

Linking text and images

You may want to add links to a file, form, web page or animal group.

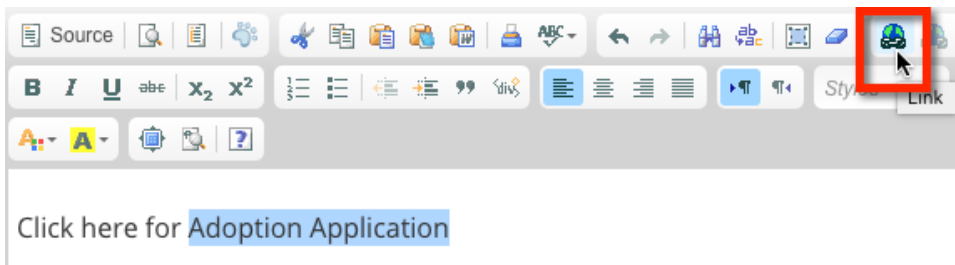
- To link to a form, create your online form first: **Features > Online Forms**
- To link to a Word document, PDF, or spreadsheet, upload the document to **Website > Files and Documents** before linking.
- To link to a web page on your website that is not built-in or one of the special lists, create your web page at **Website > Add a Web Page** before linking.
- To link to a custom animal group, create the custom group at **Animals > Custom Animal Group** before linking.

On this page:

- [How to link text or an image to a web page, online form, or file on your website](#)
- [How to link to an email address or external web page](#)

How to link text or an image to a web page, online form, or file on your website

1. Click the **Edit icon** next to the web page you would like to add the link.
2. Add some text or image.
3. **Select the text or image** you want to be linked.
4. Click the **link icon** in the page editor.



5. From the **Link list**, select the online form, file, web page or custom animal group you would like to link.

Link

Link Info Target Advanced

Link Type
URL

Protocol
http://

URL
select from Link List or enter a URL here

Link List
Please select from your links and uploaded files ...

Cancel OK

6. Click **OK**.
7. **Save** your page.

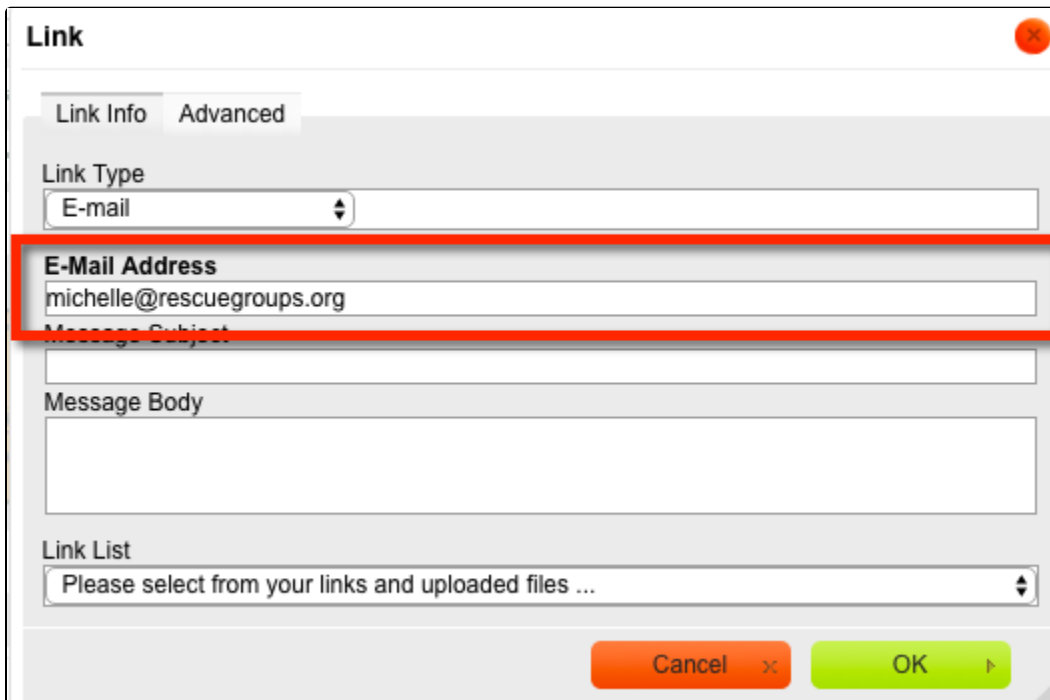
How to link to an email address or external web page

You may want to add some text or a graphic and have it link to an email address or to another website.

1. Click the Edit icon next to the web page you would like to add the link
2. Add some text or an image.
3. **Select the text or image** you want to be linked
4. Then click the **link icon** in the page editor (looks like a chain).

To link to an Email address:

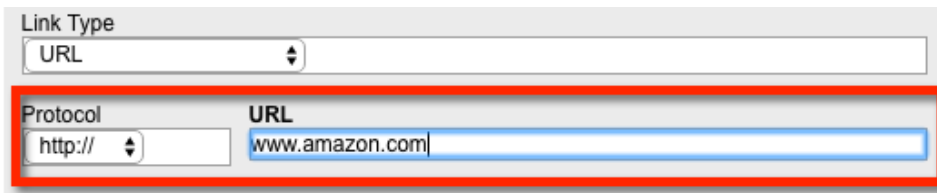
1. **Link Type**, select E-Mail
2. Type in: name@somedomain.com



The screenshot shows a 'Link' dialog box with two tabs: 'Link Info' and 'Advanced'. The 'Link Type' dropdown is set to 'E-mail'. Below it, the 'E-Mail Address' field is highlighted with a red box and contains the text 'michelle@rescuegroups.org'. There are also fields for 'Message Subject' and 'Message Body'. At the bottom, there is a 'Link List' dropdown and 'Cancel' and 'OK' buttons.

To link to an External website:

1. Select **Link Type**: URL.
2. Next to protocol [*http://*] enter the url you would like to link.



The screenshot shows the 'Link' dialog box with the 'Link Type' dropdown set to 'URL'. Below it, the 'Protocol' and 'URL' fields are highlighted with a red box. The 'Protocol' field contains 'http://' and the 'URL' field contains 'www.amazon.com'.

3. Click **OK**.
4. **Save** your page.

Popular Questions

We can't find any questions. Check the topic exists.

Have a question about this topic?