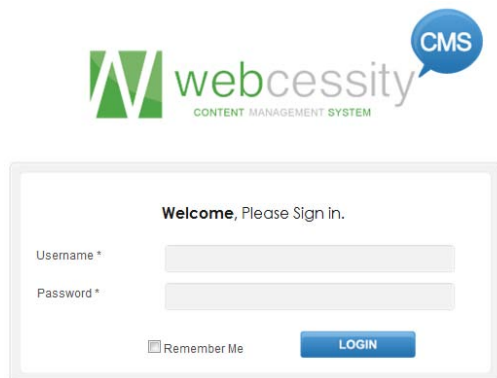
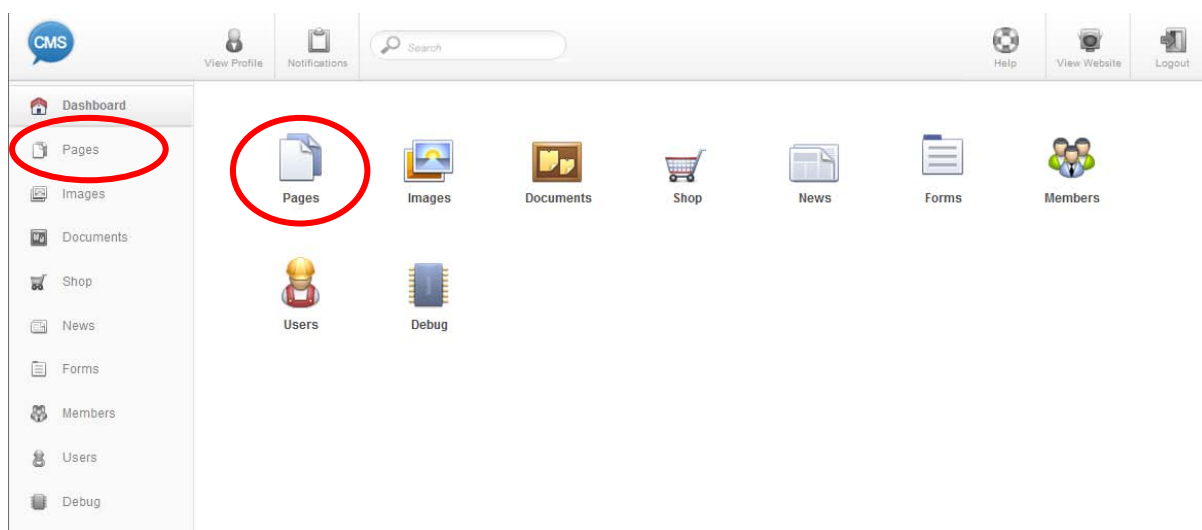


CMS Tutorial – How to create a link

1. Login to the backend of your website through the Webcessity CMS login screen



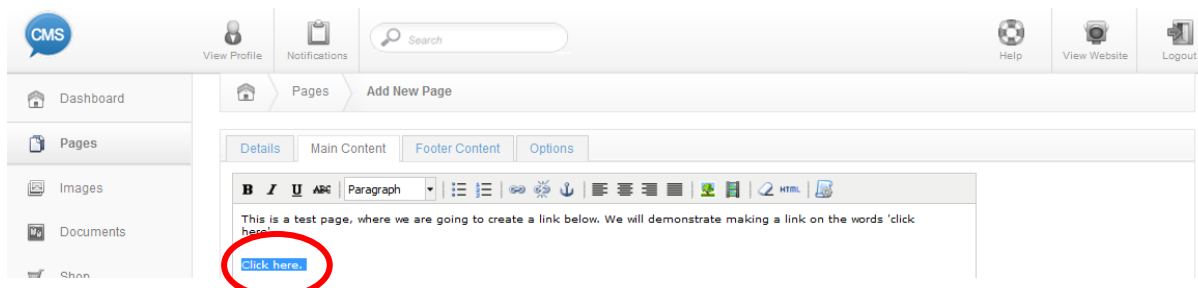
2. Click on one of the 'Pages' buttons



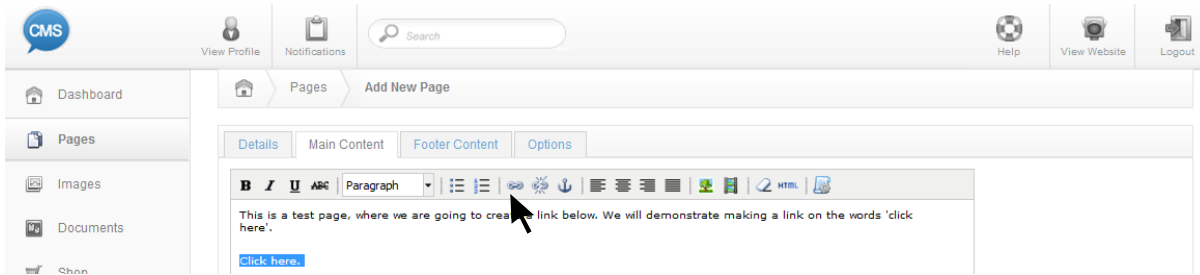
3. Click on the page you'd like to add the link to



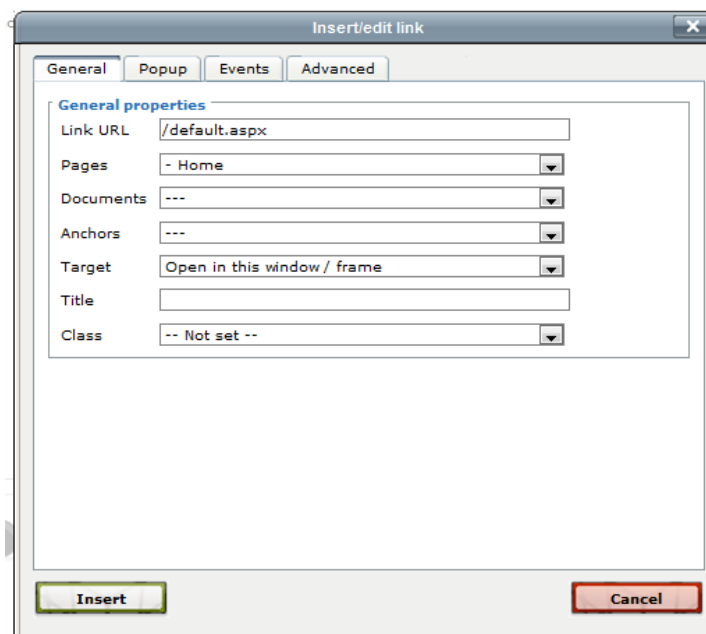
4. Select the text that you would like to make a link



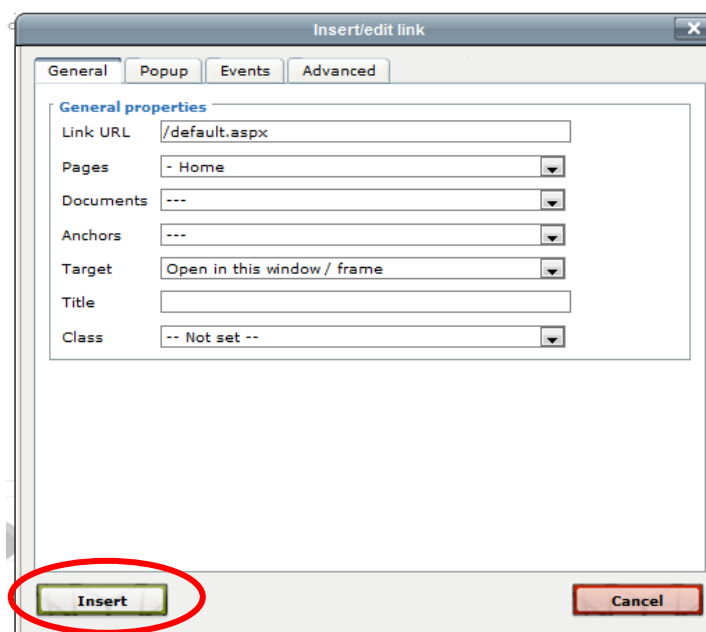
5. Then click the link button (it looks like a little chain link)



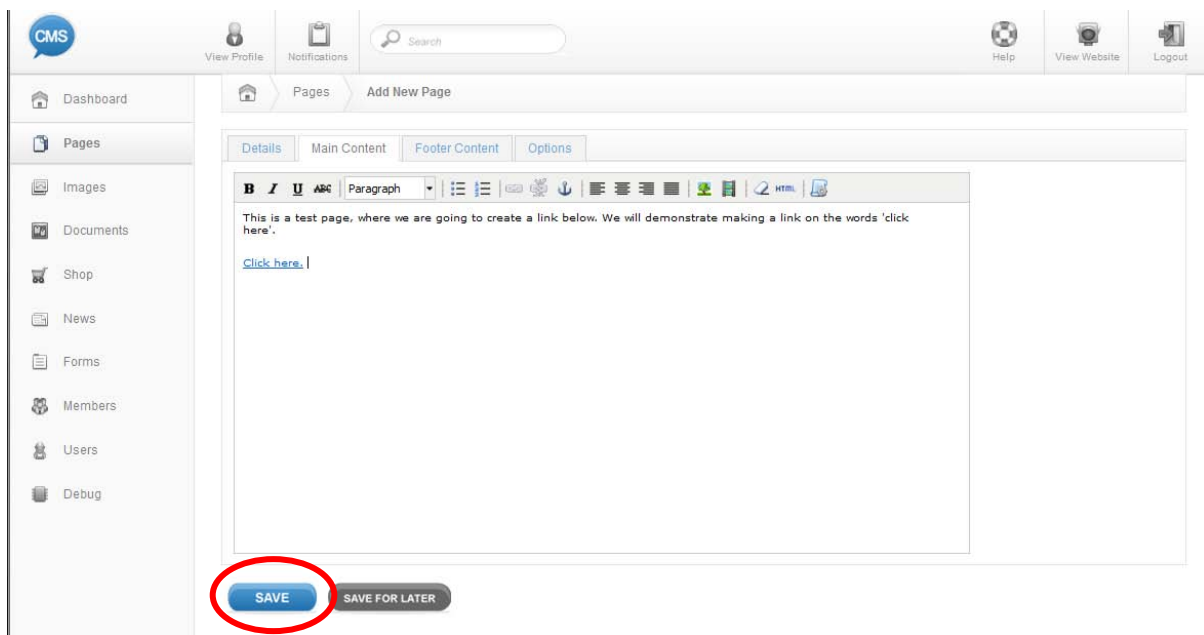
6. Choose where the link is going to go to. If you have the full web address, you can type it in the URL field, otherwise you can choose to link it to another page on your website, a document that you've uploaded or an anchor you've placed within a page. You can also choose your target (that is, whether the link is going to open somewhere other than the page that it's on). We've chosen to link to the home page.



7. Click the 'Insert' button once you have chosen where the link is going to point to



- When that is done, your link will be blue and underlined, indicating that it's an active link. But, don't forget to click save!



You're done!