

Chapter 14: Links

Unlike a word processor, the pages that you create for a website do not really have any order. You can create as many pages as you like, in any order that you like. The way your website is arranged and organized is through links. A link is simply the web address of a page or file. Since each page of a website has its own web address, you can use links to send your visitors to any part of your site or to any other website on the internet. Without links, visitors cannot go to all of the pages on your website. Every page that you want your visitors to see must have a link that will take them there. You decide which pages in your Project to link together for the internet and which pages to leave in the Project file.

The *Links Gallery* is an easy way to use page links, downloadable file links, and any other links that you want to use on your website. The *Site Links* section in the gallery lists all of the pages by name in your Project. Each time that you create a new page, the link is automatically added to the *Site Links* list. The *My Links* and *File Links* sections allow that you to add your own links to the gallery. You can even add more sections and organize your links to make them easy to use.

Some objects cannot have links, such as Flash animations, sound objects and video objects. Web Studio knows what objects cannot have links and won't let you add them.

To use any link from the gallery, you *drag and drop* the link onto an object. Links can be added to any text or object on the page, but each item can have only one link. You can also add links to objects from the *right-click menu* and the *Links* commands in the *Insert* tab.

Types of Links

Link. A connection to any page on your site or to any other page on the internet.

Page Link. A link that takes you to a page in your own website.

Footer Links. The row of text links that you see at the bottom of a webpage. The *Footer Links* command in the *Page* tab places these links on the pages of your website. You decide which pages to include in the *Footer Links* and which pages to exclude.

Anchor. This is an intra-page link. Anchors link one location on a page to another location on a page. For instance, an anchor can take visitors back to the top of a page. They also can take visitors to a specific spot on another page, such as a map.

File Links. File links are links that reference a file on your site. This type of link is used so that people can download files from your site by *clicking* a button or text link.

FTP Links. FTP links are similar to file download links. However, they get the file to download from an FTP site with an FTP address instead of from a website. You can add your own FTP links to the *Links Gallery*.

Java Script with Links. Links can contain JavaScript to enable custom behaviors. The *New Window* feature is accomplished with a small bit of JavaScript appended to a link. Adding JavaScript to a link is an advanced feature.

Programmed Link. Advanced websites sometimes utilize programming languages other than HTML, such as ASP. These types of sites often use links whose destination is determined based on a visitor's choice. For example, they fill out a form on a page and the contents of the form are looked at by the ASP program to determine if the link should take the visitor to Page A or Page B. Web Studio enables you to use any language to define your links.

Anatomy of a Link

A link consists of a few different pieces of information that when taken as a whole make a link.

Title. The title is used for two purposes. First, it identifies the link in the *Links Gallery*. The title is what you see in the gallery. It also is used in the link's HTML as the NAME tag.

URL. The URL is the address of the link. It can be a different location on the current page, another page in your site, another of your sites, or any site or page in the world.

Description. The description is used for two reasons. First, it is used in the link dialog so that you can refresh your memory as to the function of the link. Second, it pops up over the link when a visitor moves the mouse over the link.

New Window. Most people want visitors to stay on their site as long as possible. If you have a link on your site that takes visitors to another website, the *New Window* option will open the other website in a new browser window. This keeps your site open while your visitors browse other websites. You can have any link open in a new window.

Working with the Links Gallery

Site Links. This section contains a link to every page in your site. Each time you create a page, the page is automatically added to the *Site Links* list. This list makes it easy to link pages within your site.

My Links. This is the section where you can add links to other websites or to anything on the web. It is especially useful if a link is used repeatedly on your site or in other Projects. You can also add a link to your site without placing it in the *Links Gallery* first.

File Links. These links let your visitors download or view various files on your site. For example, an Adobe PDF or Acrobat file can be put on your site using the *File Links*. When a visitor *clicks* on the link, the Acrobat Reader plug-in is activated in their browser and the PDF file

is displayed for them. Other files such as PowerPoint, Excel, and more can be used in this manner. If the visitor's browser does not have a plug-in for the type of file that is in the *File Links*, a dialog will open so the visitor can download the file to their computer for later use.

Internet Explorer Links. When Web Studio starts up, it scans your computer for your IE Favorites. It then puts them all in the *Links Gallery* organized in accordance with the folders you have created for them. To turn this feature on and off, go to the *Web Studio Button* and *click* on *Options* at the bottom of the drop down window. *Check* or *uncheck* the box next to *Link Gallery Preferences*>*Add Internet Explorer Favorites to Link Gallery*.

Adding New Links to the Links Gallery

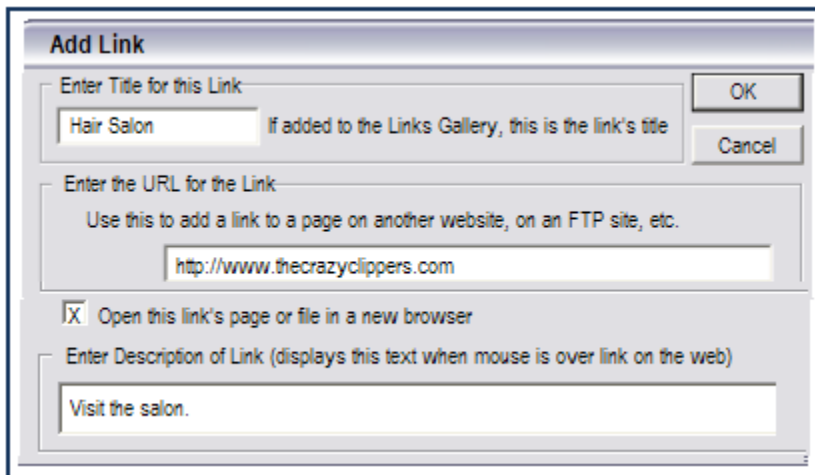
The *Links Gallery* has two sections where you can add your own links: *My Links* and *File Links*. After you add links, you can *drag and drop* them onto an object on the page just like the other links in the *Links Gallery*.

My Links. Add web page links, e-mail links, and FTP links to this section.

File Links. Add file links that can be downloaded from your site. These links include files such as PDF, ZIP, EXE, DOC, XLS, etc.

Add a link to My Links

- *Right-click* over a blank spot in the *My Links* list. The *right-click menu* opens.
- Choose *Add Link* from the menu. The dialog opens.



Add Link

Enter Title for this Link
Hair Salon If added to the Links Gallery, this is the link's title

Enter the URL for the Link
Use this to add a link to a page on another website, on an FTP site, etc.
http://www.thecrazyclippers.com

Open this link's page or file in a new browser

Enter Description of Link (displays this text when mouse is over link on the web)
Visit the salon.

OK Cancel

- Fill in the following fields:

Title. This is the link title that will be displayed in the *My Links* list in the gallery.

URL. Enter the URL of the link. The dialog already has “http://” in it so you can just type the rest of the address, such as “www.mysite.com.”

Open this link’s page or file in a new browser window. Check this box if you want the link to open in a new browser window. This allows your visitors to visit other sites without leaving your site.

Description. This is the message that viewers see in a small pop-up window when the mouse is moved over the link.

- Click *OK* when you are finished. The link is added to the *My Links* list.

Add e-mail links to My Links

- *Right-click* over a blank spot in the *My Links* list. The *right-click menu* opens.
- Choose *Add Link* from the menu. The dialog opens.
- Fill in a title for this link.
- *Delete* the “http://” text in the *URL* field
- Key in “mailto:” and then the e-mail address. It will look like this:

To add an e-mail link, delete the “http://” and then key in “mailto:”

Add Link

Enter Title for this Link

Hair Salon If added to the Links Gallery, this is the link's title

Enter the URL for the Link

Use this to add a link to a page on another website, on an FTP site, etc.

mailto:gordon@webstudio.com

Open this link's page or file in a new browser

Enter Description of Link (displays this text when mouse is over link on the web)

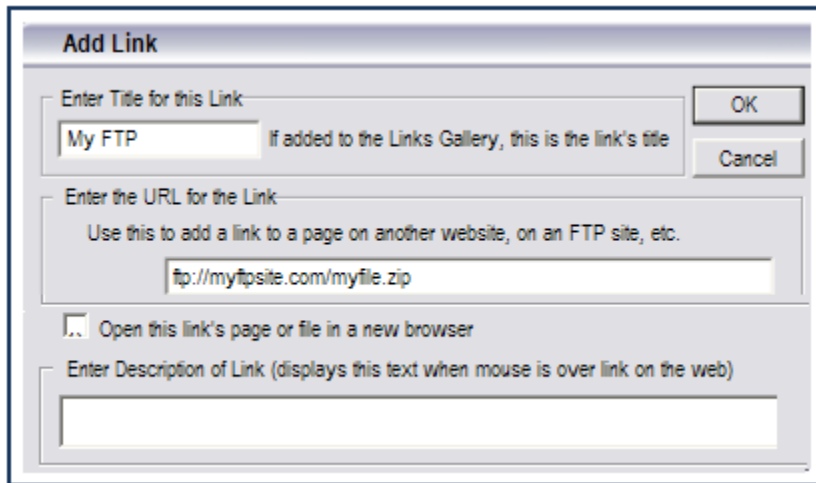
OK Cancel

- Click *OK*.

Add FTP links

- *Right-click* over a blank spot in the *My Links* list. The *right-click menu* opens.
- Choose *Add Link* from the menu. The dialog opens.
- Fill in the title.
- *Delete* the “http://” text
- Key in “ftp://” and then the address of the file on the FTP site. It will look like this:

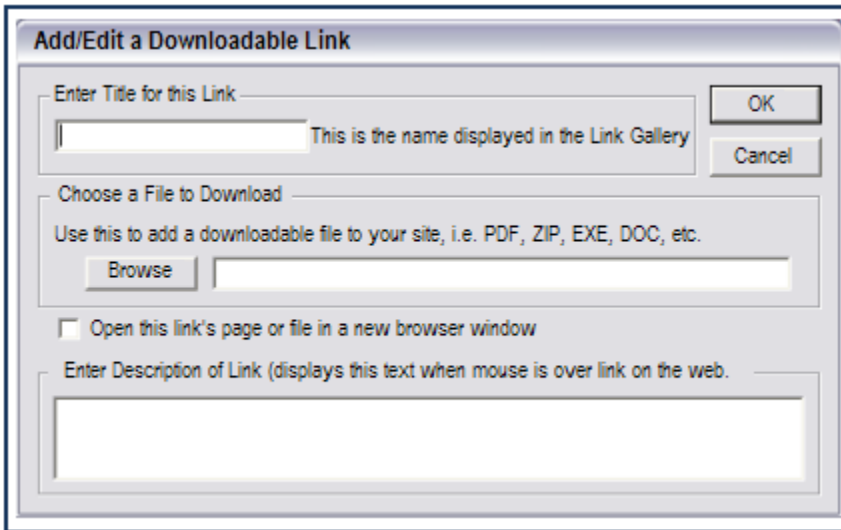
To add an FTP link, delete the “http://” and then key in “ftp://”



- *Click OK.*

Add file links

- *Right-click* over a blank spot in the *File Links* section. The *right-click menu* displays.
- Choose *Add File Link*. The *Add/Edit a Downloadable Link* dialog opens.



The image shows a dialog box titled "Add/Edit a Downloadable Link". It contains the following elements:

- A text input field labeled "Enter Title for this Link" with a placeholder "This is the name displayed in the Link Gallery".
- Buttons for "OK" and "Cancel".
- A section labeled "Choose a File to Download" with a "Browse" button and a text input field.
- A checkbox labeled "Open this link's page or file in a new browser window".
- A large text area labeled "Enter Description of Link (displays this text when mouse is over link on the web.)".

- Fill in the following fields:
 - Title.** This is the link title that will be displayed in the *File Links* section in the gallery.
 - Choose a File to Download.** *Click* on the *Browse* button. The *Open* dialog opens. Choose the file that you want to link and then *click Open*. This is the file that is added to the *File Links* section.
 - Open this link's page or file in a new browser window.** Check this box if you want the link to open in a new browser window. This allows your visitors to visit other sites without leaving your site.
 - Description.** This is the message that viewers see in a small pop-up window when the mouse is moved over the link.
- *Click OK* when you are done. The link is added to the *File Links* section.

Add new link categories

When you have a large number of links, you can sort them into your own categories. You can place any type of link into these categories. For example, you may want to have a category of links for each different website that you maintain.

- *Right-click* on any link category **except** the *Site Links* section.
- Choose *Add New Link Category* from the menu. The *Enter New Link Category Name* dialog comes up.
- Enter the name for the category and *click OK*.
- The new link category is added.

Delete link categories

- *Right-click* on the link category to be *deleted*.
- Choose *Delete Link Category* from the menu.
- The *Delete Gallery Category* dialog comes up asking if you really want to *delete* the category. *Click OK* to *delete* the category. Linda, the dialog said “This cannot be done!” but guess what? They lied



When you *delete* a category, all of the links are *deleted*. Links that were already added to your site will still work.

When you change a link in a category, it does not change the link that is already added to an object.

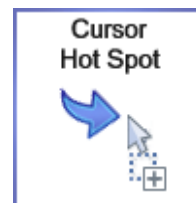
Edit links in the Links Gallery

- *Right-click* on the name of the link to be edited. The *right-click menu* pops up.
- Choose *Edit Link* from the menu.
- Edit the link’s info and *click OK* when you are finished.

Adding Links to Buttons and other Objects

Find the Cursor’s Hot Spot

The tip of the cursor has a hot spot that is very important when you are adding links. As you *drag* a link from the gallery, you will notice that a little box with a + sign appears below the cursor. This is not the hot spot. The hot spot is the tip of the cursor. When you *drag* a link from the gallery, keep the mouse button *pressed* until the hot spot is over the object and *then* release the mouse to *drop* the link. Make sure that you do not *drop* the link until the hot spot is over the object or else the link may not work. You can use the *Highlight Objects With Links* command in the *View* tab to check the links on the objects.



Link a page from the Page List

- Locate the page that you want to link to an object.
- *Drag and drop* the page's name or icon onto the object.
- The link to that page is now on that object.

Add a link from the Links Gallery

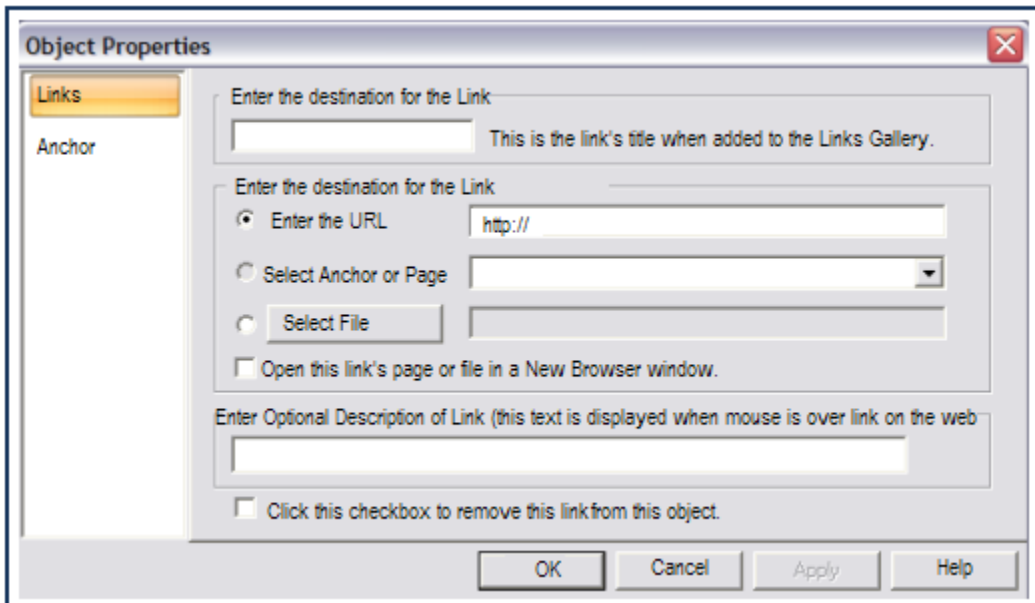
- Open the *Links Gallery*.
- Locate the link that you want to use.
- *Drag and drop* the link onto the button, object, or text.
- The link is now on the object.

There are several ways to add links:

- *Drag and drop* links from the *Links Gallery*.
- Use the *Add/Edit Link* option from the *right-click Selected Object Menu*.
- Use the *Links Commands* in the *Insert Tab*.

Add a link to an object from the Selected Object Menu

- *Right-click* on the object and choose *Add/Edit Link* from the *Selected Object Menu*. The *Object Properties* dialog opens.



The screenshot shows the 'Object Properties' dialog box with the 'Links' section selected. The dialog has a title bar with a close button (X) in the top right corner. On the left, there is a sidebar with 'Links' and 'Anchor' sections. The main area contains the following fields and options:

- A text input field for 'Enter the destination for the Link' with a placeholder text: 'This is the link's title when added to the Links Gallery.'
- Another 'Enter the destination for the Link' section with three radio button options:
 - Enter the URL: A text input field containing 'http://'
 - Select Anchor or Page: A dropdown menu.
 - Select File: A button next to a text input field.
- A checkbox labeled 'Open this link's page or file in a New Browser window.' which is currently unchecked.
- A text input field for 'Enter Optional Description of Link (this text is displayed when mouse is over link on the web)'. It is currently empty.
- A checkbox at the bottom labeled 'Click this checkbox to remove this link from this object.' which is currently unchecked.

At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

- *Click* on the *Links* section in the dialog.
- Fill in the following fields:

Title. This is the link title that is placed in the *My Links* section.

URL. Enter the URL of the link. The dialog already has *http://* in it so that you can just type the rest of the address, such as *www.mysite.com*.

Select File. Click on this button to bring up the *Open* dialog. Click on the name of the file that you want to link. Click *Open*.

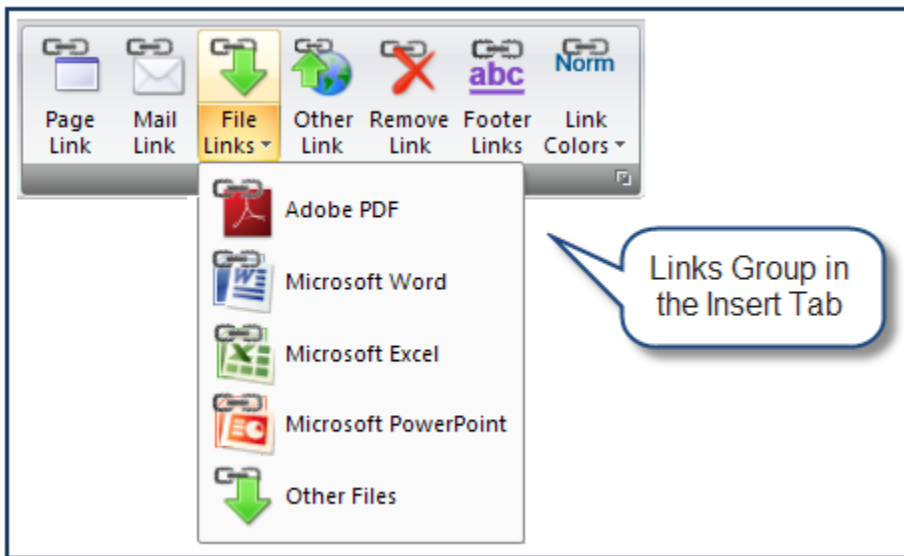
Open this link's page or file in a new browser window. Check this box if you want the link to open in another browser window. This allows your visitors to visit other sites without leaving your site.

Description. This is the message that viewers will see in a small pop-up window when the mouse is moved over the link.

- Click *OK* when you are finished. The link is added to the object.

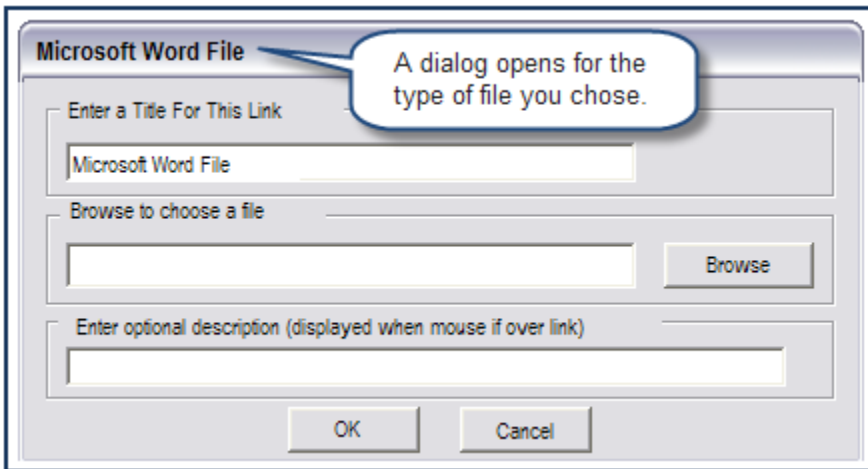
Using the Link Commands to Add Links

The *Insert* tab has a *Links* group that contains all of the commands for links. These commands make it possible for you to link to pages within your site, create e-mail links, links to files, links to URLs, *Footer Links*, and even choose the colors that you want to use for text links. In addition, the *Home* tab has some of the most commonly used links and the *Text* tab has all of the links that relate to text. You can add a link to any object or text on the page.



Add a link to a file

- Select an object or text that you want to link to a file.
- Click on *Insert > Links > File Links > the desired link*. A dialog opens for the type of file you chose. If you selected *Other File*, the *Choose a File as a Link* window opens. All dialogs give you an option to *Browse* for a file.

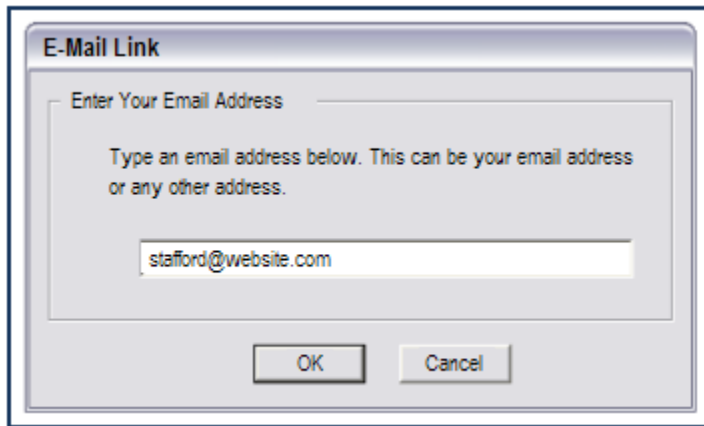


- Fill in the following fields:
 - Enter a Title for This Link.** The default setting displays the file type that you chose. You can change this to give it a specific name.
 - Browse to choose a file.** Click the *Browse* button. The *Open* dialog opens. Choose the file that you want to link and then click *Open*. This file is linked to your text or object.
 - Enter optional description.** The text that you enter in this field will be displayed when your visitor moves the mouse over this link.
- Click *OK* when you are finished.
- The file is now linked to the object.
- Go to *Home > Preview > Preview Page* or any other *Preview Page* command to see the linked file.
- Click on the object. This opens the *File Download* dialog which gives your visitors a choice to *Open* the file, *Save* the file or *Cancel* the action.

Create an e-mail link

An e-mail link can be added to any object on the page without adding it to the *Links Gallery* first.

- *Select* an object.
- *Click* on *Insert > Links > Mail Link*. This opens the *E-Mail Link* dialog.



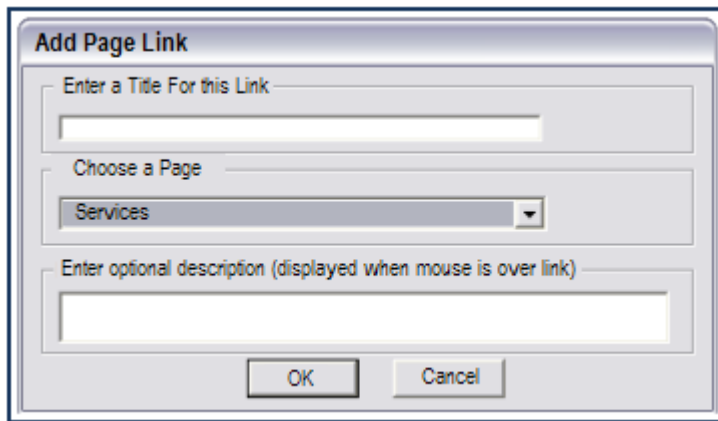
- Enter the e-mail address in the e-mail field.
- *Click OK*.
- *Click* on any *Preview* command to check the e-mail link.
- In the *Preview* window, *click* on the object. A blank e-mail window opens.
- You may send an e-mail or close the e-mail window.
- Close the *Preview* page.



An e-mail link will work only if your website visitor has set up an e-mail program on their computer.

Link to a page

- *Select* an object.
- *Click* on *Insert > Links > Page Link*. This opens the *Add Page Link* dialog.



- Enter a title for the link.
- Choose a page from the drop down list.
- Enter an optional short description for your visitors that will be displayed when the mouse is moved over the link.
- *Click OK* when you are finished.

Add other links

Use this command to open the *Object Properties* dialog that provides you with options to link to a file, a URL, or an anchor.

- *Select* an object or text.
- *Click* on *Insert > Links > Other Link*. This opens the *Object Properties* dialog.
- *Click* on the *Links* section.
- Enter a title for the link.
- Fill in a URL or *select* an anchor or a file.
- Enter an optional short description for your visitors that will be displayed when the mouse is moved over the link.
- *Click OK* when you are finished.

Adding Links to Text

Links can be added to any amount of text in an object. You determine what text in the text object should have the link and then *select* that specific text. It can be a character, a word, several words, a sentence, paragraph, the entire text object, or anything in between.



These directions explain how to use a link from the *Links Gallery*. You can also use the *Links* command and the *Object Properties* dialog from the *Text Menu* to add links to text.

Add a link to an entire text object

- *Click once* on the text object to *select* it. **Do not double-click** because that activates the text object for editing.
- *Click* on the tab to open the *Links Gallery*.
- *Drag and drop* the link onto the text object.
- All of the text is now underlined and changed to a different color. This indicates that a link has been added to the text.

The link is added to the whole text object.

Add a link to a word

- *Double-click* on the text object to activate it for editing.
- *Select* the word to receive the link.
- *Open* the *Links Gallery*.
- *Drag* the appropriate link onto the appropriate word and *drop* it.
- The word is now underlined and changed to a different color. This indicates that a link is added to the text.

This link is added to one word in the text object.

Add a link to a selection of text

- *Double-click* on the text object to activate it for editing.
- *Select* the text that will have the link.
- *Open* the *Links Gallery*.
- *Drag* the appropriate link onto the selected text and *drop* it.
- The selected text is now underlined and changed to a different color. This indicates that a link is added to the text.

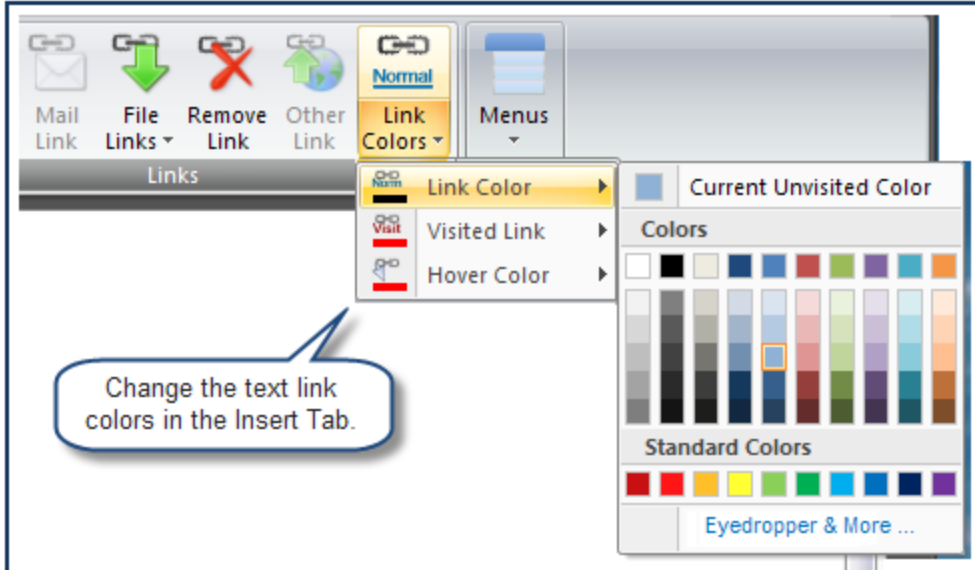
This link is added to a selection of words in the text object.

Working with Text Link Colors and Styles

There are different ways to tell your visitors that text has a link. Text links on web pages usually have a color that is different than that of the rest of the text. This distinguishes them and identifies them as links to the visitor. The colors can change to show that the visitor has never visited or already visited the link. The color also can change when the visitor moves the mouse over the link. Another web convention is to *underline* text that has links. Any and all of these options are available in Web Studio.

Change the link colors on a page

- Click on *Text > Links > Link Colors*.
- Move the mouse over *Link Color*, *Visited Link* or *Hover Color*. As you move the mouse, the *Colors* dialog is displayed.



- Click on one of the basic colors to apply it to the link. If you want more color choices, *click on Eyedropper & More*. This opens the *Colors Standard* and *Colors Custom* dialogs.
- Choose a color from one of the dialogs or use the *Select* button to change your cursor to an eye dropper. *Click* the eyedropper on any color in your monitor to select the color. See the *Color and Shapes* chapter for a detailed description of the *Colors* dialog.
- *Click OK* when you are finished.
- Choose a color for each link state.
- Go to *Home > Preview > Preview Page* or any other *Preview Page* command to see the links.



Notes about Link Colors

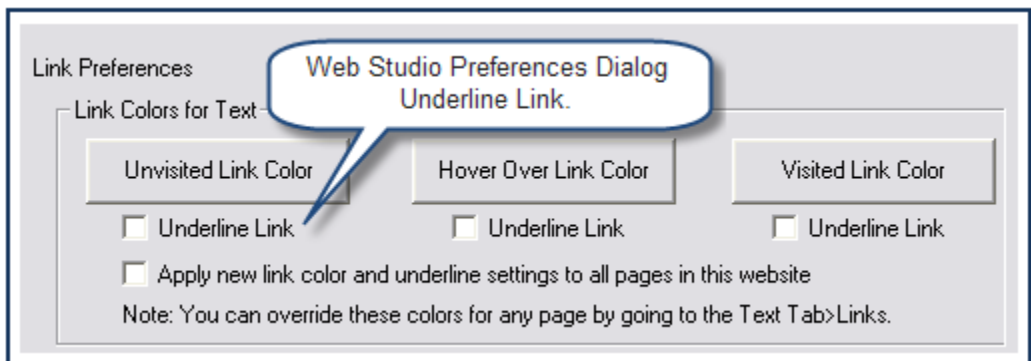
Note 1. The link color changes show only in *Preview* and on the internet.

Note 2. If you use unsafe fonts, your link colors may not be correct. See the *Text* chapter for more information about web safe fonts.

Note 3. Applying link colors and styles to all pages may take some time since each page must be modified. If you want to use the same color and styles on all of the pages, use the *Web Studio Preferences* dialog. See *Apply underlines and link colors to the whole website* later in this chapter.

Add or remove the underline on text links

- Click on *Web Studio Button*>*Options* at the bottom of the menu. This opens the *Web Studio Preferences* dialog.



- Check the *Underline Link* box to underline the *Unvisited*, *Hover Over* or *Visited* links.
- Uncheck the box to remove the underline from the *Unvisited*, *Hover* or *Visited* links.
- Click *OK* when you are finished.
- Go to *Home > Preview > Preview Page* or any other *Preview Page* command to see the links.

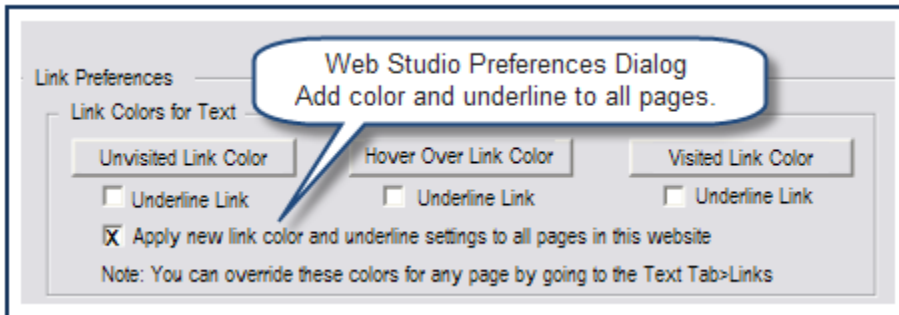


You can also change link colors in this dialog. The underline and link color changes will be displayed only in *Preview* and on the internet.

Apply underlines and link colors to the whole website

If you are using the same color and style for the whole site, this feature can save you some time. Even if you choose this option, you can override it by changing the colors on an individual page.

- Click on the *Web Studio Button* > *Options* at the bottom of the menu. This opens the *Web Studio Preferences* dialog.



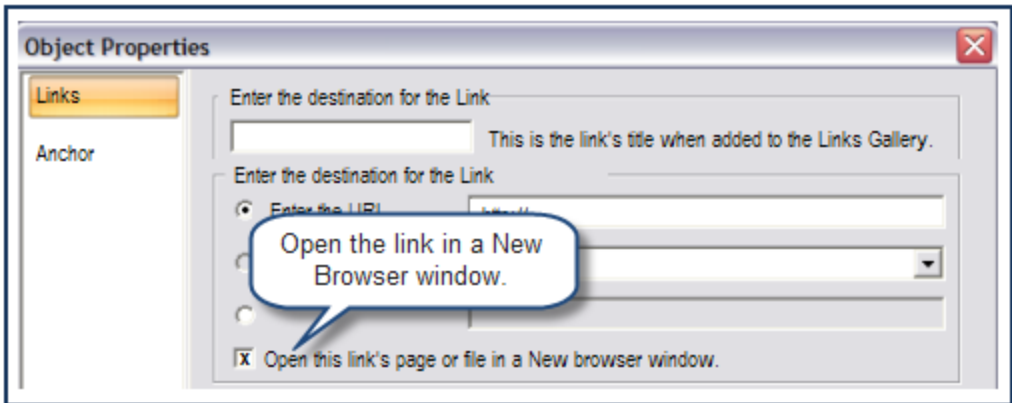
- Check or uncheck the boxes to turn the underline style on or off for *Unvisited*, *Hover Over* or *Visited* links.
- Click the *Link Colors for Text* buttons to change the color of the *Unvisited*, *Hover Over*, and *Visited* link colors.
- Check the *Apply new link color and underline settings to all pages in this website* checkbox.
- Click *OK* when you are done.
- Go to *Home* > *Preview* > *Preview Links/Website* or any other *Preview Links/Website* command to see the links.

Opening Links in a New Browser Window

You may want to have a link open in a new browser window. This is important if you do not want your viewers to navigate away from your site when they *click* on a link. Every link dialog has a field to choose to open the link in a new browser window.

- *Right-click* over an object with a link.
- Click on *Add/Edit Link* from the *Selected Object Menu*. This opens the *Object Properties* dialog.

When you choose to open a link in a new browser window, it does not affect the other links on the page. You must choose this option for each link that you want to open in a new browser.



- Check *Open this link's page or file in a New Browser window*.
- Click *OK*.
- Go to *Home > Preview > Preview Links/Website* or any other *Preview Links/Website* command to see the links.

Removing or Editing Links on Objects or Text

You can remove, edit, or replace links on objects or text. When you want to replace a link, you do not need to remove the first link. Simply edit the link and the new link automatically replaces the current link. Use the *Links Gallery* or the *right-click menu* to add, edit, or remove links. In addition, the *Home* and *Insert* tabs each have a *Remove Link* command.

If you *drag* another link from the *Links Gallery* onto an object with a link, the link is automatically replaced with the new link.

Edit or replace links

- *Right-click* over the object or text with the link.
- Click on *Add/Edit Link* from the menu. This opens the *Object Properties* dialog.
- Make changes in the dialog.
- Click *OK* when you are finished.

Drag and drop a link from the Links Gallery to replace an existing link

- Click on the *Links* tab to open the *Links Gallery*.
- *Drag and drop* a link onto an object or text with an existing link. The new link replaces the existing link.

Remove links using the right-click menu

- *Right-click* over the object or text with the link.
- Choose *Remove Link* from the *Selected Object Menu* or the *Text Menu*.

Remove links using the Remove Link command

- *Select* the object or text with the link.
- *Click* on the *Home* or *Insert* tab.
- *Click* on the *Links > Remove Link* command.

Adding Footer Links

Footer Links are the small text-based links along the bottom of the page that are separated by vertical bars. These usually contain a link to all of the pages on a website.

Footer Links use information from the *Page List* to create the links. The pages are added to the *Footer Links* by name in the order they appear in the *Page List*. You can change the list order so that the *Footer Links* appear in the order that you want them to be on the page. If you have not renamed your pages, the links will display *Untitled 1*, *Untitled 2*, etc.

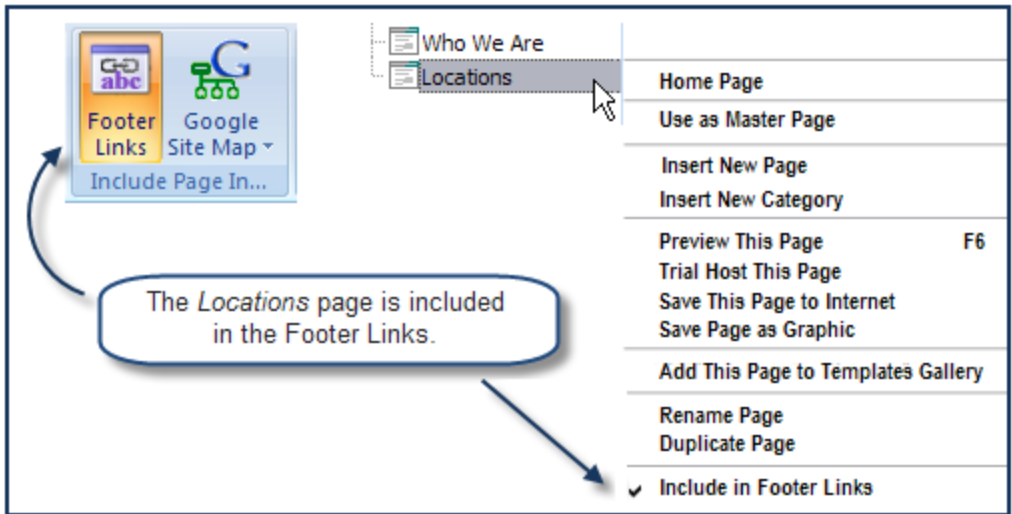
All the pages in the *Page List* are automatically included in *Footer Links* by default. Since you probably will have more pages in your Project than you want to upload to the internet, you can choose to remove any page from the *Footer Links* and then add it again if you want.

When you are ready to insert *Footer Links* onto your page, *click* on the *Footer Links* command in the *Insert* tab. Once *Footer Links* are on a page, they do not update automatically when you change the page names, page order, add new pages, or delete pages. However, it is easy to update the links by *clicking* again on the *Footer Links* command. When you are building a website, *Footer Links* may be one of the last things that you want to do.

Add or remove pages from the Footer Links

It is easy to tell which pages are included in *Footer Links* by looking at the *Footer Links* command in the *Page* tab when a page is open on the workspace. If the page is included, the *Footer Links* command is highlighted. If the page is not included, the *Footer Links* command is not highlighted.

Another way to see if a page is included in *Footer Links* is to view the page's *right-click menu*. A check in front of *Include in Footer Links* means that the page is included. Pages that are excluded do not have a check.



Use the Page List to add or remove a page in Footer Links

- Go to the *Page List*.
- *Right-click* on a page's name to see the menu.
- Look for the *Include in Footer Links* item in the menu.
- *Click* to place or remove a check in front of this command. A checkmark indicates that the page is included in *Footer Links*. If it does not have a checkmark, it is not included.



Another way to see this menu is to *click* on the page's name to *select* it. Then go up to the *Page List* button and *left click* on it. This displays the same menu as the page's *right-click* menu.

Use the Include Footer Links command to add or remove a page

- Add a page: *Click* on *Page > Include Page In > Footer Links* to highlight the *Footer Links* command and include the page in the *Footer Links*.
- Remove a page: *Click* on *Page > Include Page In > Footer Links* to remove the highlight from the *Footer Links* command and remove the page from the *Footer Links*.

When a page is included in *Footer Links*, the *Footer Links Command* in the *Page Tab* is highlighted.

Put Footer Links on a page

Add *Footer Links* with the *Footer Links* command in the *Links* group. The best way to add them is to place them on the Master Page. This will automatically add them to all of the pages. If you are not using a Master Page, then you must put the *Footer Links* on each page.

- Open the Master Page or any page by *clicking* on the tab.
- Click on *Insert > Links > Footer Links* command.
- *Footer Links* are added to the page.
- Drag to position the *Footer Links* or use any of the object commands to place them where you want them.
- See *Working with Text Link Colors and Styles* earlier in this chapter to learn how to change the color of the *Footer Links*.



Since *Footer Links* do not update automatically when you add or remove pages, it is best to add them last when you are building your website. If you make a change to *Footer Links* after they are on a page, simply *click* the command to insert the *Footer Links* on the page again. This updates the *Footer Links*.

Change the page order for the Footer Links

You can change the order of the *Footer Links* in the *Page List* window. The changes in the *Page List* are not made automatically in the existing *Footer Links* on the pages. After making changes, simply add the *Footer Links* again. The new links will replace the existing links.

Change the page order using the right-click menu

- *Right-click* on the name of the page you want to move.
- Choose *Move Up* or *Move Down*. The page is moved in the list.

Change the page order using keyboard shortcuts

- Click on the page name in the *Page List*.
- Press *alt+page up* to move the page *up* the list.
- Press *alt+page down* to move the page *down* the list.

Using Anchors

An anchor is a type of link that takes visitors to a specific location on any page within your website. The anchor is placed on an object on the page. Another object is placed on a page with a link to the anchor. When visitors *click* on the link to the anchor, it brings them to the spot on the page where the anchor is located. Anchors can make navigation easier, especially in a large site. For instance, you can use an anchor at the bottom of a long page to bring visitors back to the top of the page, or you can also have a link on the Home page that takes you to an address at the bottom of the Contact page.

There are two steps to use anchors:

1. Designate an object to be an anchor.
2. Link to the anchored object.

Any object can be used as an anchor. First the object is assigned anchor properties and then placed in the *Links Gallery*. Once an anchor is in the gallery, it is ready to link onto any other object or text.

Remember that the link takes your visitors to the anchor. This means that if you move the anchor, you change the location where the visitors go when then *click* on the link. For example, if you want to use an anchor to take the visitors back to the top of the page, make sure the anchor is not at the bottom of the page.

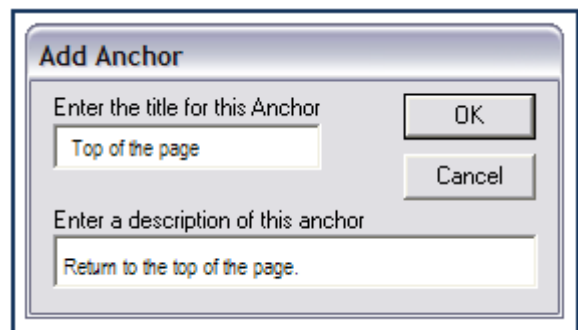
Designate an object to be an anchor

- Open the page and locate the object that you want to use as an anchor.
- Open the *Links Gallery*.
- *Drag and drop* the *Add Anchor to object* link onto the object. This opens the *Add Anchor* dialog.
- Enter the following information in the dialog:

Title. Enter a title for the anchor. This is the name that will be displayed in the *Site Links* list.

Description. Enter the description for the anchor. This is used on the web to display in a small pop-up window when a visitor moves the mouse over the link to the anchor.

- *Click OK*. This adds the anchor to the *Site Links* list in the *Links Gallery*. The title of the anchor is displayed in the list.
- Position the anchor on the page. Now you can link any object to the anchor.



The image shows a dialog box titled "Add Anchor". It has two text input fields. The first field is labeled "Enter the title for this Anchor" and contains the text "Top of the page". The second field is labeled "Enter a description of this anchor" and contains the text "Return to the top of the page.". To the right of the first field are two buttons: "OK" and "Cancel".

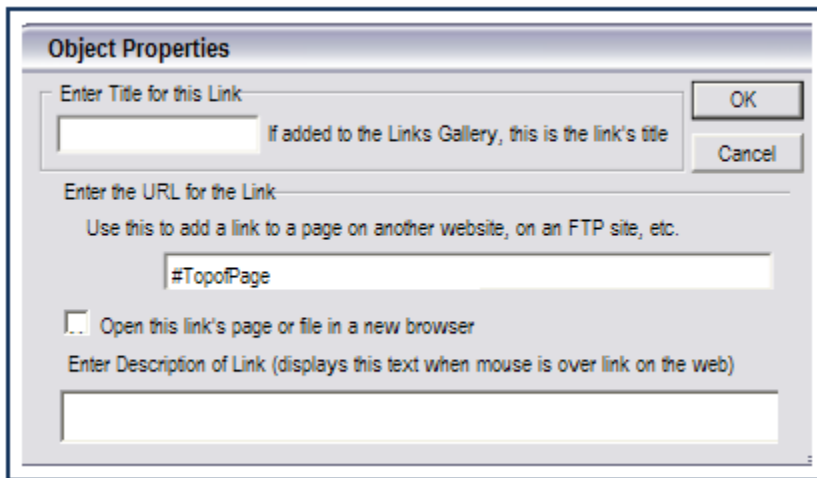
Linking to an Anchored Object

Use the Links Gallery to link to an anchor

- Locate the object or text that you want to link to the anchor.
- Open the *Links Gallery*.
- *Drag and drop* the name of the anchor from the *Site Links* list onto the object or text. The object or text is now linked to the anchor.
- Check the anchor using the *Preview Links* or *Preview Website* commands.

Use the Properties dialog to link to an anchor

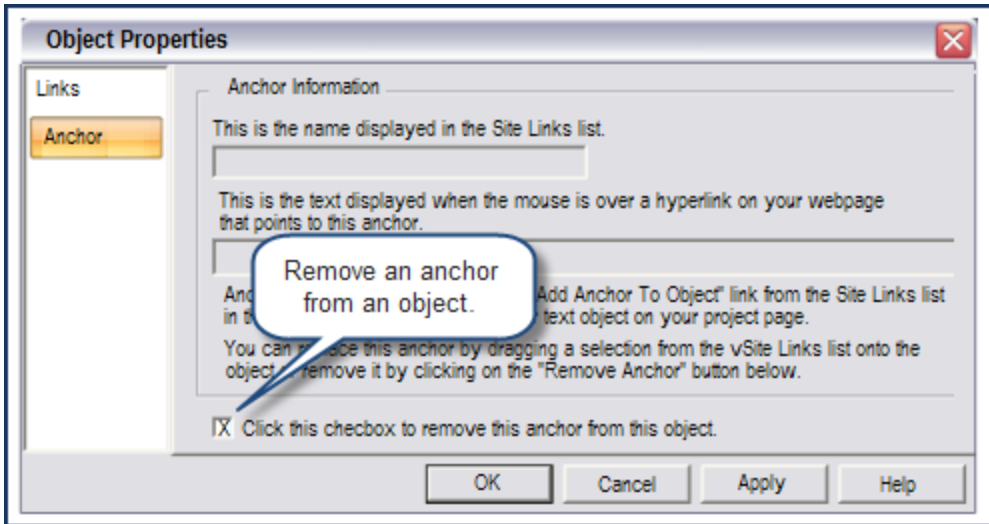
- *Right-click* over an object that you want to link to the anchor.
- Choose *Add/Edit Link* from the menu.
- In the URL field, enter “#” followed by the name of the anchor. The name of the anchor can contain spaces.



- *Click OK* to create the link.

Remove an anchor link

- *Right-click* over the linked object.
- *Click* on *Add/Edit Link* from the menu.
- *Click* on the *Anchor* section.
- Check the box in front of *Click this checkbox to remove this anchor from this object*.
- *Click OK*. The anchor is removed.



Previewing Links

The way to check the links on your site is through one of two *Preview* commands: *Preview Links* or *Preview Website*. Both of these commands place your website in a browser window so that you can check all of the links, including links to other websites. Because the *Preview Page* command only places one page in the browser window; you cannot check your site links with this command. The *Home* and *Page* tabs have *Preview Links* or *Preview Website* commands. Both of these *Preview* commands allow you to view your entire website; not just one page.

- Click on *Home/Page* > *Preview* > *Preview Links* or *Preview Website*.
- When your website opens in the browser window, *click* on all of the links to make sure they are working properly.



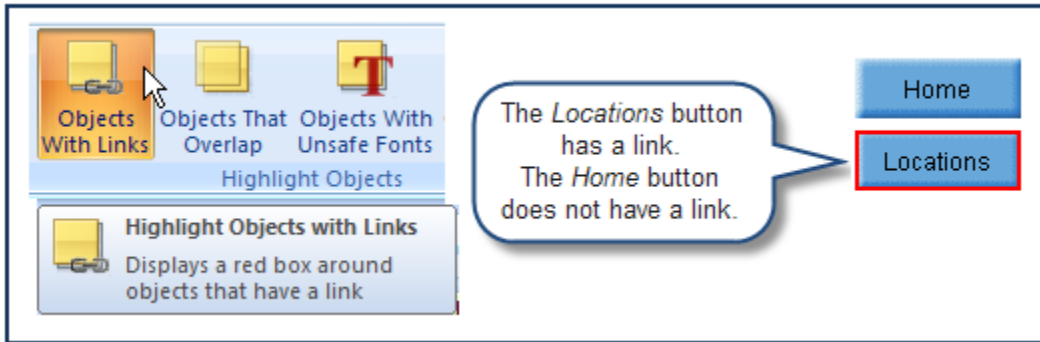
The *Web Studio* browser opens as a page on the workspace. It has a tab labeled *Preview Site: Untitled*.

The *Default* browser opens in your internet browser window.

- Close the *Web Studio* browser by *clicking* the X on the *Preview Site* tab. Close your internet browser as you normally would.

Highlighting Objects With Links

Since links are invisible pathways, it is impossible to see them on buttons and other objects. In order to check how links are working, you must use the *Preview Links* or *Preview Website* commands. However, the easiest way to simply see what objects contain links and what objects do not have links is to use the *Highlight Objects With Links* command.



Highlight objects with links

- Click on *View > Highlight Objects>Objects With Links*.
- Every object with a link has a red box around it. If you do not see a red box, this means that the object does not have a link.
- To turn off the highlight, click on the *Don't Hilite* command.

Turn off the highlight on links

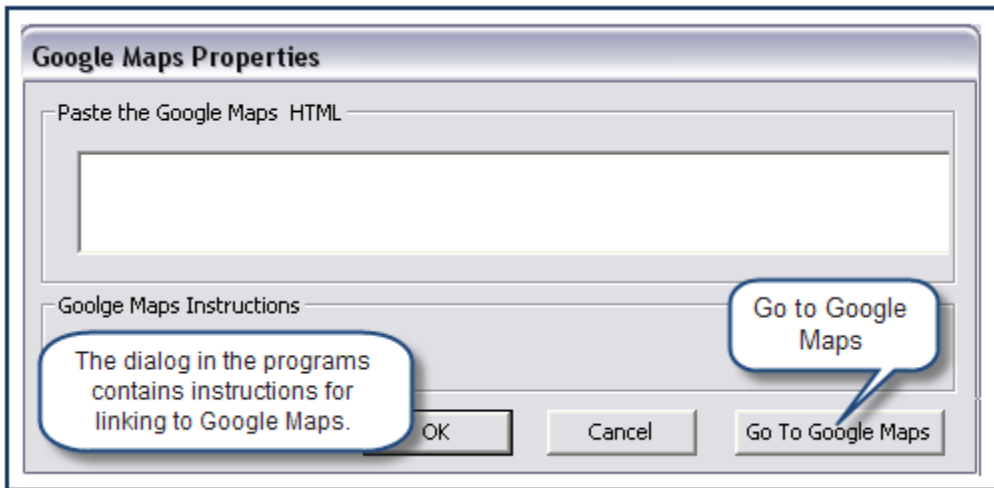
- Click on *View > Highlight Objects>Don't Hilite*.

Inserting a Google Map

There are two ways to use Google Maps on your website. You can place a map on your page using the *Google Maps* command or create a link that takes your visitors to Google Maps.

Insert a Google Map on a page

- Click on *Insert > Google > Google Maps*. This opens the *Google Maps Properties* dialog.



- Click on *Go to Google Maps*. This opens the *Google Maps* website in your browser.
- Choose the map that you want to use.
- Click on “*Link*” in the upper, right corner of the map. This opens a dialog with the link and HTML information.
- Click to *select* the text in the *Paste HTML* field.
- *Right-click* over the selected text and choose *Copy* from the resulting menu.
- Go back to the *Google Maps Properties* dialog in Web Studio.
- *Right-click* in the *Paste the Google Maps HTML* field and choose *Paste* from the resulting menu.
- Click *OK*. This places a Google Maps object on the page.
- Resize and position the object.
- Click on any *Preview* command to see the map on the page.



Click on *Customize and preview embedded map* to make changes to the map. If you want to remove the address balloon from the map on your page, *delete* the address in the Google field, refresh the screen, and then resize the map.

Link to a Google Map

- Place an object or text that will link your visitors to the map.
- Open your browser and go to the Google Maps website.
- Choose a map.
- *Click on Link* in the upper right corner of the map. This displays the link and HTML information.
- *Click* on the text in the *Paste Link in E-mail or IM* field to *select* it.
- *Right-click* over the selected text and choose *Copy* from the resulting menu.
- Go back to Web Studio and *right-click* over the object for the link.
- Choose *Add/Edit Link* from the *Selected Object Menu*. This opens the *Object Properties* dialog.
- In the *Links* section, *delete* the “http://” in the *Enter URL* field.
- *Right-click* over the *Enter URL* field and choose *Paste* from the resulting menu.
- *Click OK*. This links the object to the map on the Google website.
- *Click* on any *Preview* command to link to Google.