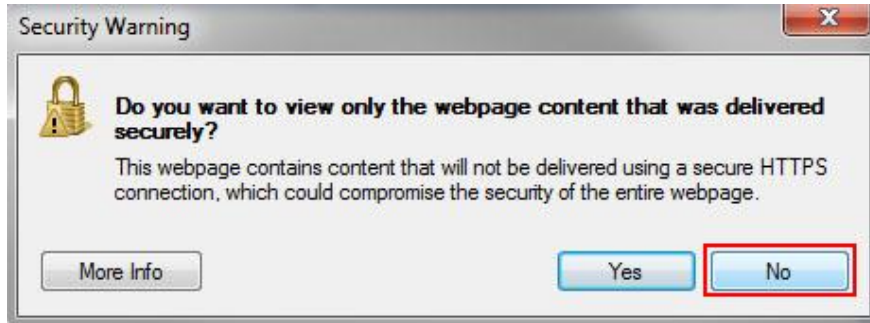## Make a Link

Note: The aim here is to familiarize you making a hyperlink on your website.
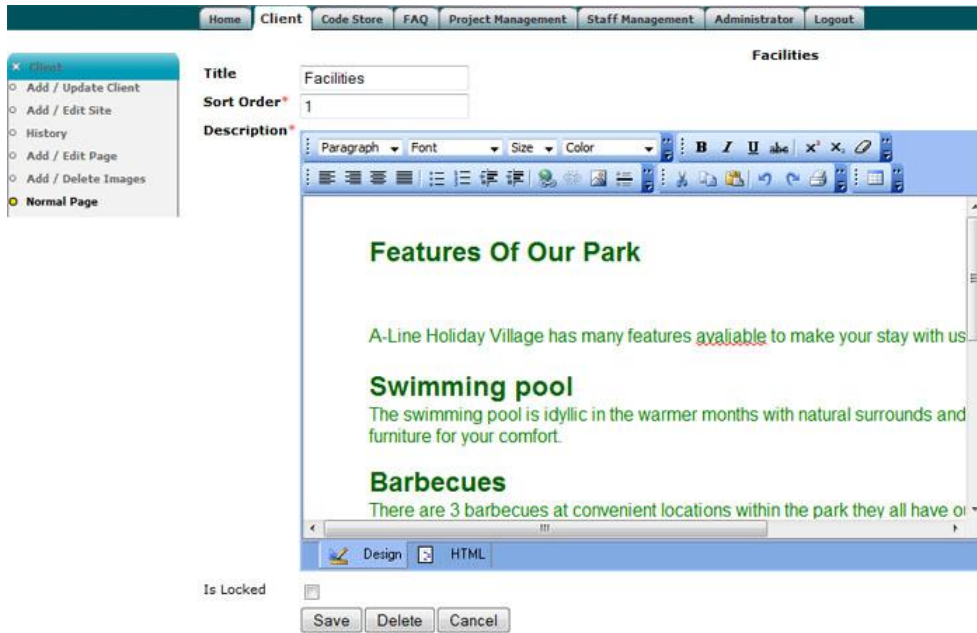**(First step – log into CMS.)**
.

1. On the top left of the window is a link tilted '**Edit Text**' **or** the title of the page e.g. '**Facilities**'. When you have found this link, click it.
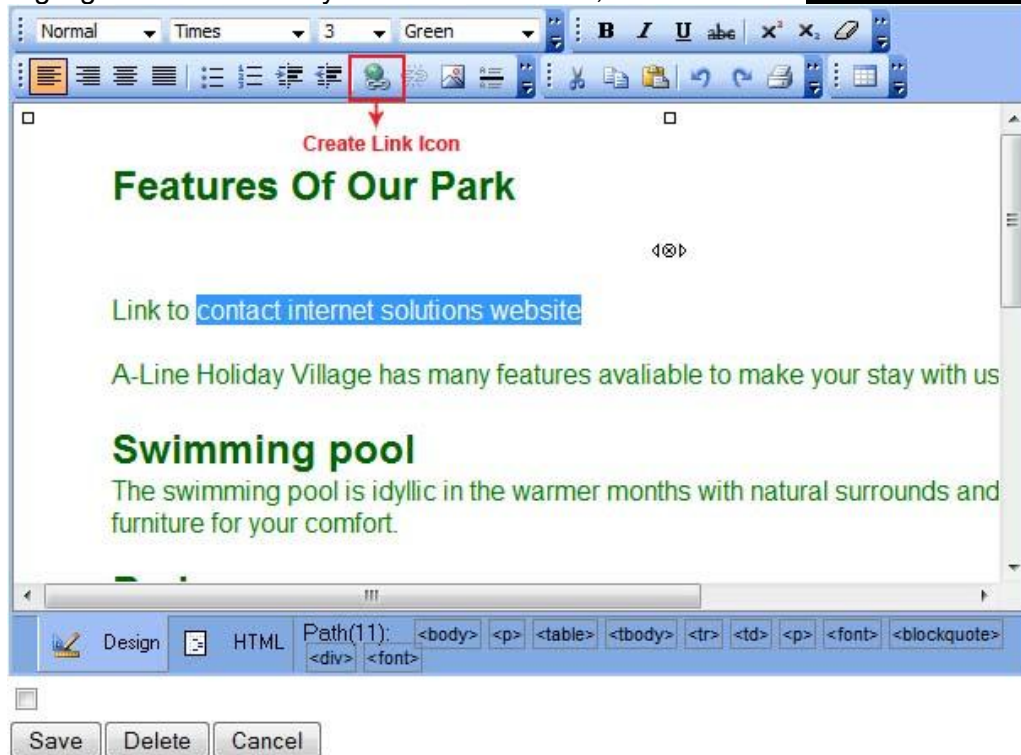

Note: If you use Internet Explorer 8 to do the changes, please select '**No**' in this POP window; otherwise it will not remember all the changes you have done on your website.
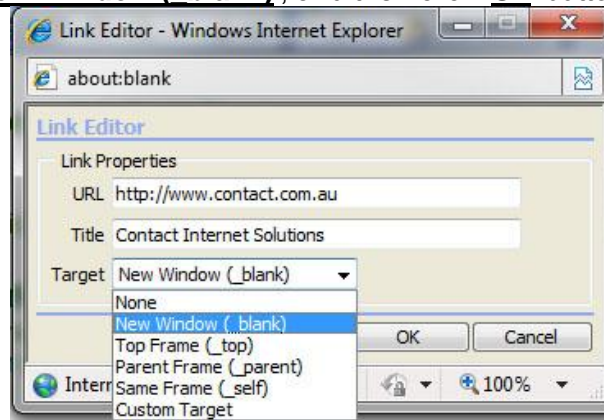
2. An editing box appears with the current layout of **text** and **pictures** (if you have any).

3. Highlight the words that you want to have link, and then click '**Create link icon**'.

4. A Link Editor Window pops up. Type the website address you want to link to, e.g. http://www.contact.com.au, and a title of the website. In the '**Target dropdown box**', choose '**New Window (_blank)**', and then click '**Ok**' button.

Note: 'New Window (_blank)' opens the link in a new window or new tab, so the user will not lose your website on the Brower.

5. When you complete your editing, remember to click '**Save**'.