

## Section 3

# Links

A link provides the capability to jump from a specific location in one document to another location in the same document or a topic in another document. An **internal link** ‘jumps’ or moves the current location to a new location in the same document. An **external link** immediately opens a specific topic in another document. In this section, you will be viewing links that have already been embedded in existing Web sites and also creating simple links of your own. Links can be created using text, buttons or graphic images which point to a new location or topic.

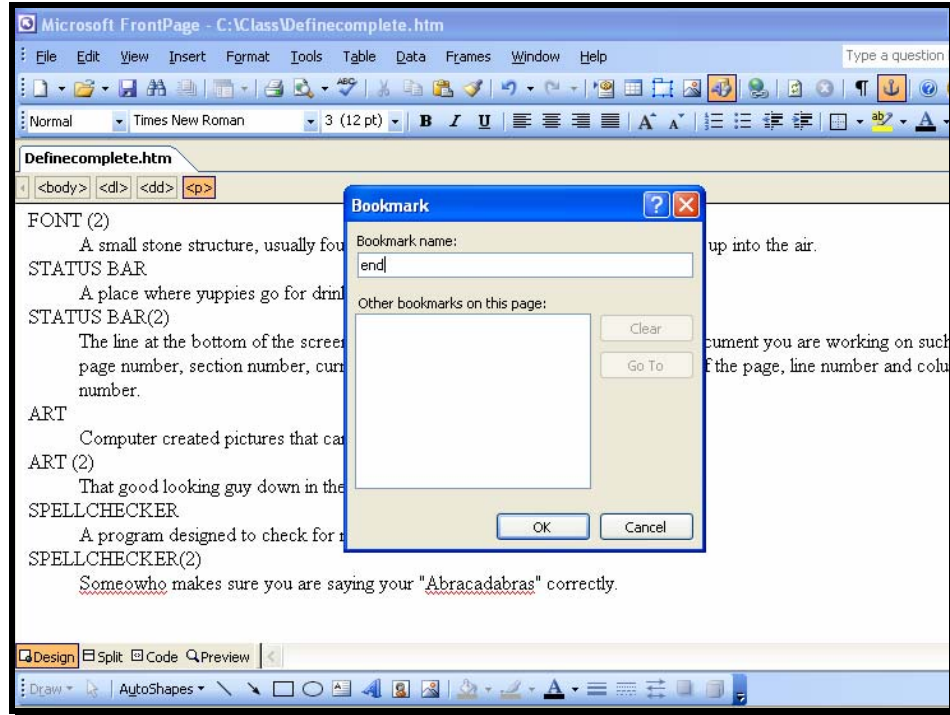
### Create an Internal Jump



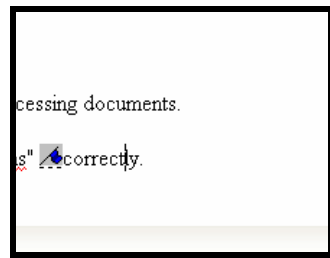
Insert Hyperlink

In the next exercise, you will open the **definecomplete.htm** document and add anchors to jump to an internal reference on the page. The **Insert Hyperlink** button on the toolbar can be used to create both internal and external jumps.

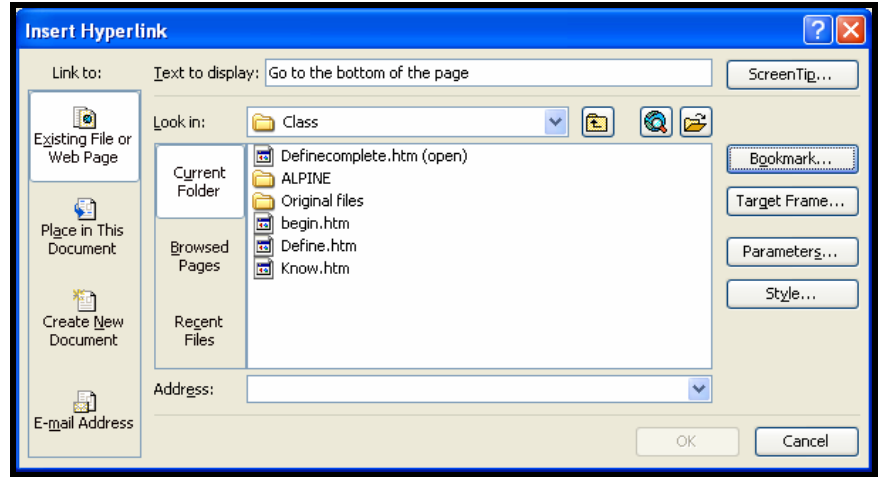
1. In **FrontPage**, open the file **definecomplete.htm**.
2. Make sure you are in the **Design** tab.
3. Position the insertion point at the bottom of the document after the word ‘**correctly**’.
4. From the **I**nsert menu, select **B**ookmark.
5. In the **B**ookmark Name: text box, type **end**.



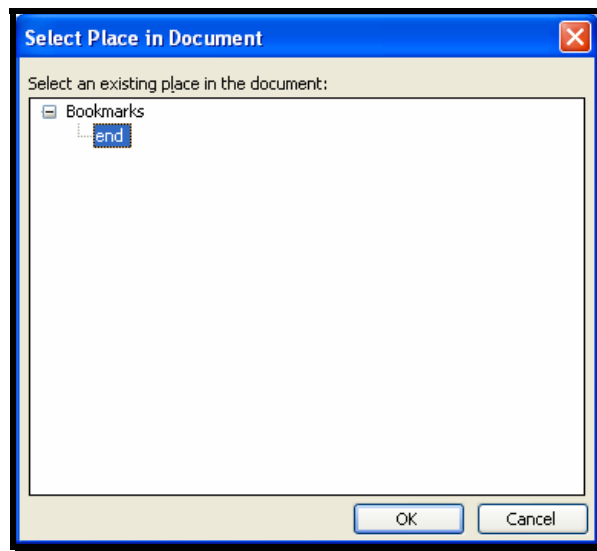
6. Click the **[OK]** button.  
*The anchor name **end** has been embedded in the document. A small flag appears where you placed the invisible bookmark.*



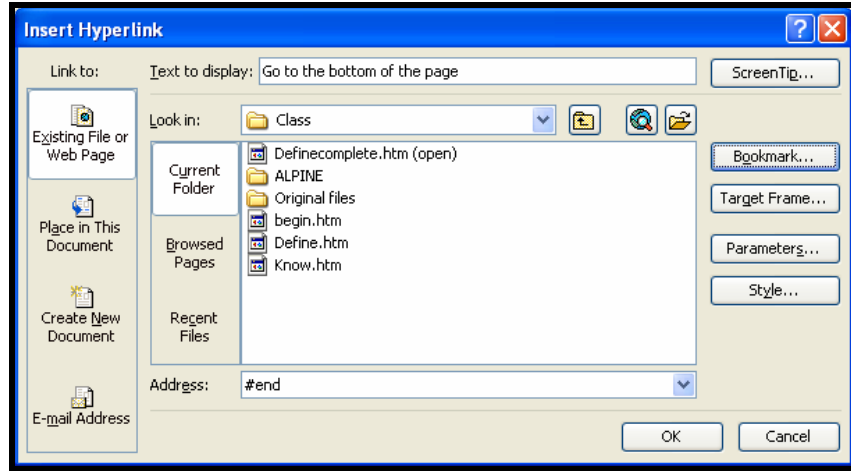
7. Press **<Ctrl> <Home>** to go to the top of the document.
8. Press **<Enter>** to create a new blank line.
9. Position the insertion point in the new first line and type the following text: **Go to the bottom of the page.**
10. Press the **<Enter>** key.
11. Select the text **Go to the bottom of the page.**
12. Click the **Insert Hyperlink** button on the toolbar.  
*The **Insert Hyperlink** dialog box appears (shown on the next page).*



13. Click on the **[Bookmark]** button.
14. Select the Bookmark **end**.

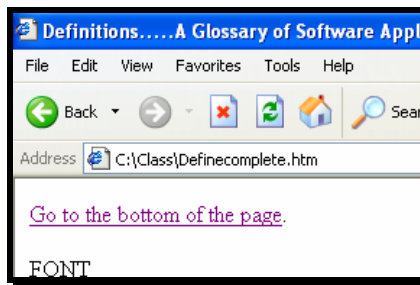


15. Click the **[OK]** button.

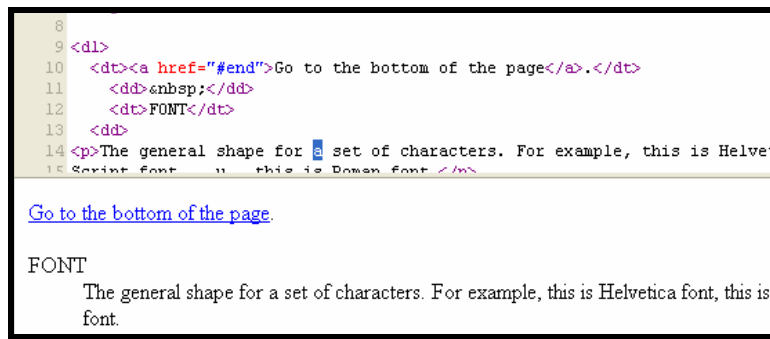


16. Click the [OK] button to close the **Insert Hyperlink** dialog box.
17. Save the file with the bookmark and hyperlink.
18. Open the Internet browser.
19. Open the file **definecomplete.htm**.
20. Click on the link **Go to the bottom of the page**.

*The bottom of the page appears in the browser window.*



21. Return to the **FrontPage** application window.
22. Click the **Split** tab.



## Section 3

# Summary Exercises

### Part One

1. Open the file **charleston.htm** in **FrontPage**.
2. Insert a bookmark at the top of the page and name it **TOP**.
3. At the bottom of the page, create a link that will jump back to the top of the page. Display the text '**Go to the Top of the Page**'.
4. Save the file.
5. Open the browser and test the link.
6. Close the file.
7. Return to **FrontPage**.
8. Open the document **statebird.htm**.
9. Create a title to display the text: '**State Bird of North Carolina**'.  
*Hint:* Cut and copy the existing text into the Title text box. You might try the keyboard shortcuts <Ctrl><X> to cut and <Ctrl> <V> to copy.
10. Create a Heading 2 for the text: **NORTHERN CARDINAL**  
**Cardinalis cardinalis**
11. At the end of the text, insert the graphic **cardinal.gif** from the **Images** folder.
12. Using the cardinal graphic, create an external link to **http://www.ncgov.com**.
13. Save the file as **NC Symbols**.
14. Open the browser and view the page. Test the link to the State of North Carolina page.
15. Click the **[Back]** button in the browser window to return to your Web page **NC Symbols**.
16. Close the file **NC Symbols** and open the file **External.htm**.

17. At the bottom of the page, use the text **'list and bullets'** to create a text link. Insert a link that will jump to the **Numbered.htm** page where the text **'share everything'** appears on the page.
18. Save the file.
19. Open **External.htm** in your browser and test the link to **Numbered.htm**.

## Part Two

1. A \_\_\_\_\_ is used to create a target for an internal jump.
2. HREF refers to \_\_\_\_\_.
3. The \_\_\_\_\_ symbol must precede the name of the reference.
4. Use the \_\_\_\_\_ tool to create a jump.
5. An external jump requires the URL or \_\_\_\_\_ address.
6. To create a graphic as a jump, first select the \_\_\_\_\_. Then right-click to select the \_\_\_\_\_ dialog box.
7. To insert a graphic image in a Web page, use the \_\_\_\_\_ tool.
8. Use the \_\_\_\_\_ tool to center text on a graphic.
9. A jump can be made to a specific location in an external page using a \_\_\_\_\_.
10. Fill in what is missing from this external jump `<a href_"begin.htm">Go to the beginning document<_____`.