

**Creating a link to another web page.**  
5 Steps

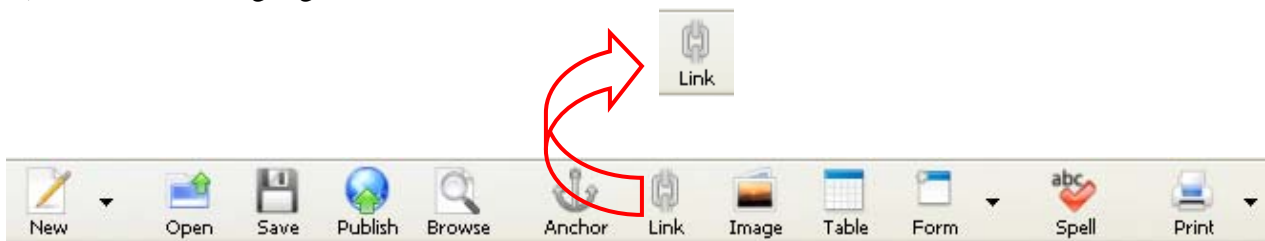
This Step-by-Step explains the procedures for creating a link to another web page.

This Step-by-Step assumes that the user is making changes to an existing Nvu page.

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

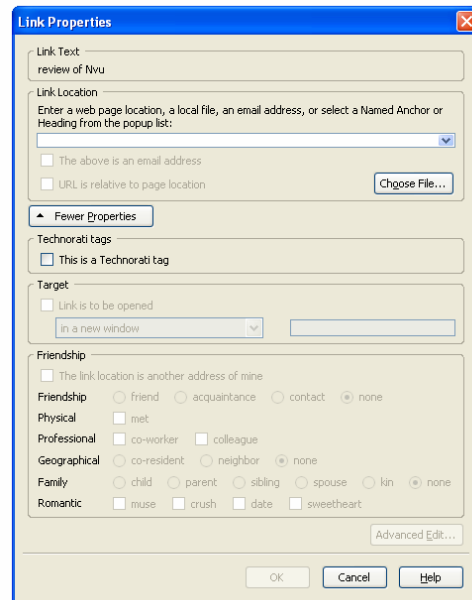
*Example:* I would like to link to a **review of Nvu.**

2) With the text highlighted, click on the **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 the web page address or name of that the **Link Text** will hyperlink to.

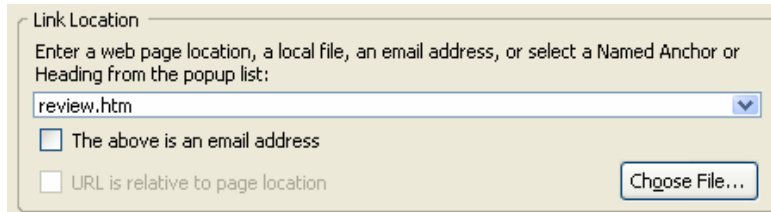


4a) If the page that is being linked to a Named Anchor on a page, it can be selected by using the **Link Location** drop down box, e.g. #Review

4b) If you know the page name, you can type it inside the dialogue box of the **Link Location**.

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

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

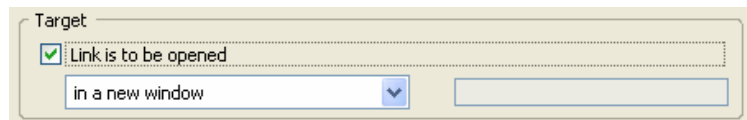


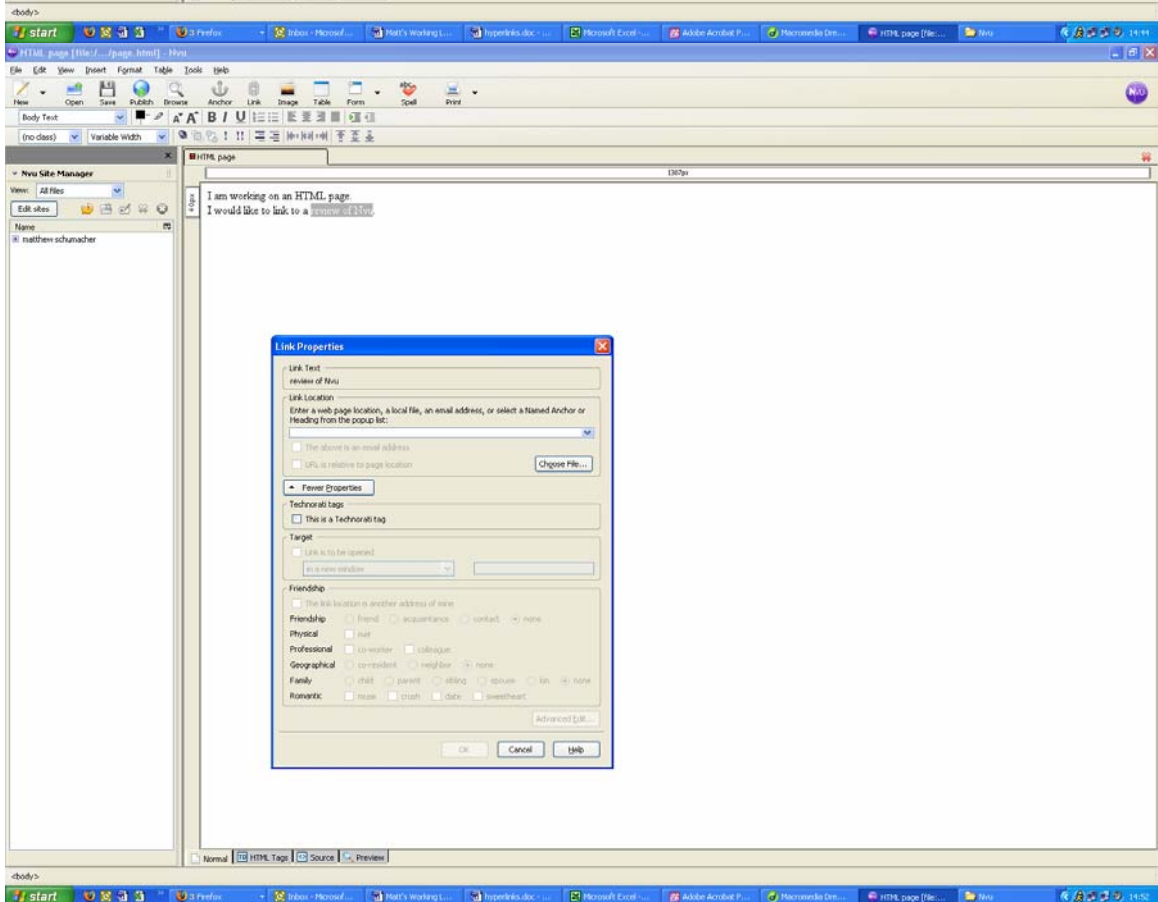
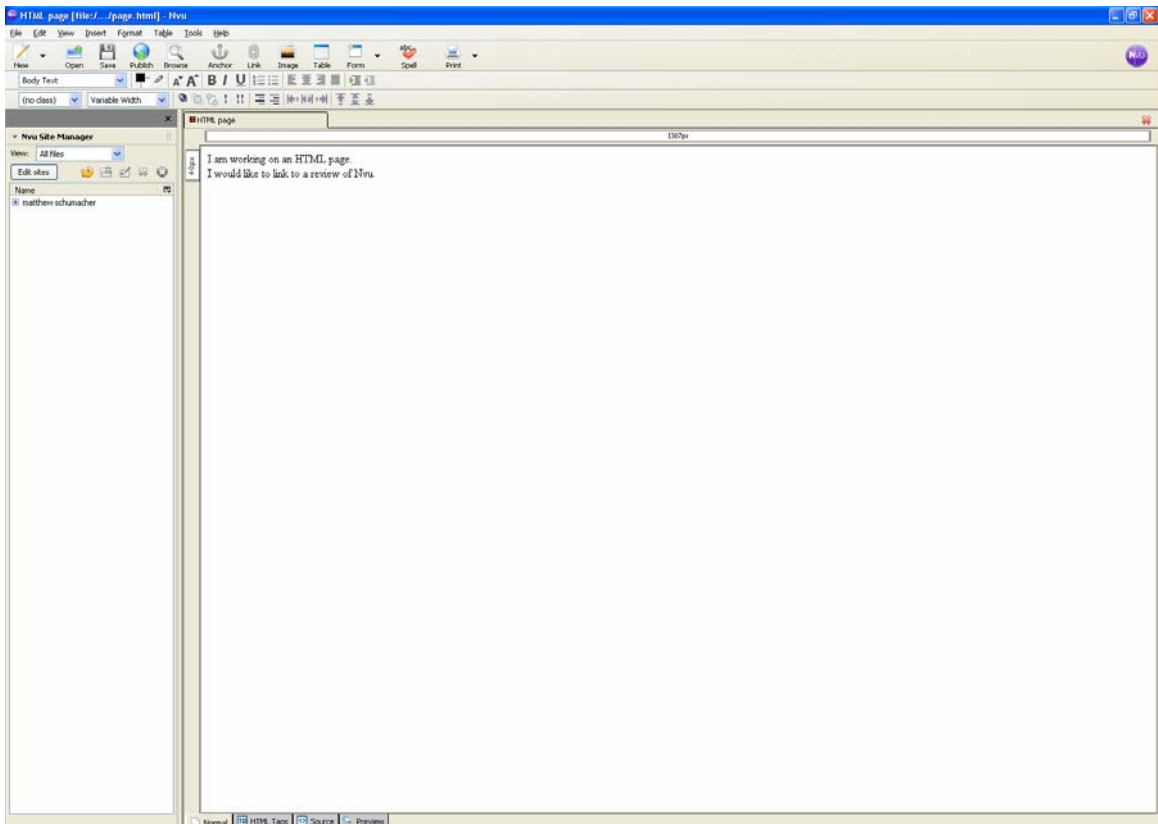
4d) If the web page is located on another website, the complete web address must be typed. e.g. <http://muweb.millersville.edu/~infotech/review.htm>

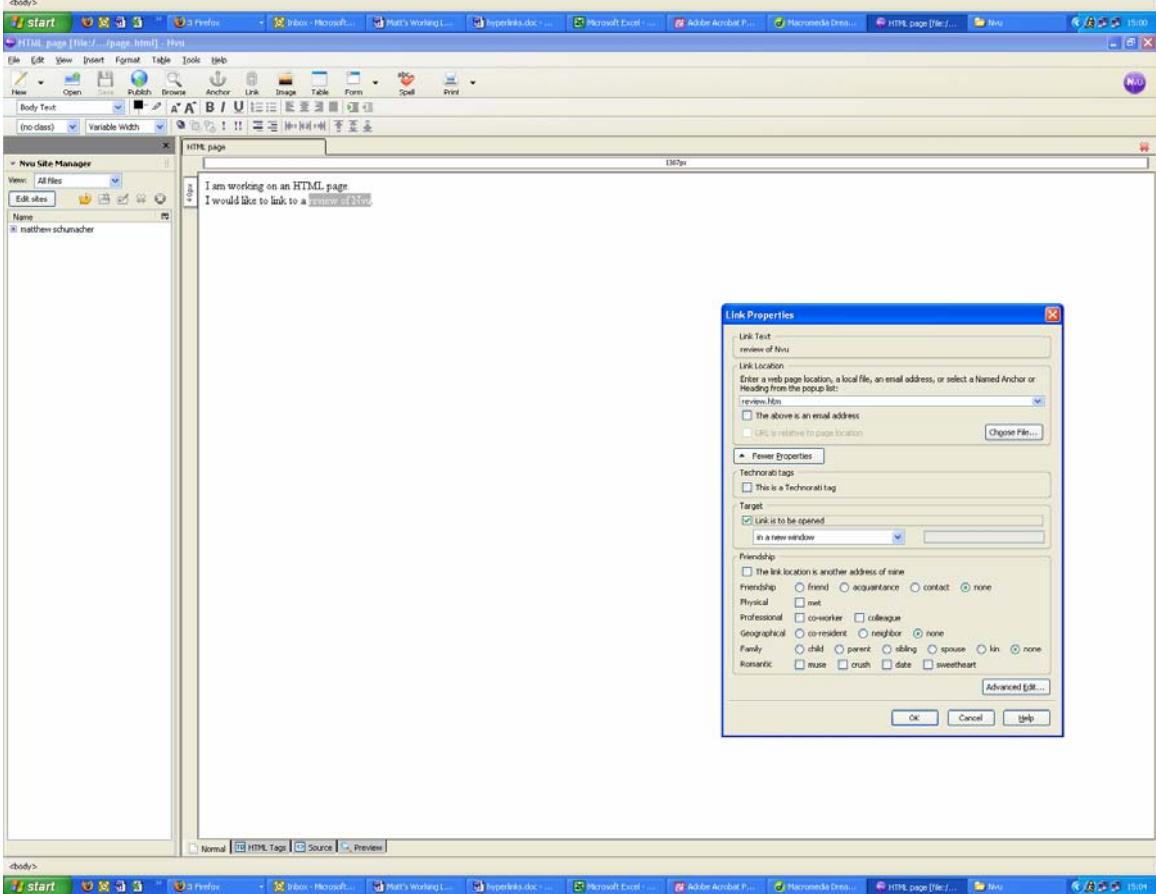
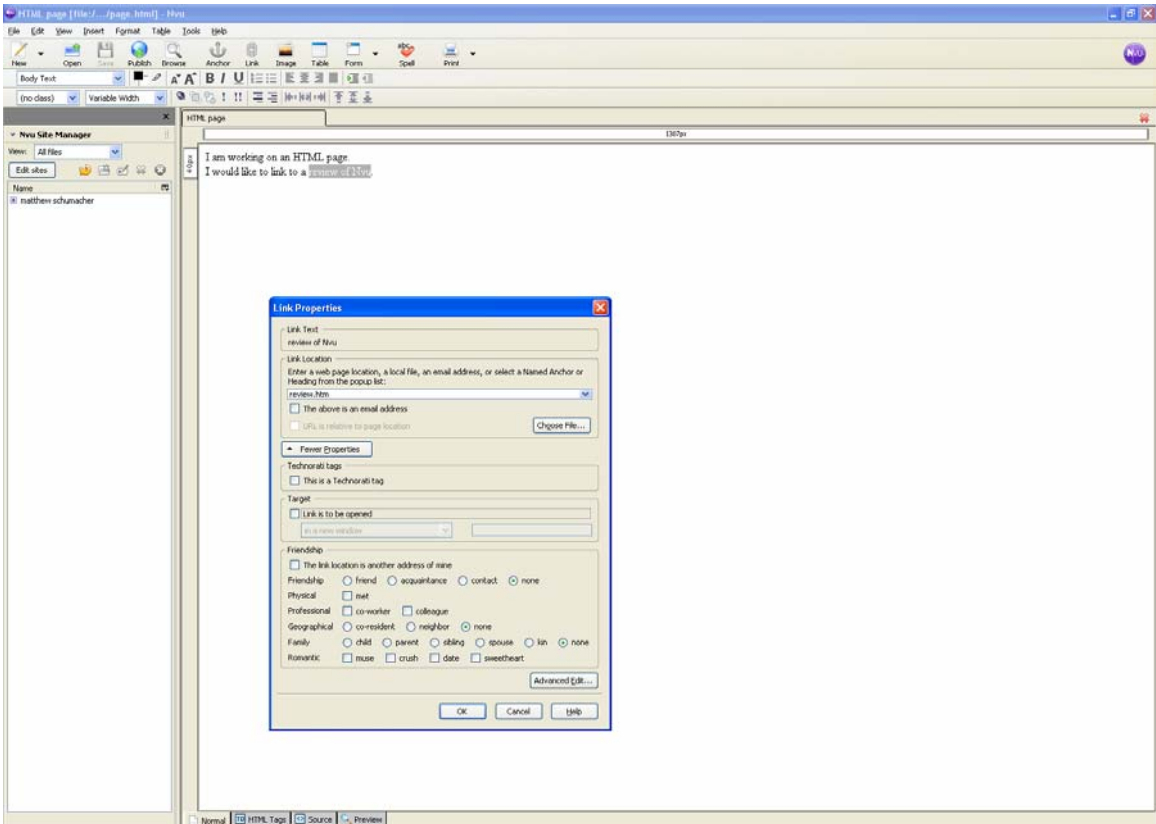


**Note:** The full address can be easily found by viewing the desired web page in whichever browser you prefer. You can copy this address into the **Link Location**.

5) If you wish to have the link open up in a new window, check the **Link is to be opened** in the **Target** section.







Miller'sville University Information Technology - Mozilla Firefox

http://www.millersville.edu/~infotech/review.htm

Miller'sville UNIVERSITY

Information Technology

### 404 File Not Found

Sorry the web address <http://www.millersville.edu/~infotech/review.htm> could not be found. If you typed in the url, be sure the address is typed correctly. Please report any bad links in the comments section below.

**Academic Resources**  
Blackboard, eCollege, More...

**Administrative Technologies**  
Banner Systems, Bno, More...

**Communication Tools**  
Email, Listserv, More...

**Computing Policies**  
DMCA, Responsible Use, More...

**Documentation**  
Bno, Uargon, Step-by-Steps, More...

**Email**  
MarauderMail, Outlook, More...

**Facilities**  
Computer Labs, Email stations, More...

**Forms**  
IT Forms for various requests, More...

**Job Opportunities**  
For students, For staff, More...

**Miscellaneous Services & Tools**  
Activities tools, Webcasting, More...

**Technical Assistance**  
Help Desk, SafeNet, More...

**Training/Workshops**

**myVILLE myMU**  
Select Portal: myVILLE  
Username: \_\_\_\_\_  
Password: \_\_\_\_\_  
Go!

**Contact Us**  
Submit/Update a request for help  
Walk-in - Location and hours of the nearest technical support center.  
Call (717)871-2371 - Call the Help Desk to speak with a support person.  
Chat online - use icon below to log in

click here for **Live Support** ONLINE

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4c) If web page is located on another website, the complete web address must be typed, e.g., <http://www.millersville.edu/~infotech/staff.htm>

Miller'sville University Faculty and Staff

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.

Link Location  
Enter a valid URL (http://www.millersville.edu/~infotech/staff.htm) or a valid e-mail address.  
<http://www.millersville.edu/~infotech/staff.htm>

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.

Browse