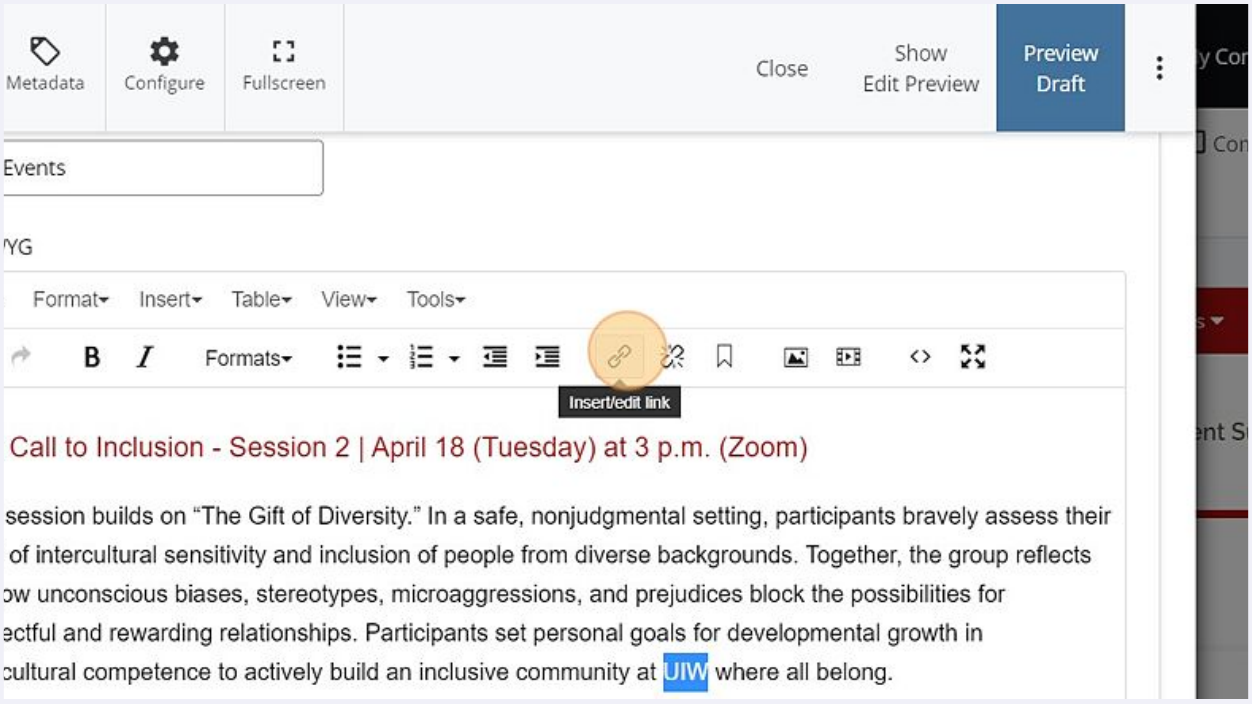
5 Navigate to the row where you would like to add the link.



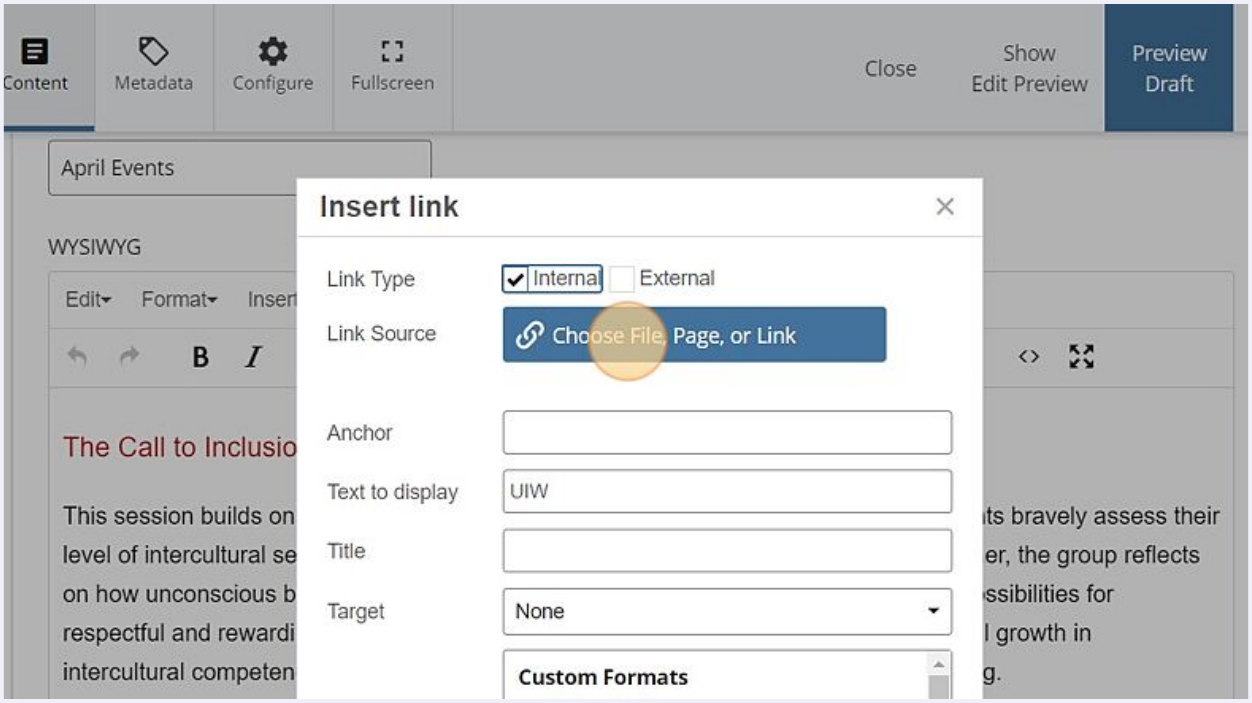
6 Left-click and drag the mouse to highlight your chosen piece of text.



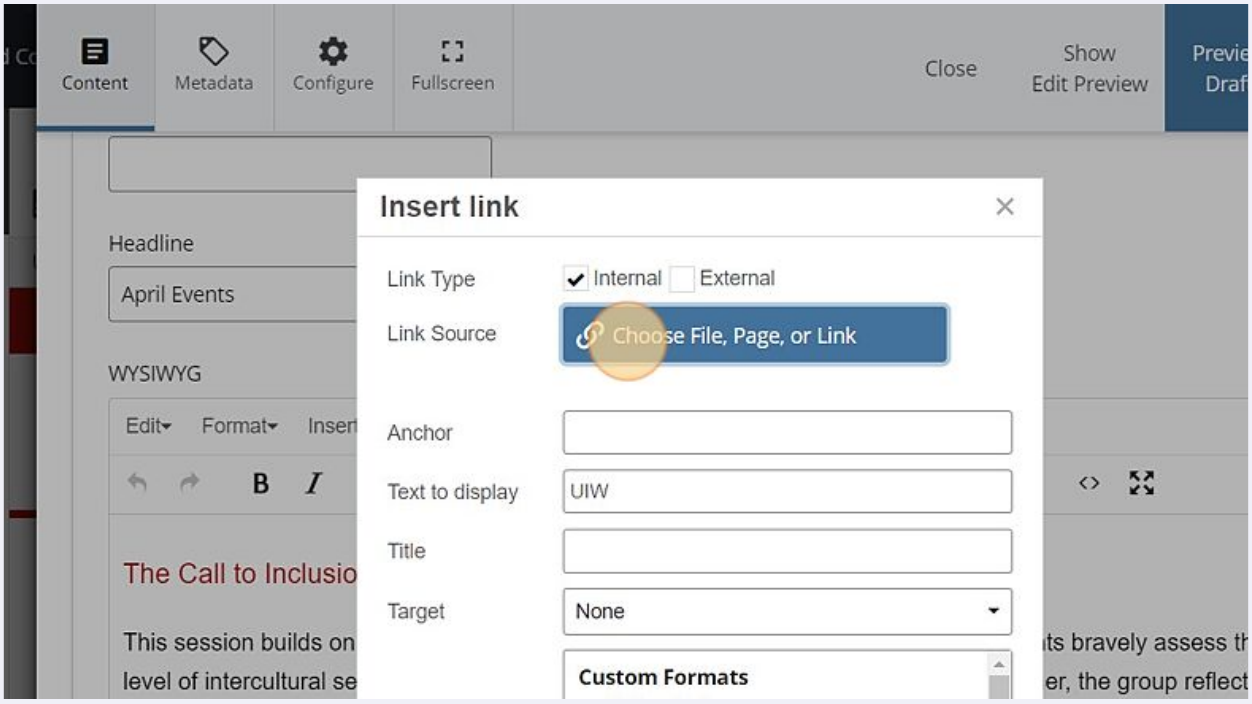
7 Click "Insert/edit link"



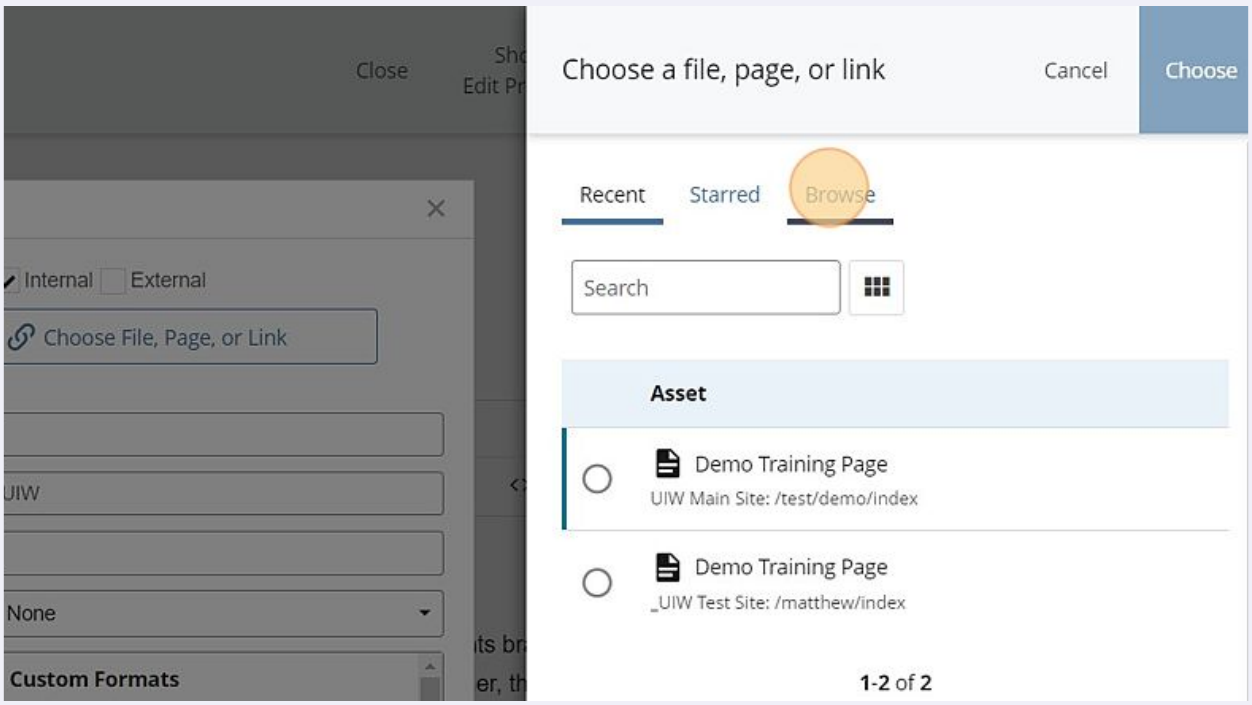
8 Choose "Internal" if the web page is within the UIW domain.



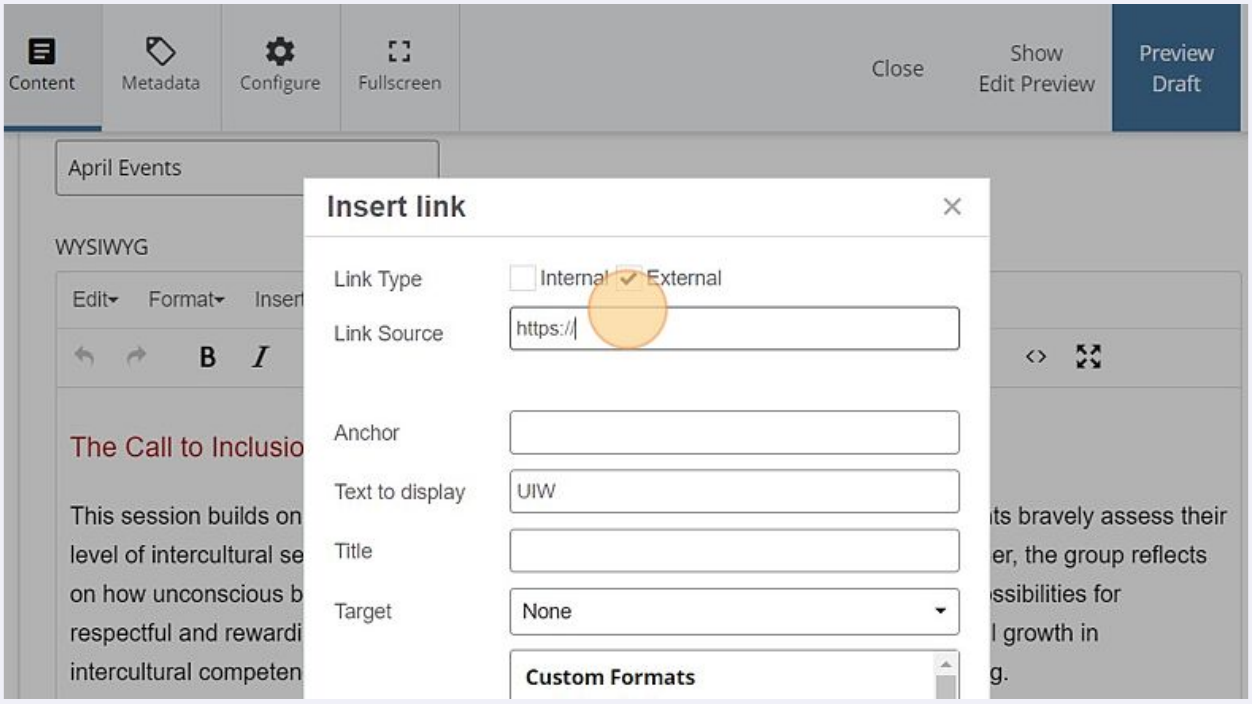
9 Click "Choose File, Page, or Link"



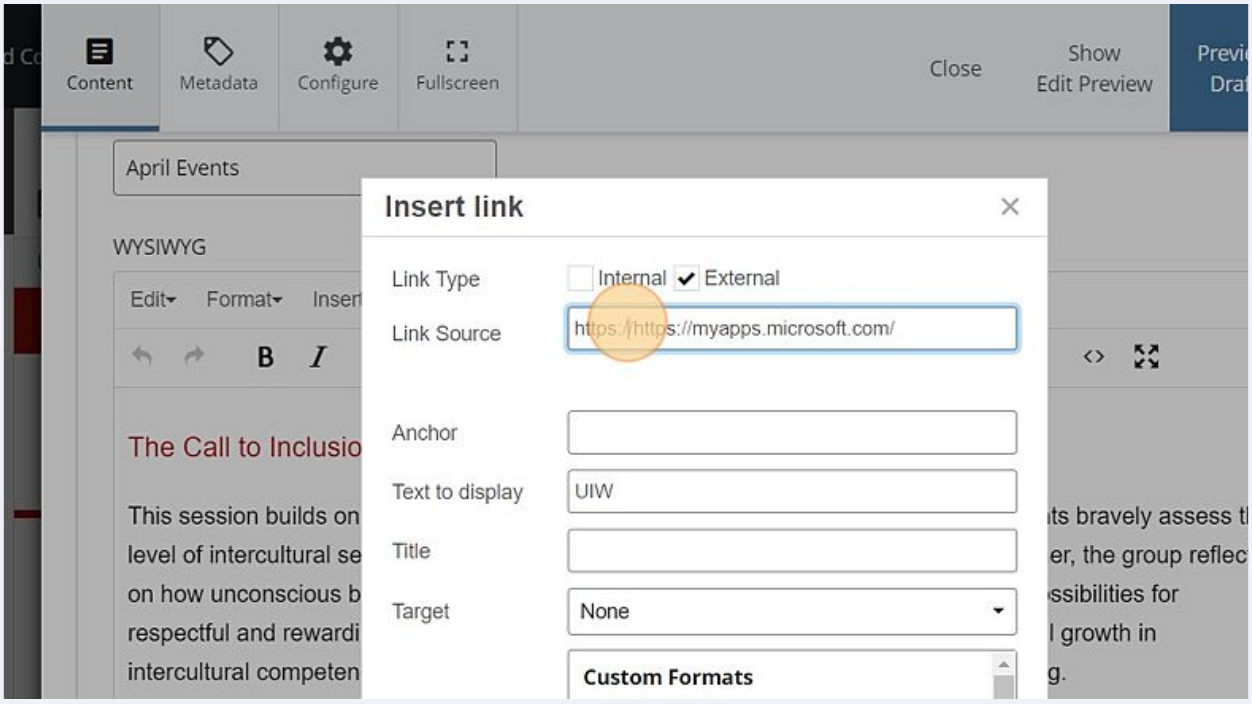
10 Click "Browse" and find site you want to link.



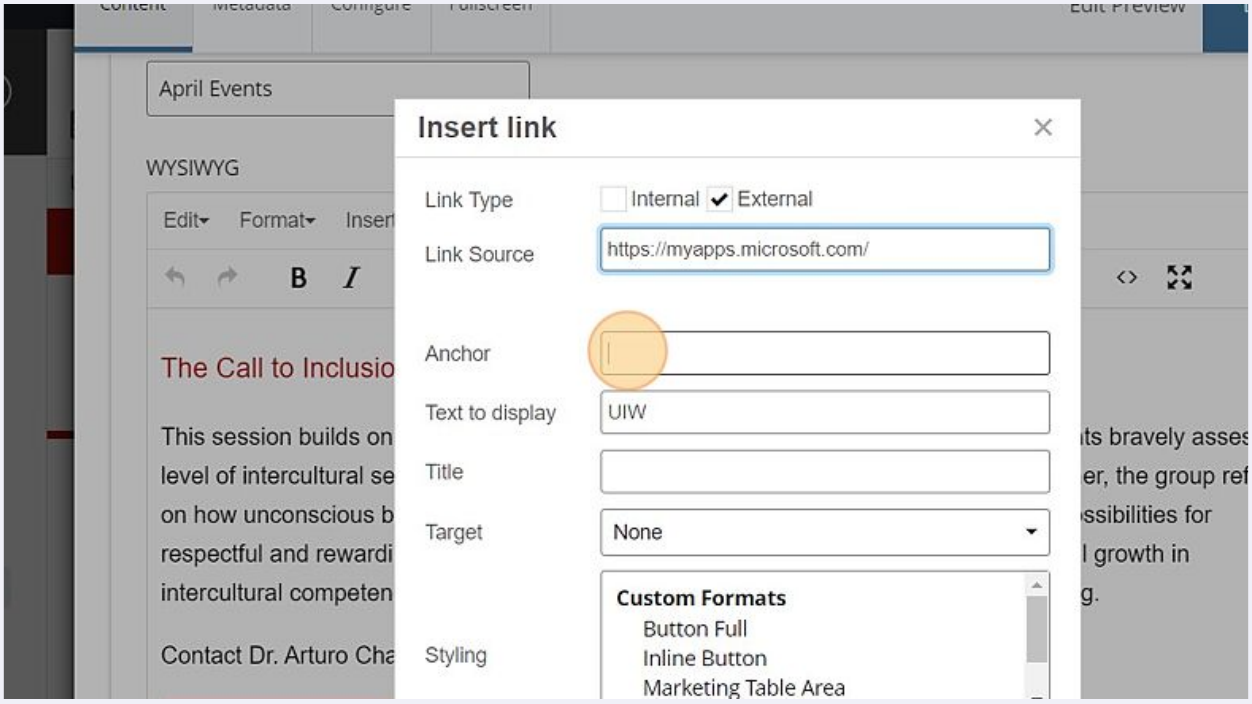
11 Choose "External" if the web page is outside the UIW domain.



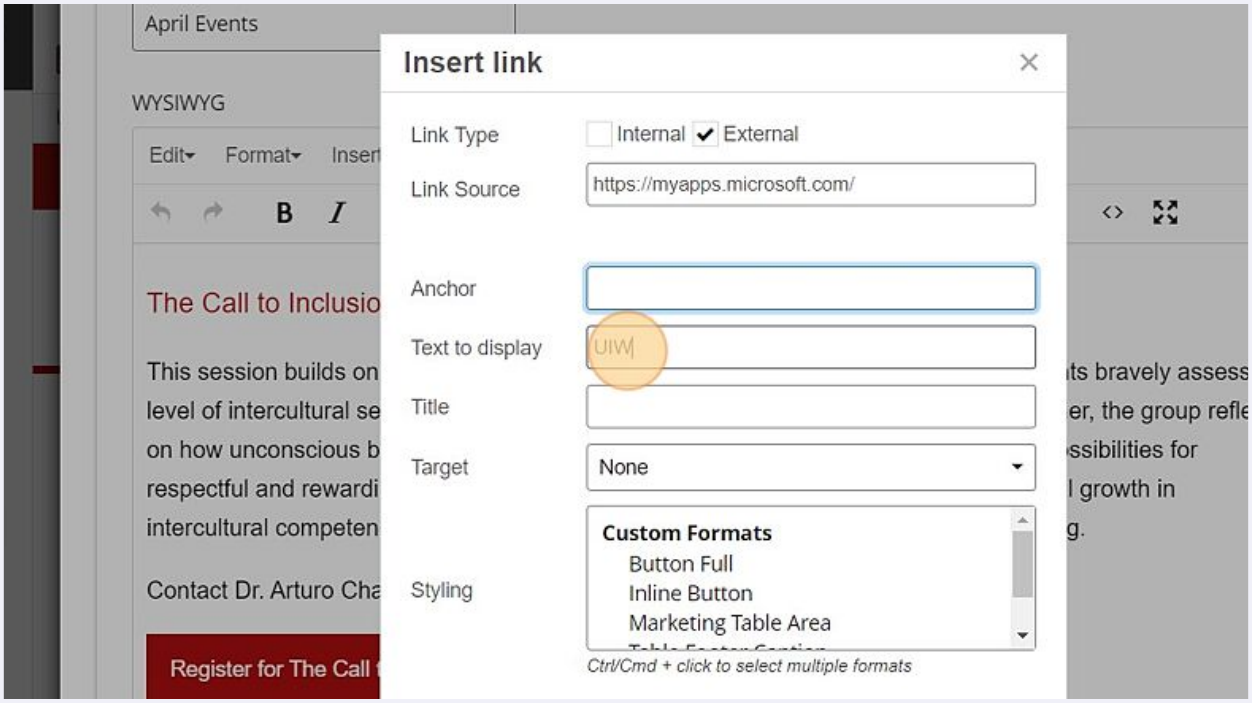
12 Copy the desired link into the "Link Source" field.



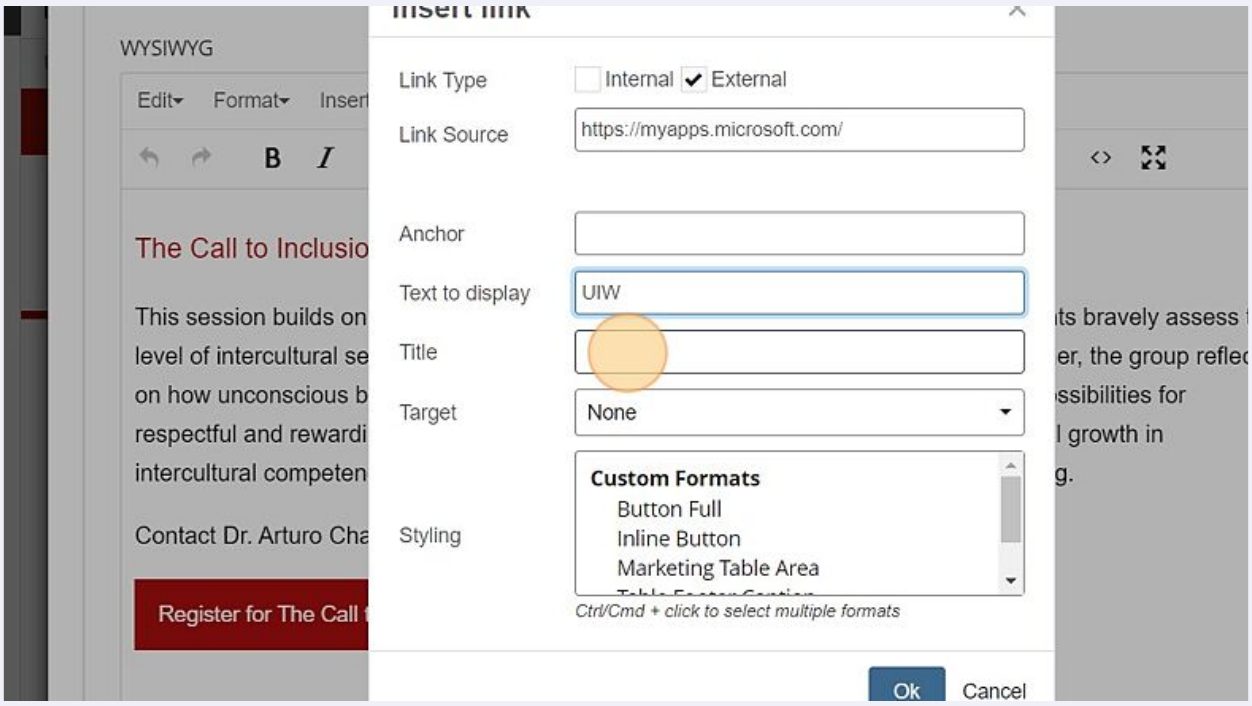
13 The "Anchor" field can be disregarded and left blank.



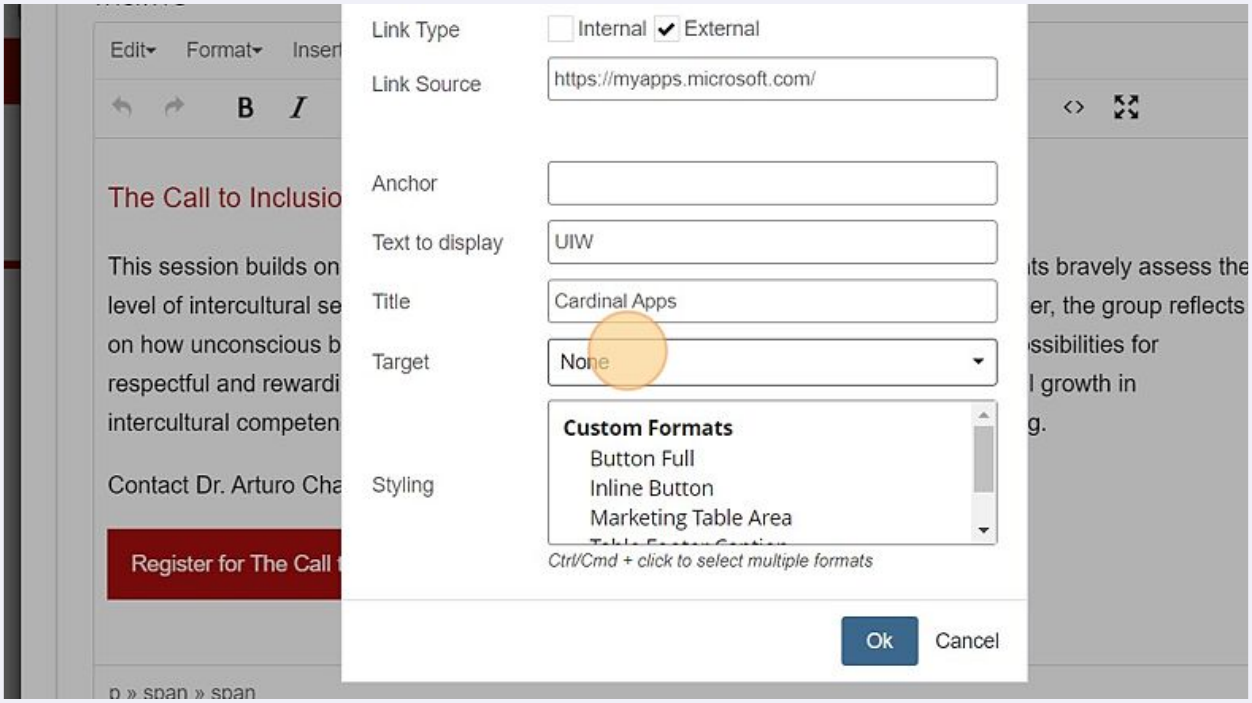
14 The "Text to display" field will change the text that is displayed on the site.



15 Text added to the "Title" field appears when the user hovers over the nested link text allowing the user to see where the link will take them without ruining the flow of the text itself

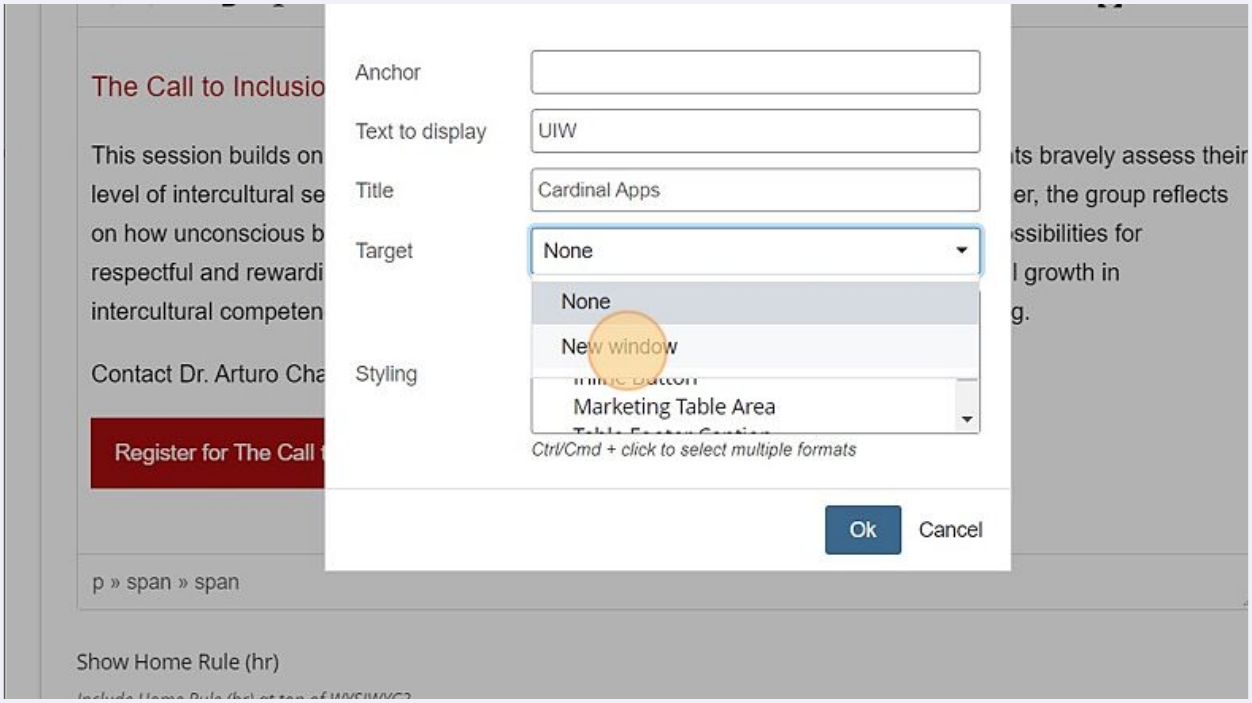


16 The "Target" field determines what will happen when a user clicks on your link.

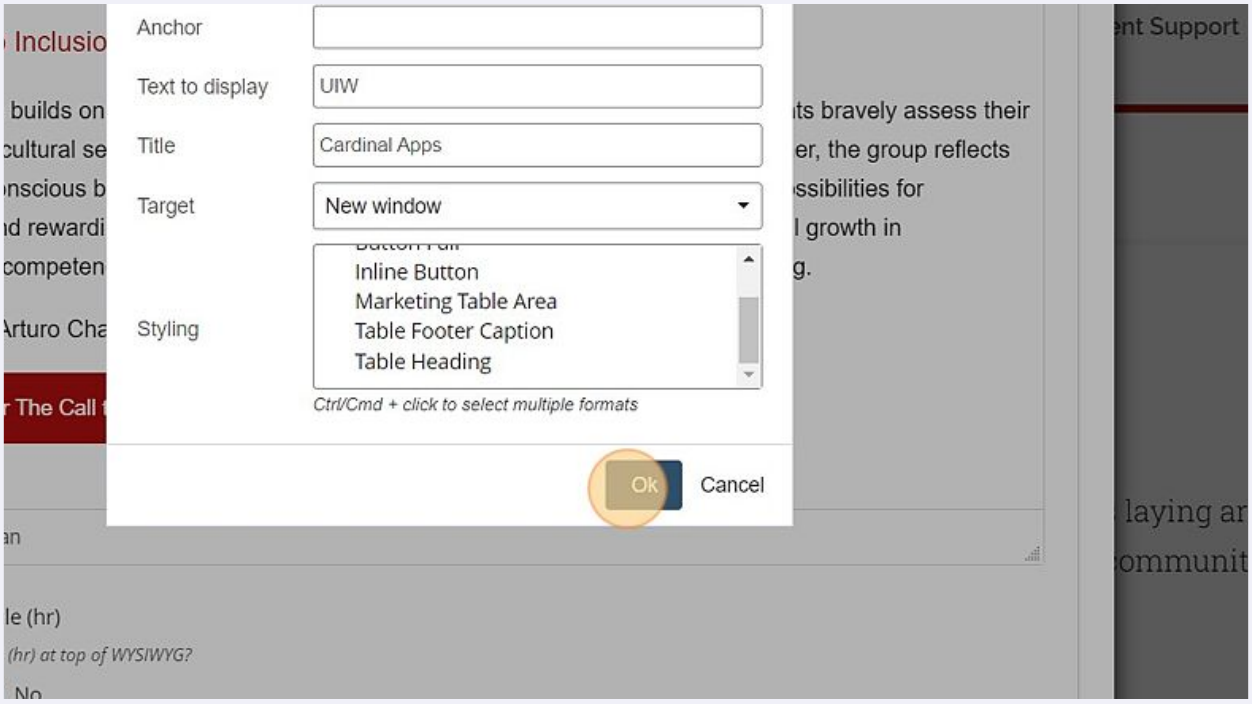


The "None" option will open the link in the same tab the user is currently on. The "New Window" option will open the link in a new tab of the user's browser.

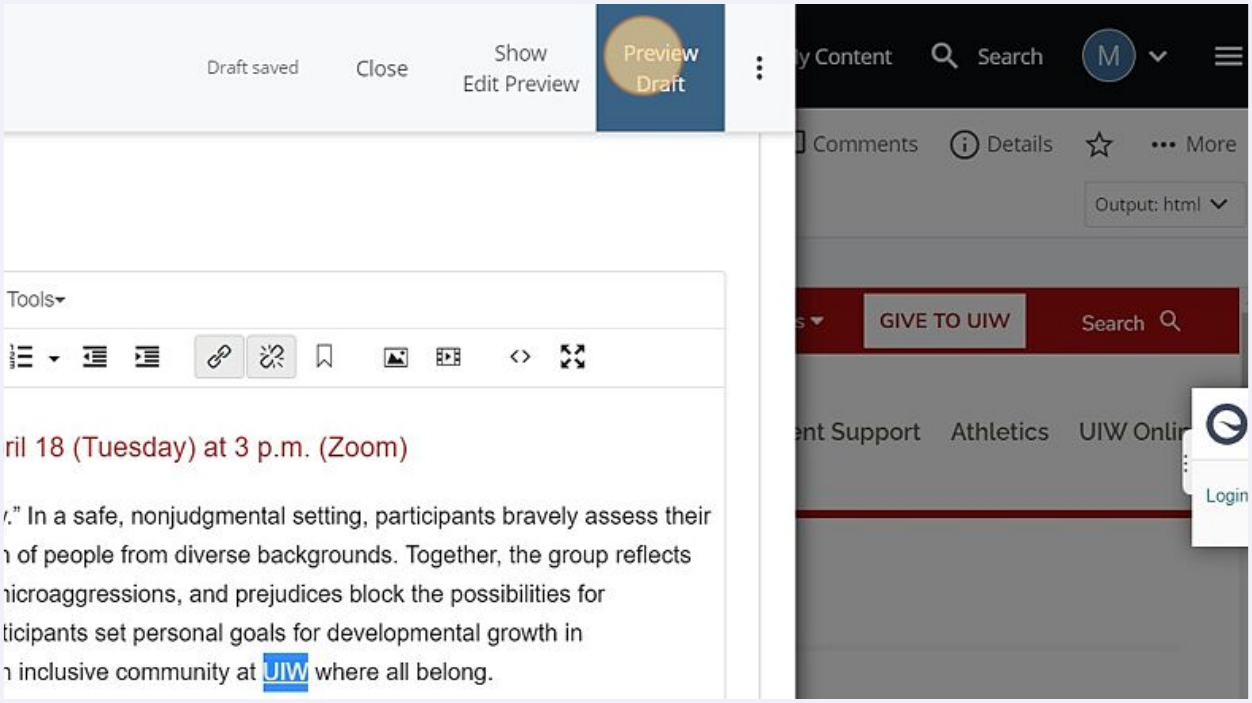
17 Be sure to choose the correct option for the "Target" field. Use the default option "None" if the link type is Internal to avoid unnecessary tabs, and the "New Window" option for External links for easier navigation.

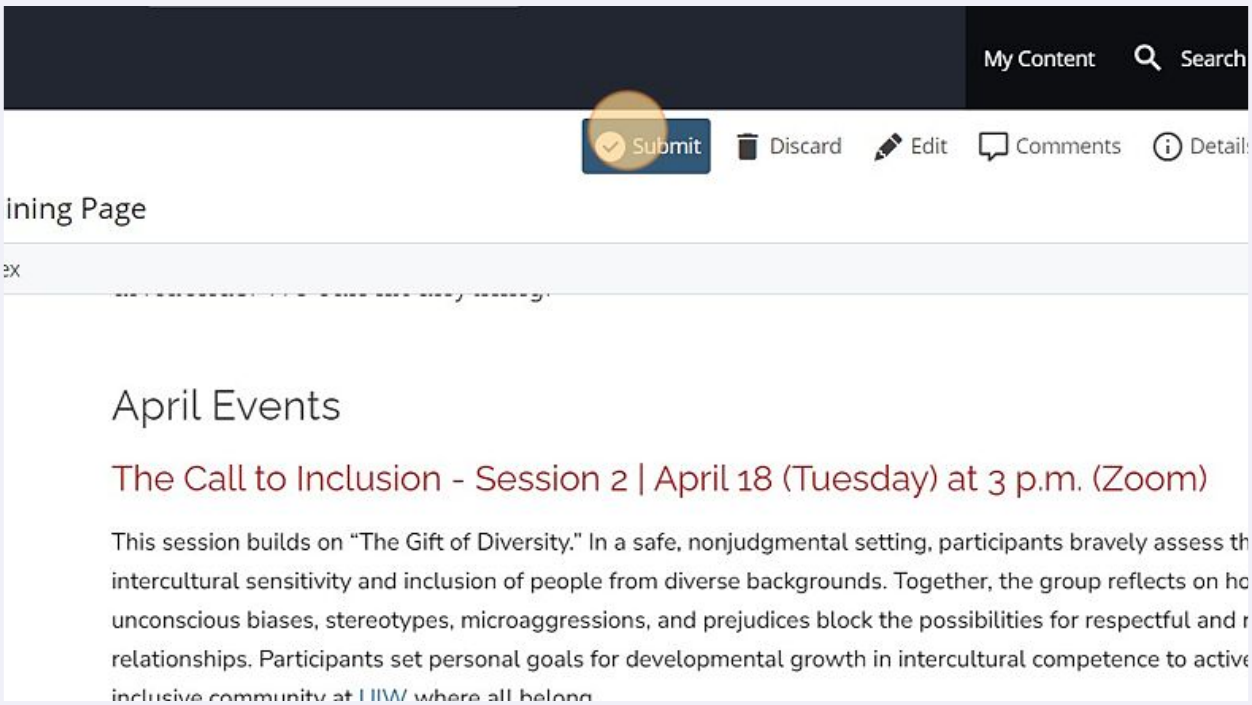


18 Click "Ok"



19 Click "Preview Draft"



20 Look over the draft and confirm your link is displayed correctly.

21 Click "Submit"