

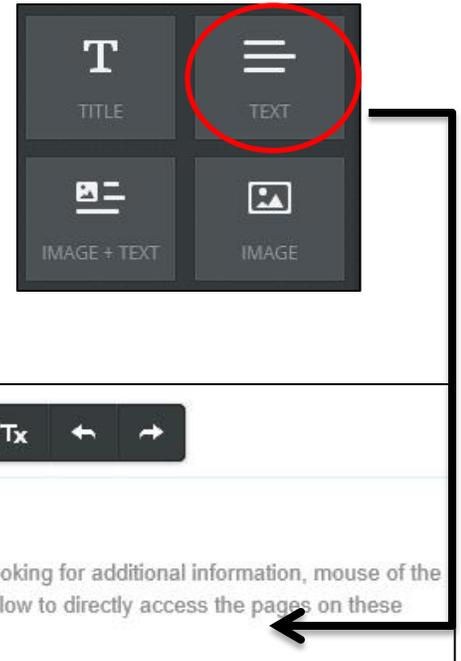
Adding Links in Weebly

Weebly allows users to create links to three different types of resource:

1. Link to a page on the internet
2. Link to another page within your own weebly site
3. Link to a file (word document, PDF, powerpoint, etc.) that your user can open and download for themselves

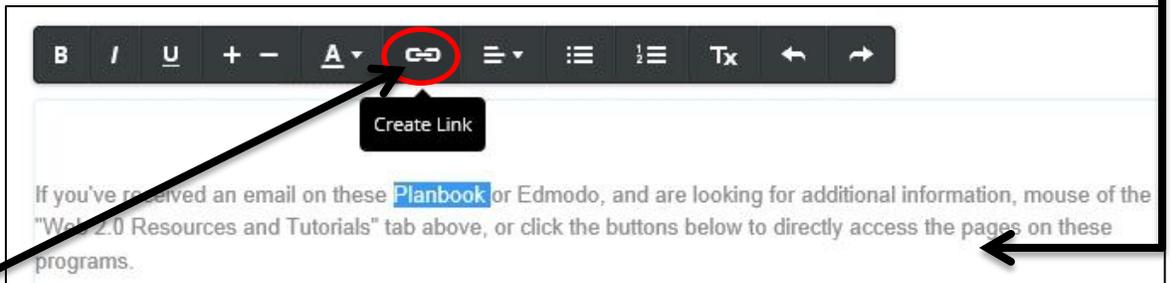
There are also several different options for creating links:

1. Hyperlink through a text box
2. Link through a button



To hyperlink from a text box, select "Text" from the toolbar, drag it into the page, and type the desired text.

Then, highlight the word you want to add the link to, and click the link icon in the word processing toolbar above the text box.



This "Link to:" box will open. Click the circle next to the box you want to select.

Website URL is to link to another site on the internet you'd like users to be able to access.

Page on Your Website will bring users to another of the pages you've made on your website. Use this if you have a project page or page for handouts or announcements, and you want users to easily access without having to go up to the navigation bar

File on Your Website links users to a document uploaded from your computer to your weebly site.

Email Address: If you'd like to give users the option to email you or another contact, you can link right to their email address.

Link to:

Website URL Open link in new window
http://www.planbook.com

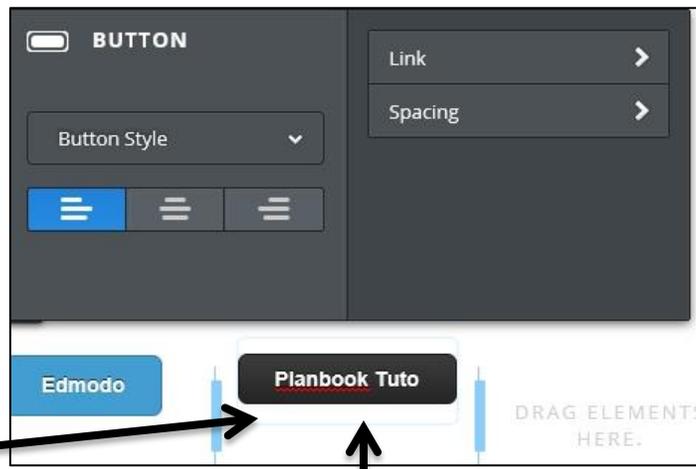
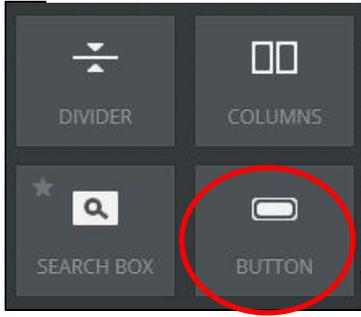
Page on Your Website
- Planbook

File on Your Website
Select an Option [or upload a file](#)

Email Address
lpruyme@cppmail.com

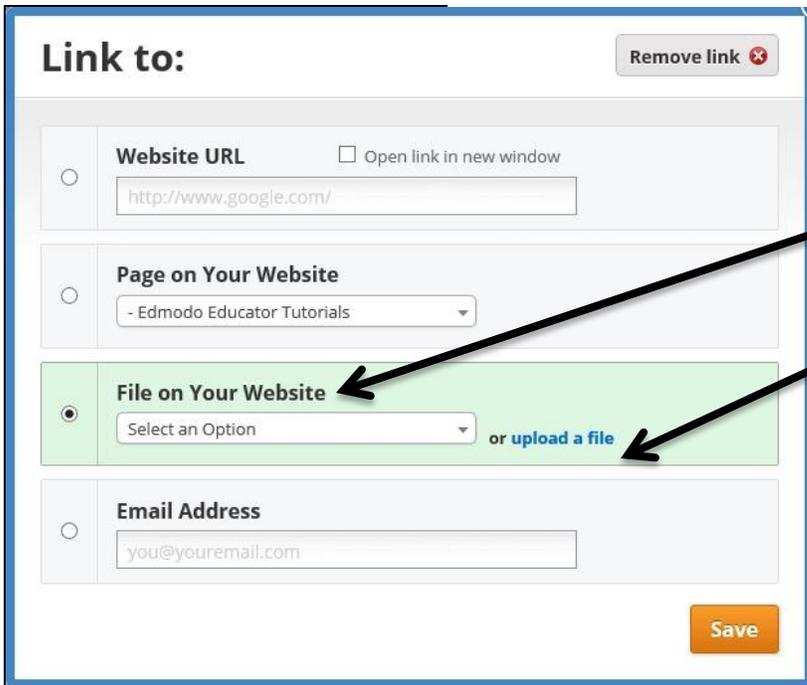
Save

You can also create a link through a button on the page. First, in the build view of your page, select "Button, and drag a button into the page.



Click directly onto the button to type the link text – here, we will add a Planbook Tutorial, so the text "Planbook Tutorial" is being typed in.

Clicking onto the button also opens the "Button" options menu. To link something to that button, click "Link" in that menu.



Clicking on Link opens the same "Link to:" box as before.

To upload a document and link it the button, **click File on Your Website**. You can use any file you've upload to the Weebly site before, or click "upload a file" to upload a new one.

Clicking on "upload a file" will open a browser box just like when you add an attachment to an email – just find the location where your file is stored, and click on it to upload it to weebly and link it to the button. You can follow the same process to link a document to a hyperlink.

When a file is linked to the button, users can click on the button and save or open the file– again, like an email attachment. Use this to attach handouts, notes, assignments, letters, powerpoints and more to your weebly site.

