

## *Step-by-Step*

# Adding Links in Mozilla Composer

With Mozilla Composer, you can add hypertext links that take users to another location on the same page, to another page in your site, or to other locations on the Internet. In this Step-by-Step Card, you will learn how to create links using text and images.

**Note:** Make sure that all your image files are located in the same folder..

### **Linking one part of a page to another**

Sometimes you may want to link part of one Web page to another part of the same page. For example, you might briefly mention an event at the very top of a page and have more detailed information about that same event at the bottom of the page that viewers would need to scroll to find. By adding a link to the text at the top of the page, viewers can click that link and immediately find the details without needing to scroll.

To create a link to another part of a page, first you create an *anchor*, which is a destination for the link; then you link to that anchor.

- 1 Open the Mozilla Composer page on which you want to add a link.
- 2 Select some text in the beginning of the line that you want for your anchor, or place the insertion point there. If you want to use an image for the anchor, click to select the image. This is where the user will go when the link is clicked.
- 3 Choose Named Anchor from the Insert menu.
- 4 In the dialog box that appears, type a name for the anchor, then click OK. A anchor icon appears on the page. (You won't see this icon when viewing your page in a Web browser.)
- 5 Select the text or the image that you want to link to the anchor.
- 6 Choose Link from the Insert menu. If you selected text, it should appear in the Linked Text text box. If you selected an image, the Linked Text text box is empty.
- 7 Click to select your target in the list that appears in the popup list. The target name appears with a pound sign in front of it in the popup list.

Link Text

test

Link Location

Enter a web page location, a local file, or select a Named Anchor or Heading from the popup list:

#test

Advanced Edit...

Help Cancel OK

9 Click OK. The link is created on the Composer page.

10 Save the page, making sure its name ends with “.html,” such as *classpage.html*.

11 To preview the page and test your link, click the “Browse” button on the toolbar (the one that looks like a ship’s steering wheel). The page appears in Mozilla.



12 Click the link to test it. The part of the page that contains the anchor should be visible.

**Note:** You can also create links from another page on your Web site to an anchor. You would use this feature if you wanted the user to go to a specific area on the linked page, not just to the top of the page.

### Adding a link to another page

You can easily add links to other pages on your site, to files on your computer, or to other sites on the Internet. One way to quickly add a link is to drag and drop existing links from another page. To use such a link:

- Highlight a link from another Web page and then drag it to your Composer page. The link is copied to your page, which you can test when you preview the page.

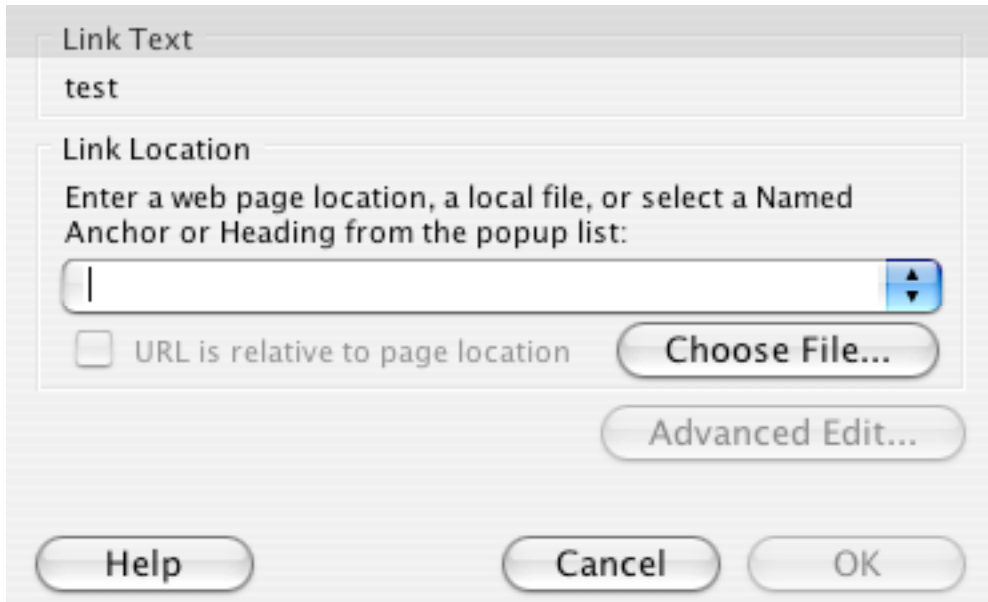
You can also enter a link to another page using the Link Properties dialog box. To do so, follow these steps:

1 Select the text or the image that you want to link to another page.

2 Choose Link from the Insert menu. The Link Properties dialog box appears.

3 Type the URL (the Web address) of the page you want to link to or click Choose File,

navigate to and select the file you want to link to, and click Open.



4 Click OK to close the dialog box.

5 Save the page, making sure that its name ends with “.html.”

6 To preview the page and test your link, click the “Browse” button on the toolbar (the one that looks like a ship’s steering wheel). The page appears in Mozilla.

7 Click the link to test it.

### **Creating a link to let users send email to you**

You can create a link that users can use to send you an email. When they click the link, a new email message appears, already addressed to you. All the user has to do is type the message and send it. An image or text can be used for the link.

1 Select the text or image that you want to use as an email link.

2 Choose Link from the Insert menu.

3 In the Link Properties dialog box, instead of typing a URL, type *mailto:my Email address*, substituting your email address for “myEmail address.”

Link Text

test

Link Location

Enter a web page location, a local file, or select a Named Anchor or Heading from the popup list:

mailto:myusername@ak.net

☐ URL is relative to page location

Choose File...

Advanced Edit...

Help Cancel OK

4 Click OK.

5 Save the changes, then preview the page in Mozilla and test the link.

### **Deleting a link or target**

1 Select the text or image link that you want to delete.

2 Choose Link from the Insert menu.

3 In the Link Properties dialog box, delete info in the URL field, then click OK. If the selected text or image contains more than one link, you will be asked if you want to remove them all.

4 To remove a target, click the target icon, then press Delete.

You can learn more about using links in your Web pages by using the Mozilla Help system by choosing Help Contents from the Help menu.