

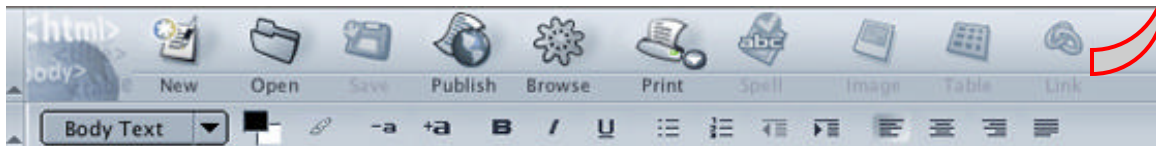
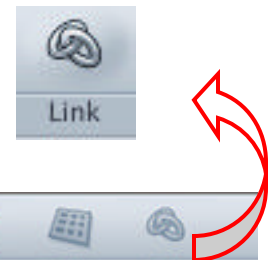
Netscape Composer (version 7): Creating a link to another web page.
4 Steps

This Step-by-Step explains the procedures for creating a link to another web page. This document assumes that the user is making changes to an existing Composer page.

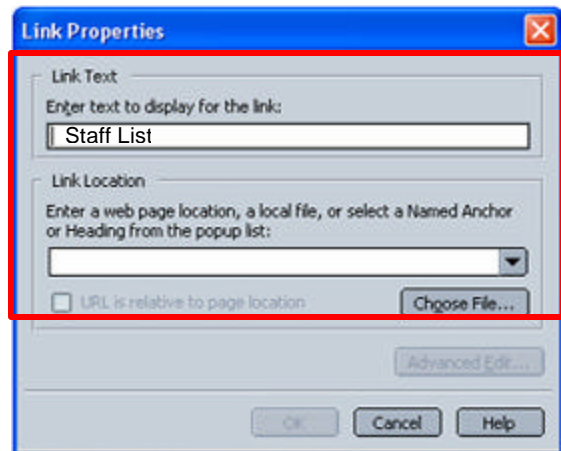
1. Highlight the text that will be hypertext link to another web page.

Example: The **Staff List** for WMS can be found on the web.

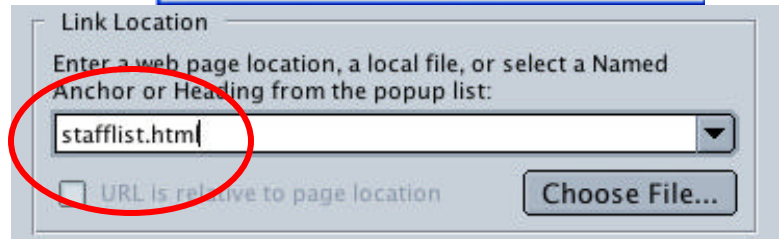
2. With the text highlighted, click the **Insert Link** icon.



3. A dialog box will open. The text that will be linked will appear in **Link Text**.
4. The **Link Location** box must be filled in with the web page address or name of the file that the **Link Text** will hyperlink to.



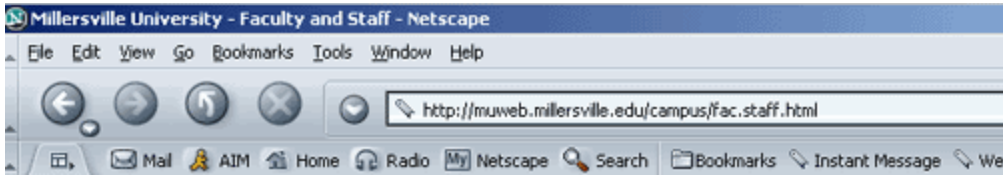
- 4a) If the page that is being linked to is stored in the same website that the page you are currently editing, you can locate the file's name by using the **Link Location** drop down box, e.g. *stafflist.html*.



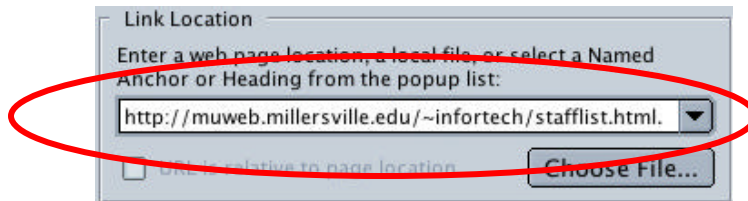
Remember: the file name must be exact and is case-sensitive.

- 4b) To search folders for the particular file, click on **Choose File...** then select the html file you would like to link to.

4c) If web page is located on another website, the complete web address must be typed. e.g., <http://muweb.millersville.edu/~infortech/stafflist.html>.



Note: The full address can be easily found by viewing the desired web page in Netscape **Navigator** and then copying the address from Navigator into the **Link Location**.



To test the new link, select the **Browse** button to display the Composer page in a web browser.

You have now created a hyperlink to another web page.

