

Make a Picture a Link

Sometimes it is useful to make a picture link to another page or another site, such as if you have a logo for a company you work with or a membership you are a part of and you want someone to be able to go that site by clicking on the logo. To do this follow the directions below:

- 1) Go to your-domain-name.com/admin
- 2) Log in using the information in the welcome letter that was emailed to you when your site launched.
- 3) Click the large button that says “Static Content Manager” if the picture you are making into a link is on a regular page of your site. If the picture is somewhere else then navigate to that location within the admin section of your web site. (If you need to still add the picture please see the article on uploading a picture for information on doing this part of your edit.)
- 4) The "Static Content Manager" shows you a list of most of the pages that are part of your site. Click the name of the page that has the picture you want to turn into a link.
- 5) Click on the picture. (It will have a box and some small squares around it)
- 6) In the editing buttons click the one that says “Insert/edit Link” when you put your mouse over it. (It should look like a chain link)
 - a) This opens a pop-up.

Linking the picture to a page on your web site:

- 1) At the bottom of the pop-up you will see Select link type. In the drop down select the type of page you are linking to (usually this will be “Static Content”).
- 2) In the next drop down select the name of the page you are linking to.
- 3) Toward the top of the page in the field labeled “Target” select whether you want this page to open in a new window or in the same window. (Generally if you are linking to your site, in the same window is fine. If you are linking to another site then you want “Open in new window”.)

Linking to a different site than your own:

- 1) At the top of the pop-up box there is a field labeled URL. In this box type the address to the site you are linking to. (**IMPORTANT:** Be sure to include the <http://www>.)

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- 2) Next, in the field labeled “Target” select whether you want this page to open in a new window or in the same window. (Generally if you are linking to your site, in the same window is fine. If you are linking to another site then you want “Open in new window”. This way when someone is done on that site and they close the window yours will still be open and they can continue looking through your site.)
- 3) When you are done making your choices, click “Insert”
- 4) Your picture is now also a link.
- 5) When you are done click “apply” at the top of the page. (Whatever you changed is now live on the internet)
- 6) Open a new browser window or tab and go to your web site and look at the page you just edited (From the public’s view).
- 7) If all is good (make sure you click the picture and are taken where you intended to send people), go back to the admin window/tab where you were making changes and click the “Save” button. If there is something you need to fix or change make the changes and repeat steps 5-6.
- 8) Clicking the “Save” button takes you back to the list of pages. To edit another page simply select the page from the list.
- 9) When you are done making all of your changes and have clicked the “Save” button on the final page you were editing, click the word “Logout” in the top right corner of the page.

When making changes to your web site it is a good idea to open another window and go to the web site as though you were a customer and look at the things you have changed. This way if something didn’t turn out the way you wanted it to, you can catch it and fix the problem before the general public sees it.