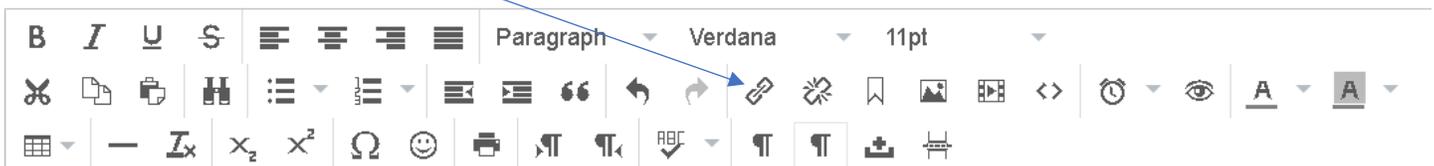


ParishPlace/DioPlace– Linking to another web page

You can create a link to any webpage that when clicked will take the visitor to another page in your website OR to an external website.

1. Open the ParishPlace/DioPlace interface and log in.
2. Open the website or resource to which you would like to link.
 - a. If you wish to link to an external website,
 - i. Click the **New** tab button
 - ii. Open the web page to which you are linking.
 - iii. **Right click** on the web address (also known as the URL) at the top of the screen
 - iv. Choose **Copy**.
 - b. If you wish to link to a page within your own site,
 - i. Click the **Navigation and Webpages** link under the **Manage Content** heading. (Please see instructions for **Working with Menus** on [the web training page](#) in either the Parish Staff or SMCC staff section of the MyDioErie portal to learn more about navigating menus.)
 - ii. Open the Level 1, 2 or 3 menu to find a specific page in your site.
 - iii. Highlight the full HTML address which appears under **HTML Name** field.
 - iv. **Right click** on the highlighted text
 - v. Choose **Copy**.
3. Open the page on which you would like to create the link.
4. Position your cursor in the web page which is to contain the text link. (See the instructions for Page Content on <http://www.eriecd.org/pptraining.html> to learn about editing text on your site.)
5. Click the link **Insert/Edit Link** button on the formatting ribbon.



The insert link window will open.

A screenshot of a dialog box titled 'Insert link'. It contains four input fields: 'Url', 'Text to display', 'Title', and 'Target'. The 'Target' field has a dropdown menu currently set to 'None'. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons. A blue arrow points from the 'Text to display' field to the 'Insert/Edit Link' button in the ribbon above.

6. Type text for the link in the **Text to display** field. For example, if you want to insert a link to the Vatican web page, type Vatican web page in the **Text to display** field.

7. Add some text to the Title field. The Title field must be complete to keep our website ADA compliant. The **Title** field will provide a screen hint to visitors of your website when their mouse hovers over the link text or when it is read aloud by screen readers. You can type the same text as the **Text to display** field or you can include additional text in the **Title** field to provide more information to the visitor.
8. Click in the **URL** field
9. Press and hold the **Ctrl** key on your keyboard while touching the letter **V** to paste the URL of the website for the link into the URL field.
10. Click the **Ok** button.