

How to create a Link

You can create a link on your site to navigate to another page on your site or to an external address.

Clickable text link

1. Highlight the text that you want to link.
2. Click the Chain link icon to the left of the U.
3. A pop up will appear for "Link Info".
4. Choose your "Link Type" (set link to internal page, a URL, phone number).
 - **One of your pages** - Any page within your site.
 - **A Section (or Anchor)** - Any Section or Anchor within any page on your site.
 - **An Email** - A email address (This will open up the viewer's email app if applicable)
 - **Another Website** - Any external URL.
 - **A Phone Number** - A phone number (This will open up the viewer's phone app if applicable)
5. Click OK to add the link.
6. Click Save to save the changes to the page.

You can change where a link will open (such as the existing browser tab or a new browser tab) by clicking "Opens In".

Clickable Link from an Object

1. Click on the object you're looking to use as the link.
2. In the Editing Menu, choose "Link".
3. Click on the drop down next to "Link To" to set where you'd like the link to go.
 - **One of your pages** - Any page within your site
 - **A Section (or Anchor)** - Any Section within any page on your site.
 - **An Email** - A email address (This will open up the viewer's email app if applicable)
 - **Another Website** - Any external URL. You will need to add http:// or https:// before adding the web address.
 - **A Phone Number** - A phone number (This will open up the viewer's phone app if applicable)
 - **A Video Lightbox** - This will open up a video light-box of a Youtube or Vimeo video URL.
4. Click Create Link to create the link.
5. Click Save to save the changes to the page.

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