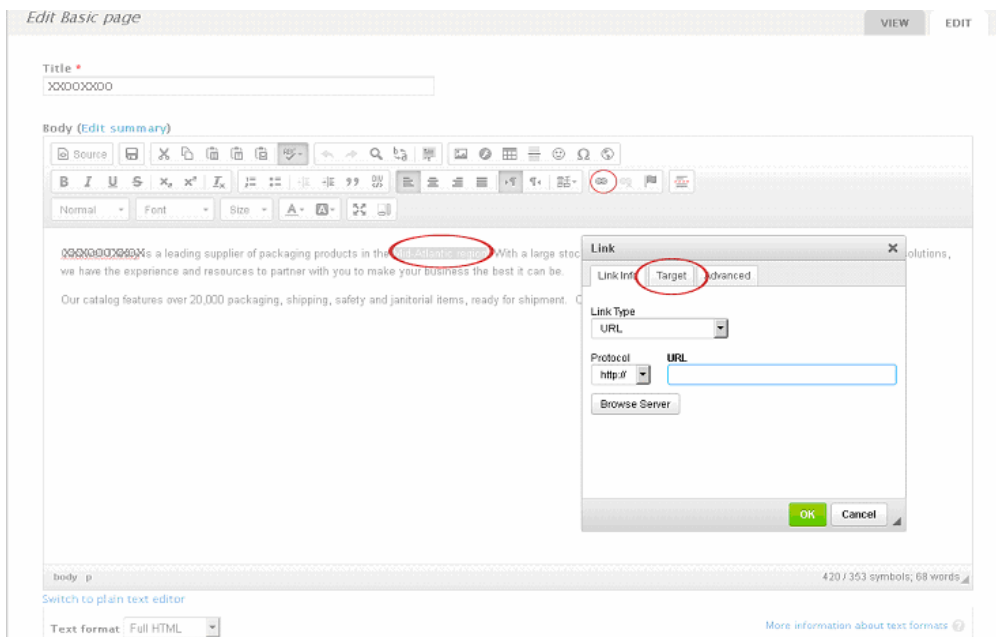


How to Add Links

Link to another website:

- Highlight to copy the text you want to link by running your cursor over the text.
- Click on the **link icon in the CKEditor**
- In the **URL Box** next to Protocol enter the URL information for the other website (ex. www.esolbcc.com)
- Click on the **Target** tab
- **IMPORTANT: Click on the "New Window (_blank)**
- Click on the **OK button**
- Click on **Preview** and/or **SAVE** buttons to review and/or save the page



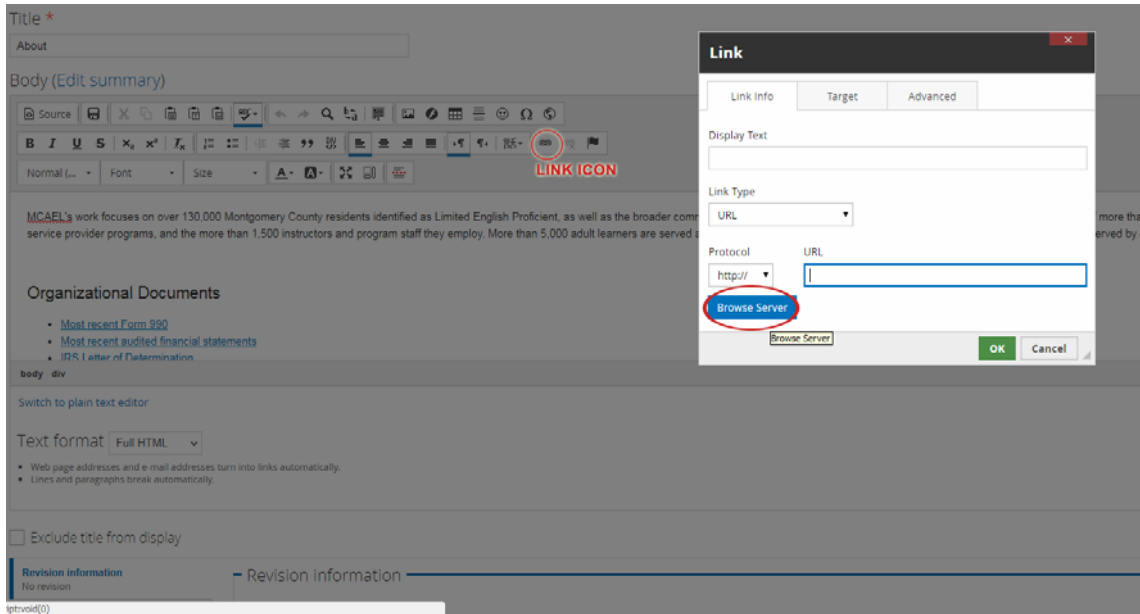
Link to an Email address:

- Highlight and copy the text you want to link by running your cursor over the text
- Click on the **link icon in the CKEditor**
- In the **Link Type box**, Click on the downward arrow and Click on E-Mail.
- In the E-Mail Address Box enter the e-mail address you want to link to.
- Click on the **OK button**
- Click on **Preview** and/or **SAVE** buttons to review and/or save the page

The screenshot shows a CKEditor interface with a 'Link' dialog box open. The dialog box has two tabs: 'Link Info' and 'Advanced'. The 'Link Info' tab is active, showing 'Link Type' set to 'E-mail', 'E-Mail Address' set to 'popefrancis@popefrancis.com', and empty fields for 'Message Subject' and 'Message Body'. The 'OK' button is highlighted in green. Red arrows point from numbered instructions to various parts of the interface:

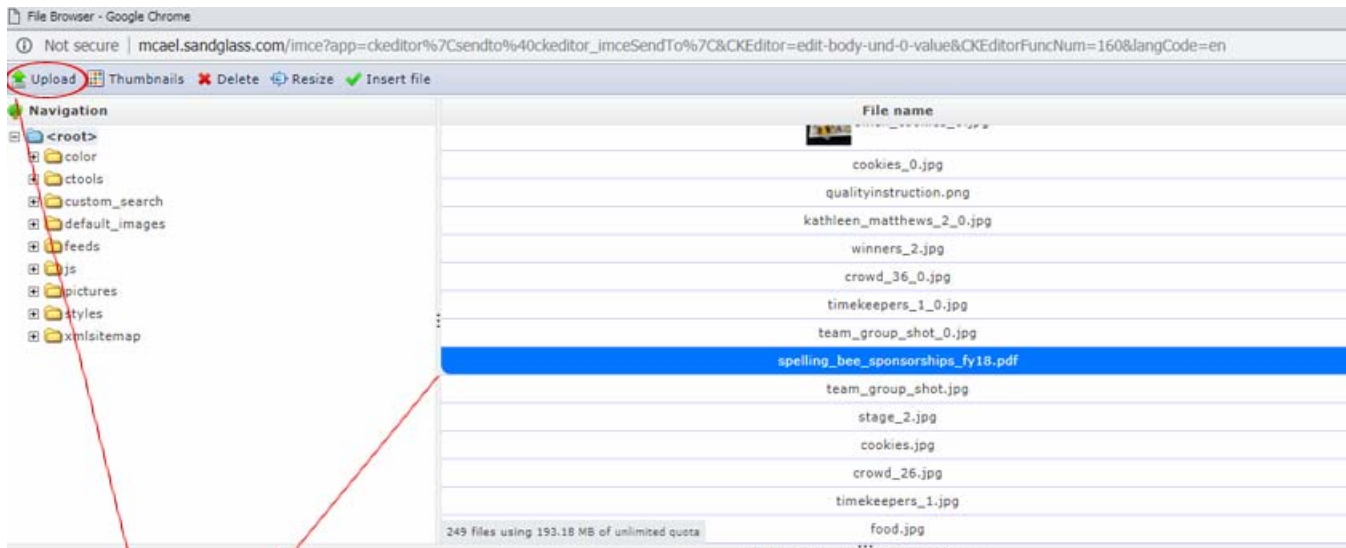
1. Provide content in the body area
2. Highlight text to be linked to email
3. Click on linked icon
4. in the Link info drop down tab, click E-mail
5. Add E-mail Address to be linked
6. Click Ok
7. Save

Upload and Link to a PDF/Document



- Within the CK Editor, Click on the **Link** Icon
- Click on the **Browse Server** button. This will take you to the File Browser box. You can choose from the list if the PDF/Document has already been uploaded or you can click on the **Upload icon (Green Up Arrow Upload on top left)** to upload a new PDF/Document
- Click on the **Choose File** button, which links to your computer files where the PDF/Document is located.
- **Select** the file to upload.
- On the lower right corner of the file upload box, click on the **Open Button**. You will be taken back to the File Browser box.
- Click on the **2nd level green Upload icon** (this is below the gray Choose File button/ and Create Thumbnail options- *do not create thumbnails*).
- Your PDF/Document will upload to the list and the file name will appear in the large bottom box.
- **Click on the Pdf file name** (If the file is already uploaded, click on the file in the list it will be highlighted in blue). The file will appear in the large white space below the list of files. Click on the file in this white space. the Link box will appear.
- **IMPORTANT: Click on the "New Window (_blank)**
- Click on the **OK button**
- **Preview** and/or **SAVE**

(additional sample on next page)



- Click on file in list or
- Upload from your computer
- File will appear here
- Click on File here
- Click green OK button/Save

YOU MUST ALWAYS CLICK ON SAVE TO SAVE THE DATA TO THE PAGE