Inserting a Hyperlink

- 1. Highlight the text or object that you wish to set as a hyperlink.
- 2. Click the Hyperlink Manager 📓 button. The "Hyperlink Manager" dialog appears.

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Link 2	
Link 3	
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- 3. Insert the required and optional information.
 - a. In the URL Field, enter the web address of the desired website, image, or document.
 - b. (Optional)Fill the Link Text field if you want to specify the text of the link.
 - c. (Optional) If a URL was not entered, select an existing **Anchor** to link to (Anchors are links to specific sections of a page).
 - d. (Optional) Select a Target for the link.
 - e. (Optional) Enter a **Tooltip**. This text will appear as <u>such</u> when the mouse cursor is placed over the hyperlink (text or image).

Hyperlink Mai	nager	6
Hyperlink	Anchor E-mail	
URL	cp.axisportal.com	
Link Text	Control Panel Link	
Target	New Window	
Existing Anchor	None 💌	
Tooltip	Homepage	
CSS Class	Apply Class 👻	
	OK Can	cel

4. Click OK.