




Edit an Existing Web Page: Creating, Editing and Breaking Hyperlinks

There are three hyperlink buttons in the VFE. If you hover your cursor over the top of each one, you will see the following titles:

- New Hyperlink  **Left button**
Use when you will link to a Web in Oregon.gov.
- Hyperlink  **Middle button**
Use when you will link to a Web outside Oregon.gov.
- Remove Link  **Right button**
Use when you need to break (or remove) a link.

To create a hyperlink, click in the VFE field to activate it. Enter the text you wish to have linked and highlight it. In the VFE toolbar (See Figure 1), click on the appropriate hyperlink button to activate the window.

***Tip:** You can confirm that a hyperlink is correct while you're in the VFE. To do this, highlight the hyperlink then double-click the hyperlink and it will open. This will save you the time of having to preview the template to see if it works.*

Instructions:

New Hyperlink Button

1. Click in the VFE field to activate it.
2. In the VFE toolbar, click on the left hyperlink button to activate the window. (See Figure 2)
3. Type or copy/paste the URL into the Link URL field or click on the Browse button and navigate through Oregon.gov to locate the file you will be linking to.
Note: When you navigate in TeamSite, double-click the file name to get to the next level. When you locate your final file (.doc, .pdf, .jpg, etc.), click once to enter it into the File Name field.
4. Leave the Target field blank so that the linked page will open in the same browser window.
5. Click OK to close the window.

Hyperlink Button

1. In the VFE toolbar, click on the middle hyperlink button to activate the window. (See Figure 2)
2. In the hyperlink window, in the Type pull-down menu (See Figure 3), select:
 - **http:** if you wish to link to a Web page, or
 - **mailto:** if you wish to add an e-mail address

3. In the Link window, you will see either “http://” or “mailto” depending on what you selected above. To add a Web page address (URL) or an e-mail address, type or paste in the address behind the “http://” or “mailto” provided for you by the VFE.
4. If you wish to link to a file within Oregon.gov, you may overwrite the “http://” text and instead add the file path, starting with a back slash. (i.e. /TRAINING/agency1/doc/document.doc)
5. Leave the Bookmark field blank.
6. In the Target Frame pull down window:
 - Leave the field blank if you want your new page to open in the same browser window.
 - Select new Window (_blank) if you wish the linked page to open in a new browser window.
7. Click OK. The link is established.

Remove Link Button

1. Click in the VFE field to activate it.
2. Click within (or select) the linked text.
3. In the VFE toolbar, click on the Remove Link button (See Figure 1) and the link will be removed.



Figure 1 – VFE toolbar

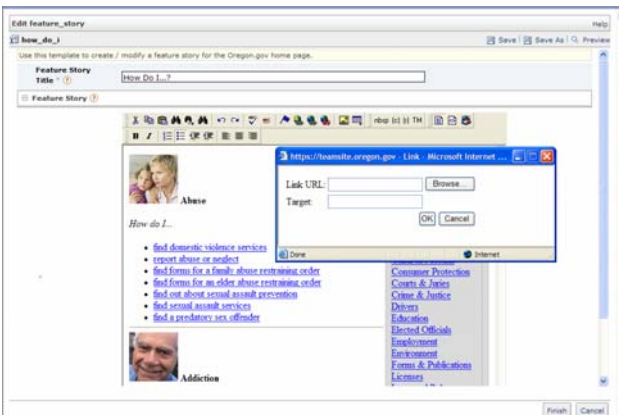


Figure 2 – Left Hyperlink Button display window

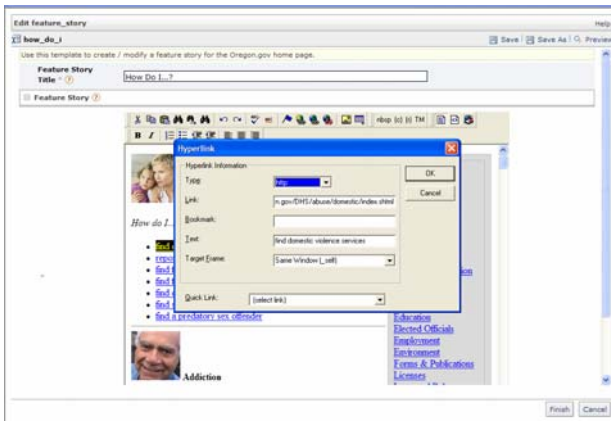


Figure 3 – Middle hyperlink Button display window