

Topic: Web Links

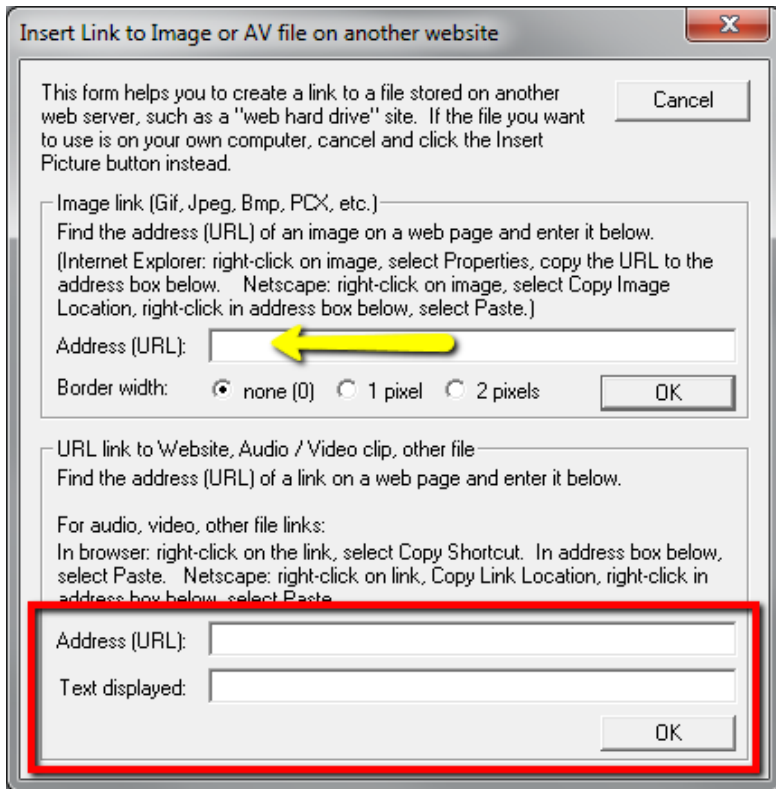
The **Web Link** tool, found on the toolbar of the Edit menu, makes it easy to add a link to a web page or a media file located on a different web server.

To Add a Web Link:

- Click the **Web Link** icon on the toolbar.

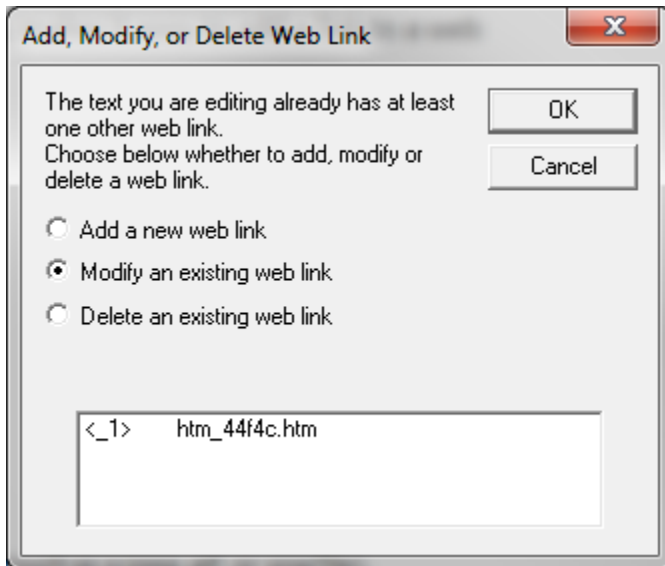


- A pop-up window will offer two areas for entering a URL.
- The top section should be used if the link will point to an **image** (such as a jpeg, gif, or png file).
- The bottom section should be used if the link will point to a web page or an audio/video file located on another server.



To delete a web link:

- Position the cursor in the field where the web link is located.
- Click the **Web Link** icon on the toolbar
- Select the delete option
- Highlight the link in the list
- Click **OK**.



For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.