


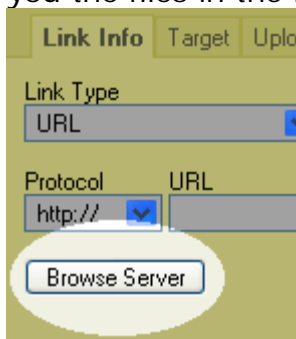
Website Hyperlinks Help Guide

In web terms, a hyperlink is a reference (an address) to a resource on the web. Hyperlinks can point to any resource on the web: an HTML page, an image, a PDF document, a sound file, a movie, etc.

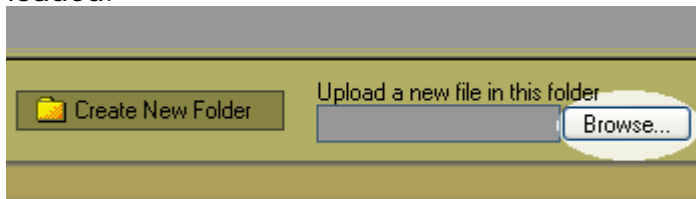
All changes/modifications are all done in the admin section of the website.

Hyperlink to an uploaded document (PDF, image)

- Enter text that you would like to have hyperlinked e.g. "View our 2009 Rates"
- Highlight the text where you'd like the hyperlink to appear in the text
- Click the **Insert/Edit Link** icon  in the toolbar; the Link window will open.
- Click on the 'Browse Server' button and a new directory window will open showing you the files in the FCK editor.




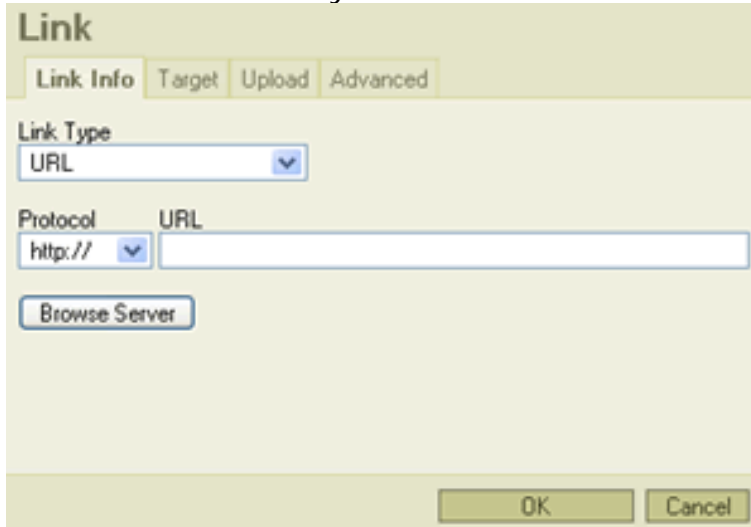
- To upload the image or PDF document, click on the 'Browse' button on the bottom left. A File Upload window for your browser will open showing the last folder you loaded.



- Navigate to the document you want to upload (The filename must not have any spaces in it or the # character. We recommend using only lowercase letters and only using the - (dash) or _ (underscore) to separate words.) select it and click the "Open" button at the bottom of the File Upload window. The window will close.
- The location of your file is now filled in the "Upload a new file in this folder" text box; click the "Upload" button at the far bottom right. The file name of your document will appear in the FCK editor list.
- Click the file name (blue hyperlink) of your document in the list. This directory window will close and you will be returned to the Link window with the URL of the document you've selected in the URL text box.
- Under Protocol, it should have automatically defaulted to 'other' from the drop down list and now click on the 'Target' tab and choose 'New Window'
- Click "OK"; the Link window will close and return you to the admin editor page and display the hyperlinked text.
- Finish by clicking on the 'Save' button in the toolbar and view your hyperlink in the public section of the website.

Hyperlink to a URL

- Enter text that you would like to have hyperlinked and highlight text
- Click the **Insert/Edit Link** icon  in the toolbar; the Link window will open.
- Paste in the URL that you would like to link.



Link

Link Info Target Upload Advanced

Link Type
URL


Protocol URL
http://

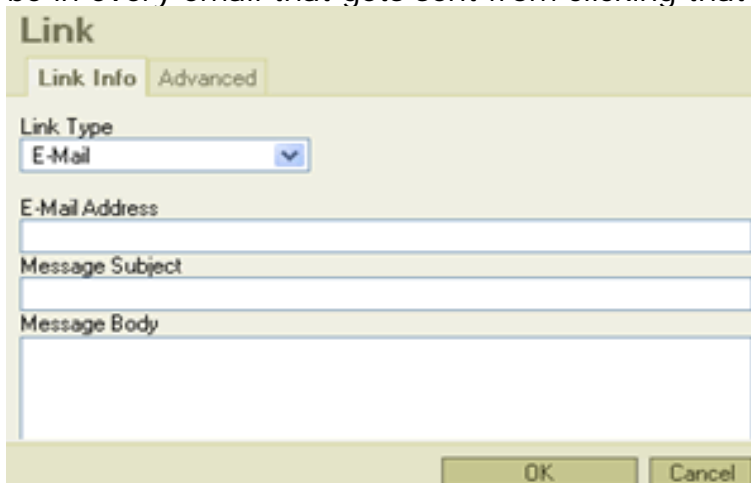
Browse Server

OK Cancel

- If you're creating an external link to say the URL of another company or golf course, then click on the "**Target**" tab and select from the drop down list "**New Window.**" This will prevent the new URL from over-riding your own golf course website.
- If the hyperlink you're creating is internally within your own site e.g. Going from the membership page to the contact us page. Simply paste in the URL and click OK.

Link to an Email

- Within the admin editor tool bar you have the ability to have text automatically create an email by clicking on it.
- Click the **Insert/Edit Link** icon  in the toolbar; the Link window will open.
- To link to an email select "**E-Mail**" from the Link Type dropdown box. You can then enter an email address, message subject, and message body that you would like to be in every email that gets sent from clicking that link.



Link

Link Info Advanced

Link Type
E-Mail

E-Mail Address

Message Subject

Message Body

OK Cancel