

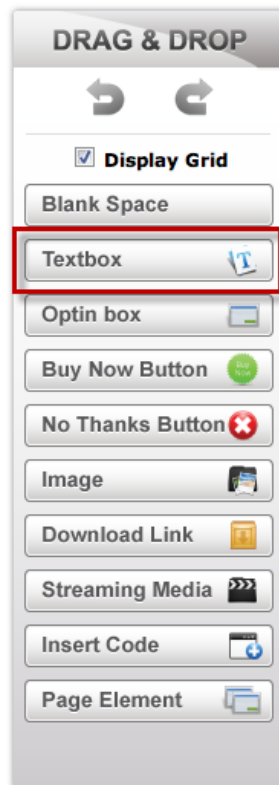
# How to Make A Standard Text Link (Hyperlink)

If you would like to know how to make a standard text link, we show you how...

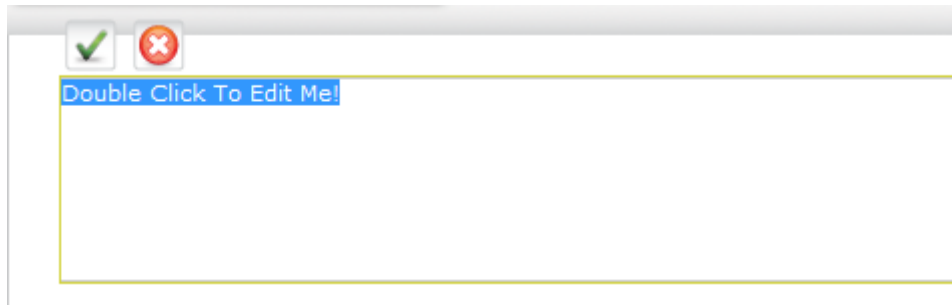
**Step 1:** Open the page that you would like to make the hyperlink by clicking on the pencil icon.



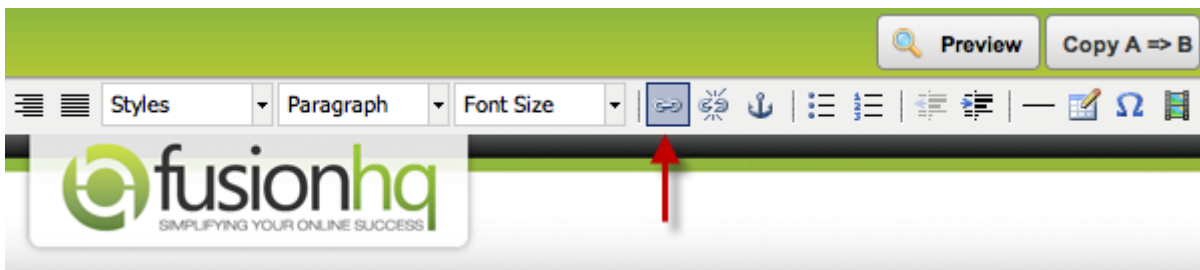
**Step 2:** Drag the "Textbox" from the Drag and Drop menu onto your page.



**Step 3:** Double click or click on the pencil icon to edit the text. Select the text to activate the link icon (*chain icon*) in the middle of the menu bar.



**Step 4:** Click on the chain icon to open the "Insert / edit link" box.



**Step 5:** Type in the URL you would like to redirect to in the "Link URL" box. Click "Insert" to finish.

