

Step 9 – Add Links

- **You have Link options.**
- **You add a Link to Standard Page.**
 - **Footer – Back to the top of the page.**
- **You can add a Link to another website.**
- **You can add a Link to E-mail**
- **You can a Link to a File, like PDF file. The Tip – Links to Files that shows you what happens when your file links to Word, Spreadsheet, PowerPoint, Video and Music.**
- **Next explains link to a Page.**

- **As I mentioned before, if you have a hidden page with more details, you will have a link to that page. On my home page, I explained the pages and have links to them.**
- **Note – some Themes have different color on links and also a few add a Underline, like the second Theme. If you have the second theme, you don't need to add Underline.**
- **Next explains about links to different places on a page.**

- **The reason to add links to different places on a page, if you have a long page, it is easier for people to get to different places on the page. For example, if you have different Videos or Slide Shows or Pictures or Text on the page, you can have links to them at the Top of the page and add links to Back to the Top of the page, that is similar to Footer.**
- **There is a Tip – How to add links to different places on a page. Note – you have to do that with Embed Code Element. The Tip has the details how to do it with the Embed Code Element.**
- **Next explains more about the Tip.**

- **The Tip also shows you to Back to top, that is similar on this one.**
- **The Tip has 53 pages on the PDF file and it is not easy. If you have a long page, you may want to try it.**
- **Next is to add link to a Page in Weebly.**

- **Add Link to a Page.**
- **First go to your TEST page or a page with Text.**
- **Then click on the Text we added and highlight one, like Here below.**
- **Next is about Underline.**



The purpose of **Build Website Free** is to use Weebly.com. I will be Teaching at **The Villages Lifelong Learning College**. Click **Here** to see more details about the course. I use to work and teach computer software, but I am now retired. Click **Here** to learn more about me.

- As I mentioned before, this Theme adds an Underline when you add a Link.
- Most other Themes don't, like the first Theme.
- If it is another Theme, you may want to click on Underline to add it.
- Next is to add a link.



The purpose of **Build Website Free** is to use Weebly.com. I will be Teaching at the Villages Lifelong Learning College. **Click Here** to see more details about the course. I use to work and teach computer software, but I am now retired. Click **Here** to learn more about me.

- **First click on Create Link.**
- **Next is what happens.**



The purpose of Build Website [Create Link](#) to use Weebly.com. I will be T
College. Click Here to see more details about the course. I use to w
now retired. Click [Here](#) to learn more about me. Links page provid

- **New Window Opens and click on Standard Page. Next is what happens.**

Link

 Website URL

 Standard Page



 Product Page

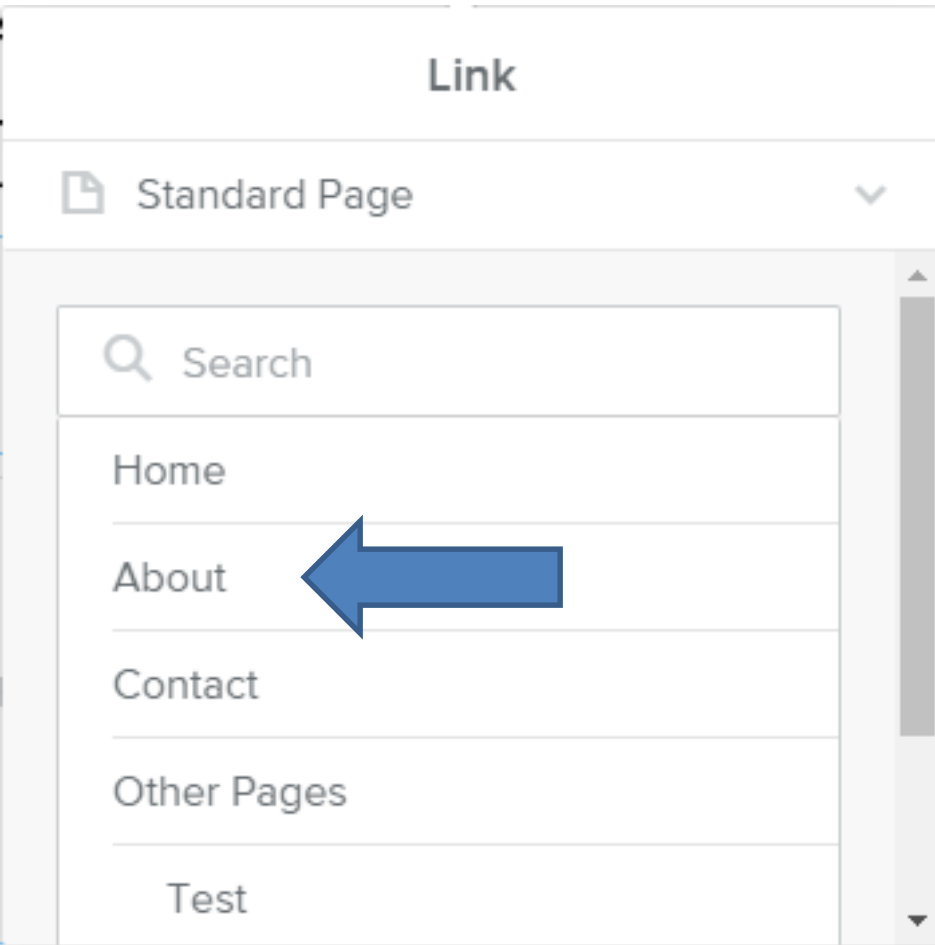
 Blog Post

 Phone

 File

 Email

- It shows a list and then click on About. Next is what happens.



- It then shows About. You don't have to click on the box next to Open in new window.

Link

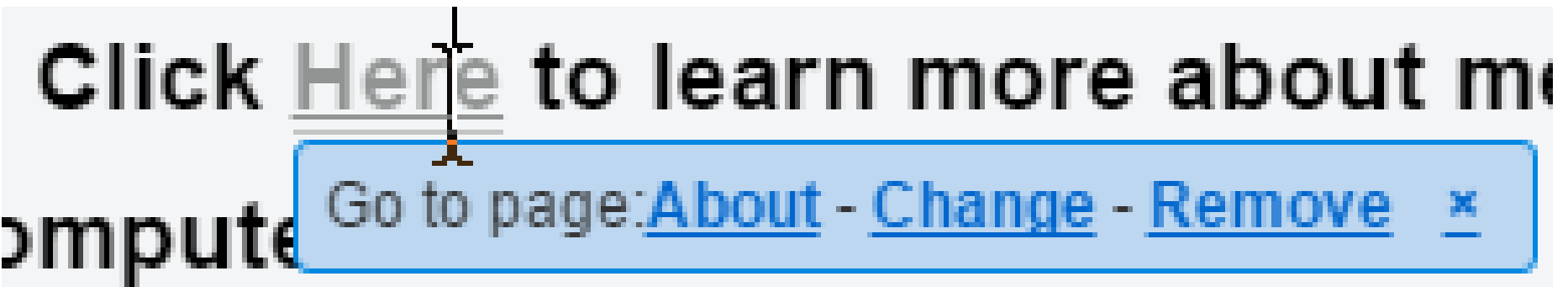
Standard Page

About [Unlink](#)

Open in new window

**Next is what
Happens.**

- You then click on **HERE** 2 times and you see the link that you can **Change** or **Remove**.
Note – you see 2 lines because I added underline.
- Next is how to add **Footer** – **Back** to the top of the page.



- **As I mentioned before, if you have the Older Theme and you scroll down, it doesn't show the Navigation Bar. That's why to add Footer – Back to the top of the page.**
- **If you don't have the Older Theme and when you scroll down and you see the Navigation Bar, you don't need to add a Footer. You may want to go to the 20th page on this PDF file.**

- First go to the Text page and make sure you are on the Build Tab. Then scroll down to the bottom. Next is to add Text.

The screenshot displays the Weebly website builder interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are buttons for 'Upgrade' and 'Publish'. Below the navigation bar is a dark sidebar on the left containing 'Elements' categorized into 'BASIC', 'STRUCTURE', and 'MEDIA'. The 'BASIC' category includes icons for Title, Text, Image, Gallery, Slideshow, Map, Contact Form, and Newsletter Form. The 'STRUCTURE' category includes Section and Divider. The 'MEDIA' category includes Spacer. The main preview area shows a website page with a header 'BUILD WEBSITE FREE COURSE' and navigation links 'HOME', 'ABOUT', 'CONTACT', and 'OTHER PAGES'. The page content includes two paragraphs of text and a red 'TEST' button. At the bottom of the preview area, there is a 'LINK' button and a footer with the text 'CREATE A FREE SITE WITH WEEBLY' and a 'Change' button. A large blue arrow points to the right at the bottom right of the image.

Drag and drop the Text Element to the bottom. Next is Spacer.

The screenshot displays the Weebly website builder interface. On the left is the 'Elements' panel, which is divided into 'BASIC' and 'STRUCTURE' sections. The 'BASIC' section includes icons for Title, Image, Gallery, Sideshow, Map, Contact Form, Newsletter Form, Button, and Embed Code. The 'STRUCTURE' section includes a 'NEW' badge, Section, and Divider. On the right is a live preview of a website. The website has a dark header with navigation links: 'BUILD WEBSITE FREE COURSE', 'HOME', 'ABOUT', and 'CONTACT'. The main content area contains several paragraphs of text. At the bottom of the page, a 'LINK' element is visible, and a blue tooltip with a 'TEXT' icon and a four-way arrow is positioned over it, indicating that a text element is being dragged to this location.

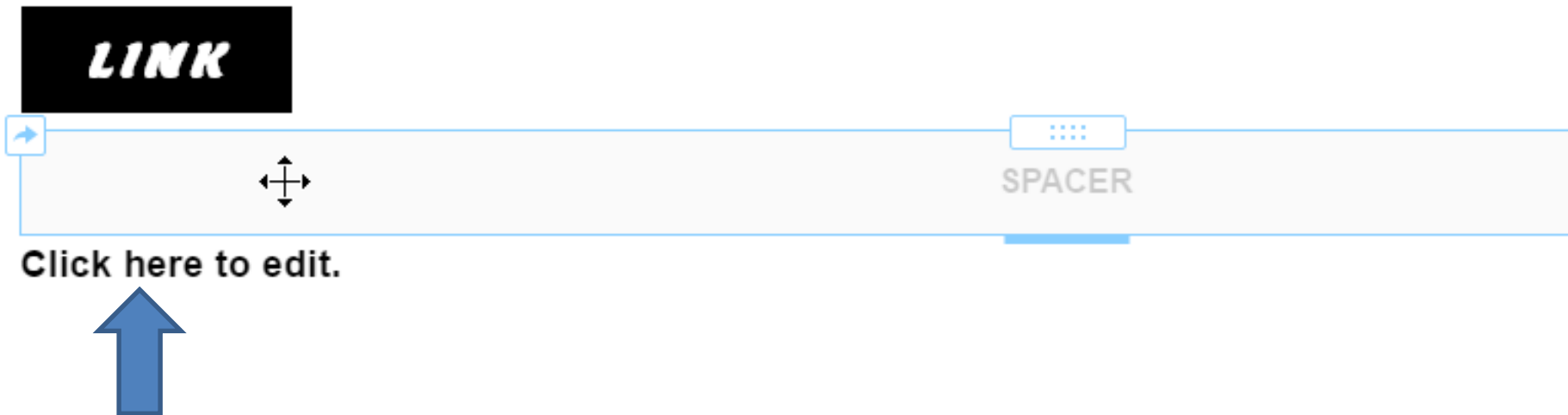
You then see Click here to edit.

- Then, drag and drop Spacer above it which is next.

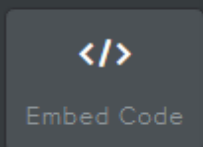
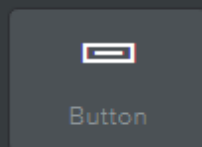
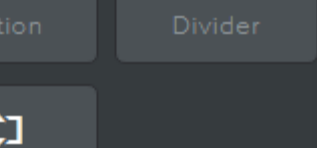
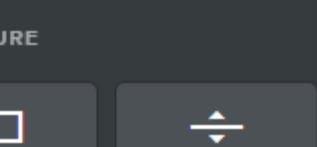
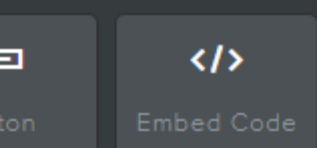
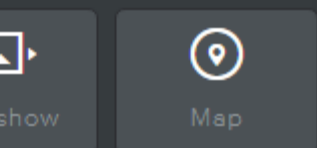
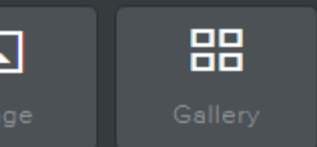
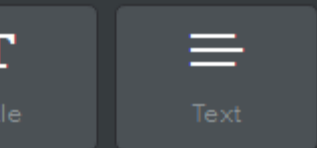


You then see the space.

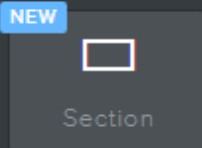
- Click on Text and Type in Back to the top of the page.
- Next is the second option of using Divider.



Elements



STRUCTURE



- Divider is below the Basic
- You drag and drop it above the Text, that I just typed.
- Next is what happens.



Back to the top of the page.

- You see the Divider line. You can't change the color, size, etc.
- Next is add link to the Back to the top of the page.

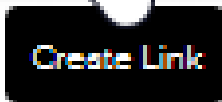
LINK

Back to the top of the page.



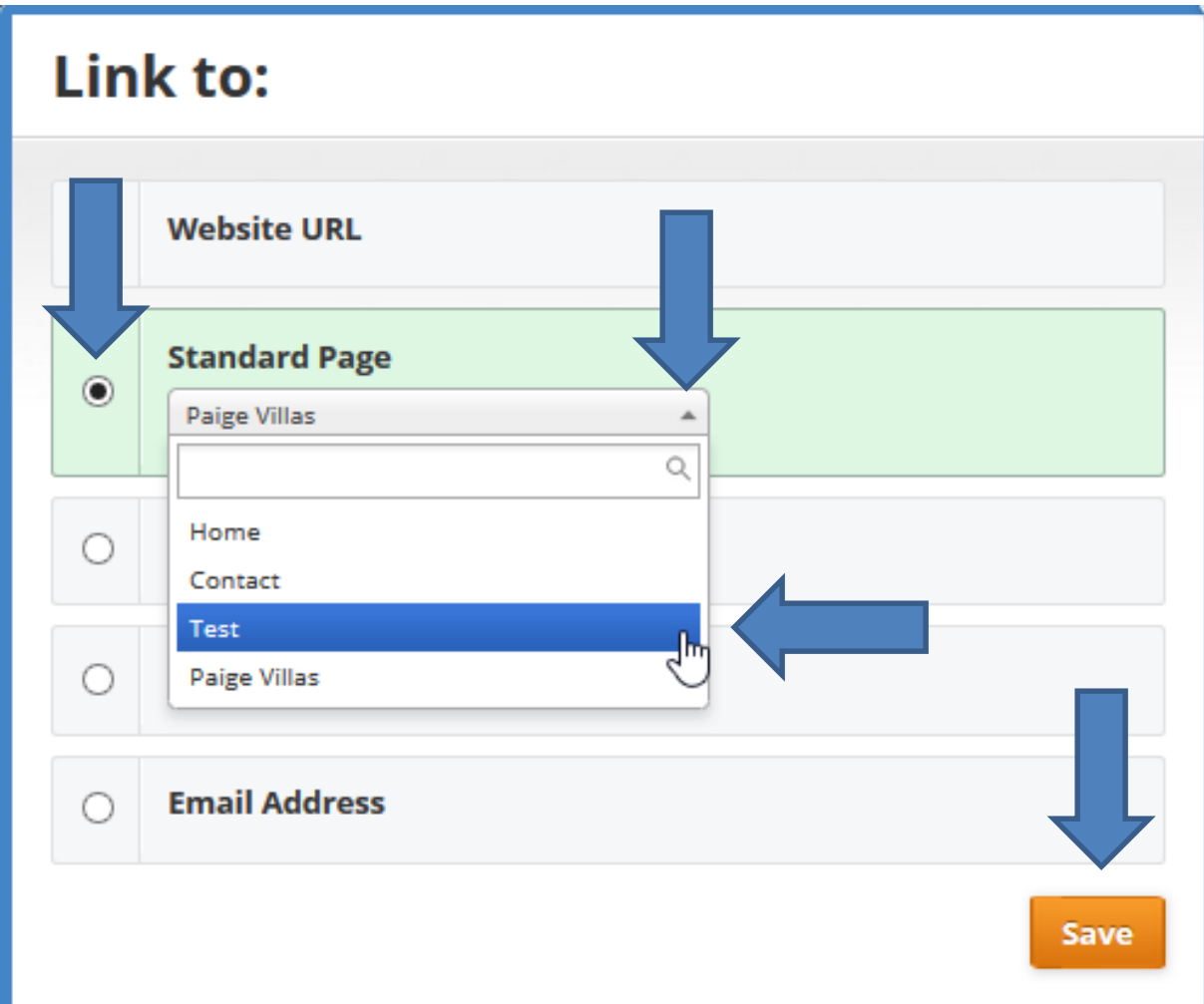
I recommend you highlight it.

- Then click on Bold and underline and then click on Create Link.
- Note – some Themes put underline on a link, so you may not need to click on underline.
- Next is the same process.



[Back to the top of the page](#)

New window opens, like I showed before.



The image shows a 'Link to:' form with several fields and a dropdown menu. The fields are: 'Website URL', 'Standard Page', 'Home', 'Contact', 'Test', 'Paige Villas', and 'Email Address'. The 'Standard Page' field is highlighted in green. A dropdown menu is open over the 'Standard Page' field, showing the following options: 'Paige Villas', 'Home', 'Contact', 'Test', and 'Paige Villas'. The 'Test' option is highlighted in blue. A hand cursor is pointing at the 'Test' option. A blue arrow points to the 'Test' option. Another blue arrow points to the 'Save' button at the bottom right of the form.

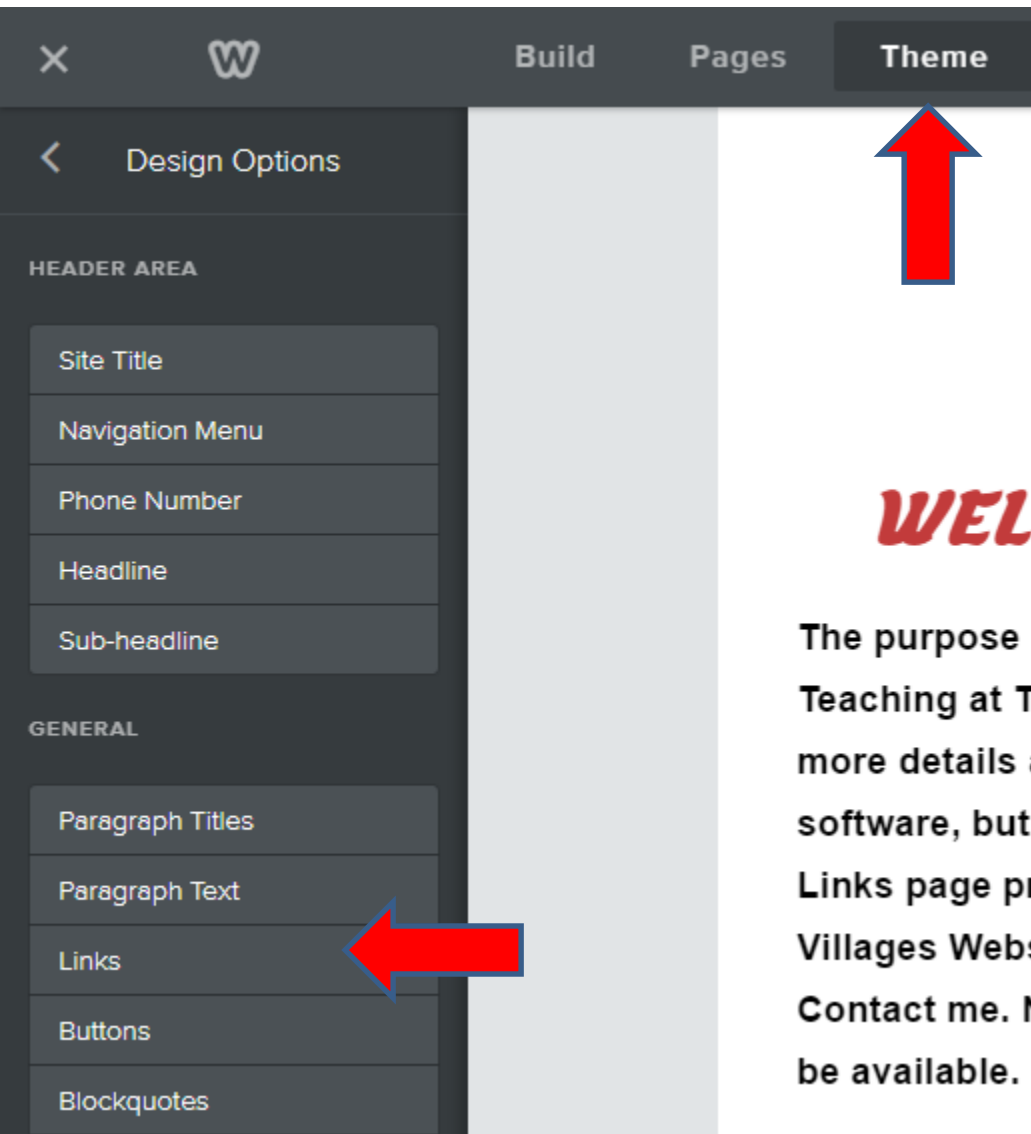
- Click on Standard Page.
- Click on Drop down.
- Click on Test.
- Then click on Save.
- Next is when you Publish.

Once you do that, you can Publish.

- **When you Publish and go to the Test page and scroll down to the bottom and click on Back to the top of the page, it goes to the top.**
- **Next is what is Product Page.**

Add link to Product Page?

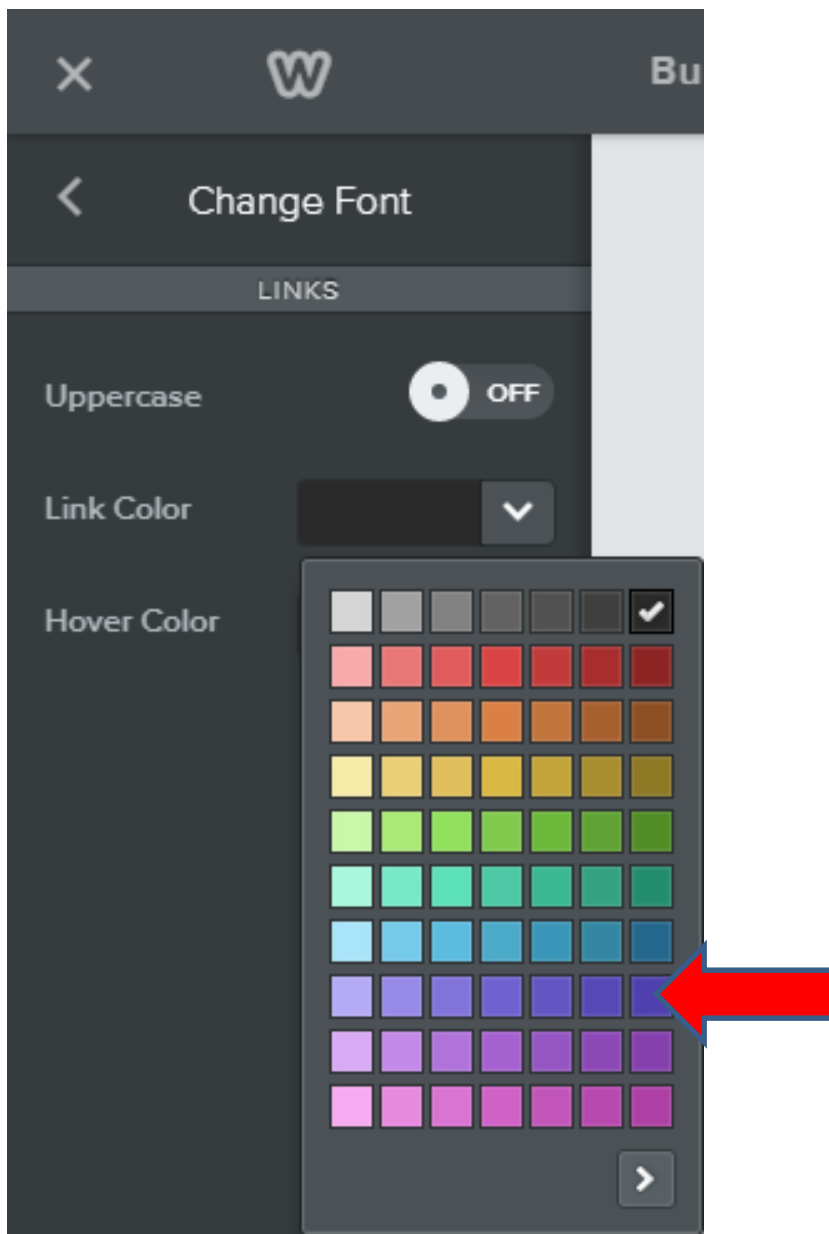
- You have to create a Product page first.**
- Note – as I mentioned before, it is not free and you have to upgrade to add Products.**
- You can't do a link until you add a Product Page with Products.**
- Next is to change the color for Links, which is the same process as Change Fonts.**
- The default on this Theme is Black, but it shows different light. When you change Theme, the color may be different and you can change the color, like we are doing next.**



- First click on Theme and then click on Links.
- Next is to change color.

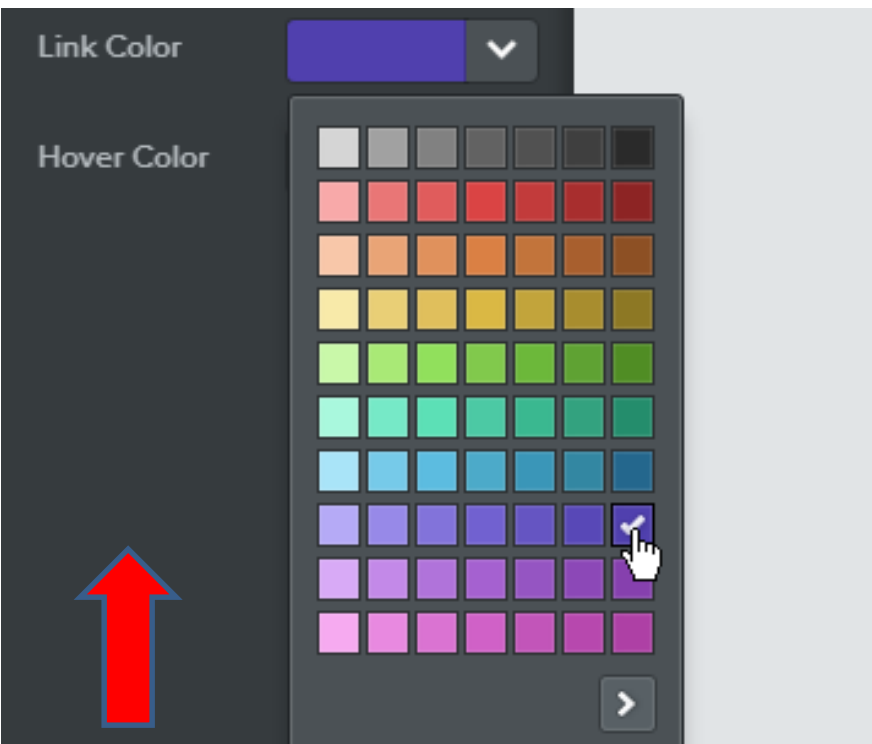
WEL

The purpose of
Teaching at TI
more details a
software, but
Links page pr
Villages Webs
Contact me. N
be available.



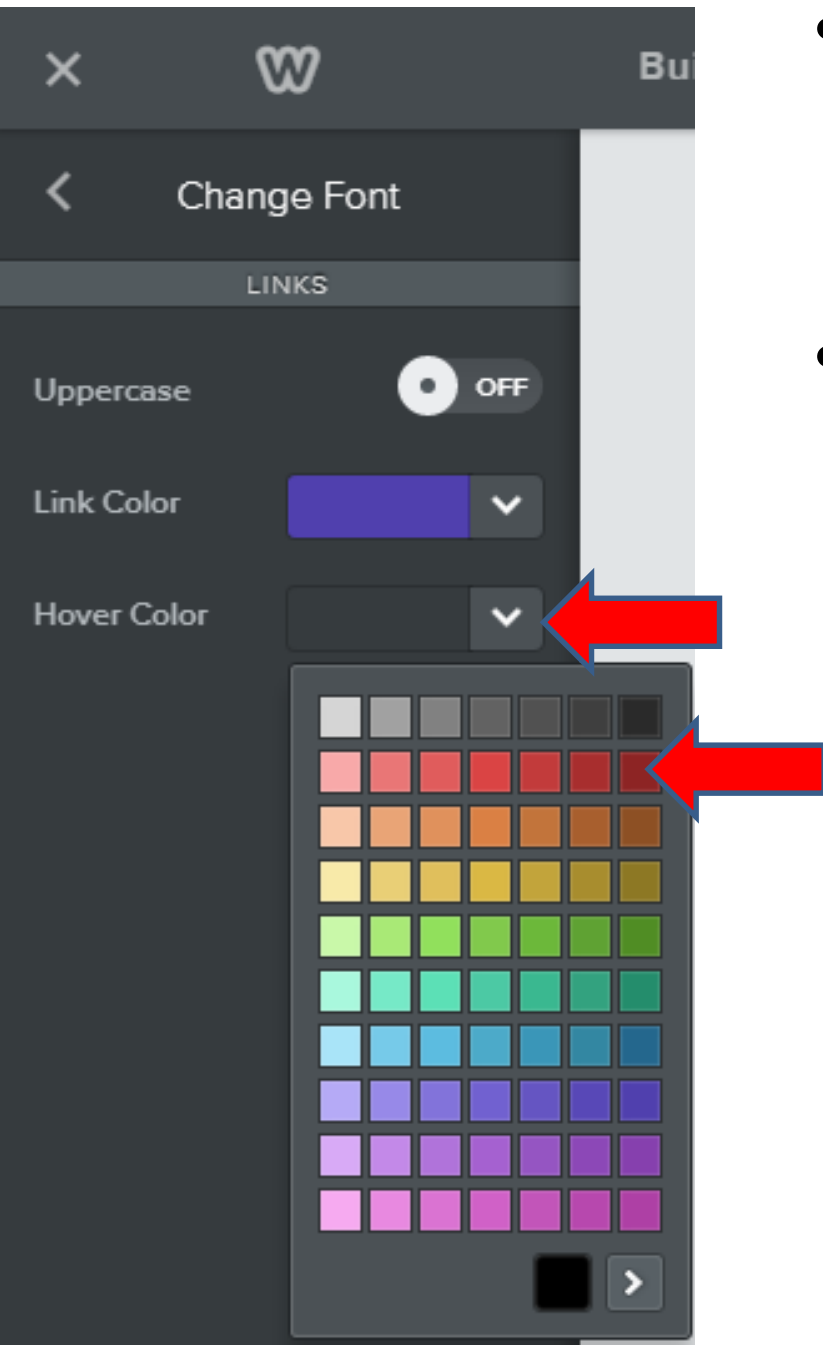
- Once you click on Links, you see Link Color and Hover Color.
- First click on Link Color and you see the list and click on one, like this one.
- Next is what happens.

- Once you click on the color, you see the change.
- Next is to change Hover Color.
- First click outside.



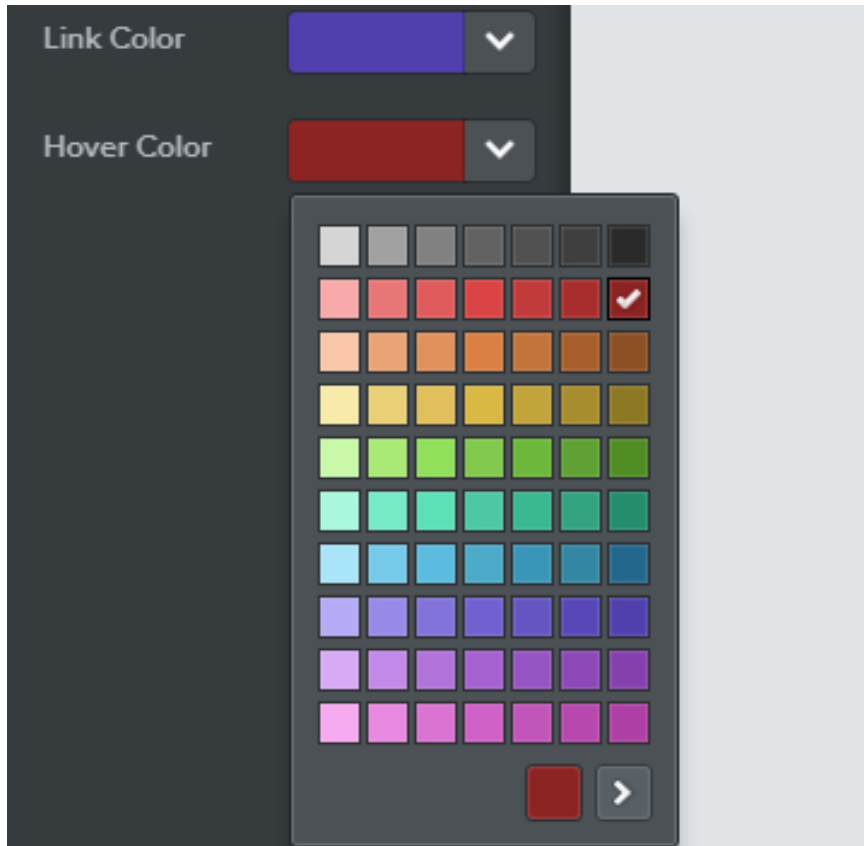
WELCOME TO OUR

The purpose of **Build Website Free** is to us
Teaching at The Villages Lifelong Learning
more details about the course. I use to wo
software, but I am now retired. Click [Here](#)
Links page provides links to Computer
Villages Websites. If you have any Que



- **Click on Hover Color and then click on a color, like this one.**
- **Next is what happens when you hover over the link.**

- When you hover over the link, you see different color.
- Next is to add a link to another website.



WELCOME TO OUR

The purpose of **Build Website Free** is to us
Teaching at The Villages Lifelong Learning
more details about the course. I use to wo
software, but I am now retired. Click Here
Links page provides links to Computer Bas
Villages Websites. If you have any Questic
Contact me. Note - if something happens to
be available. Hopefully, it will be a number

Step 9 – Add Link to another site

- For example,

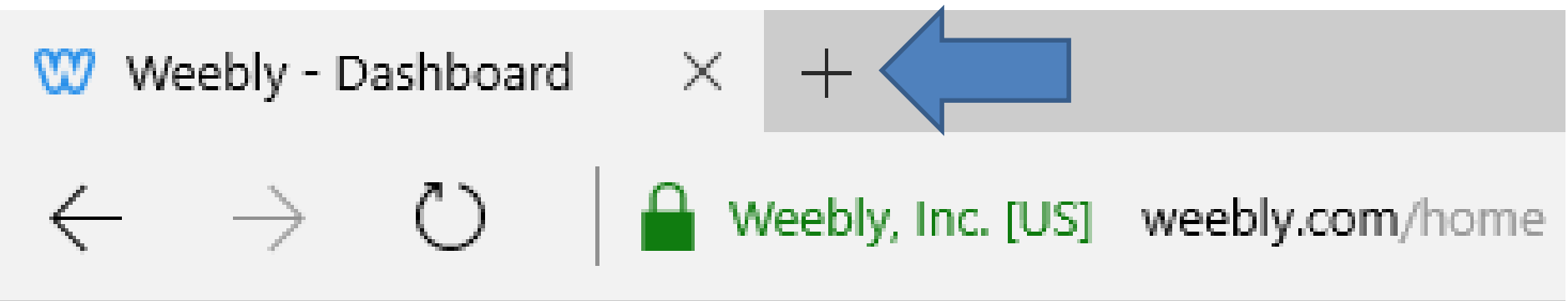
<http://thevillagesctc.weebly.com/>

- Some people set up a separate Links page and then add a lot of links. Below is a sample of my Links page. Also, if you add another website and want a link to it.

<http://mycomputerbasics.weebly.com/links.html>

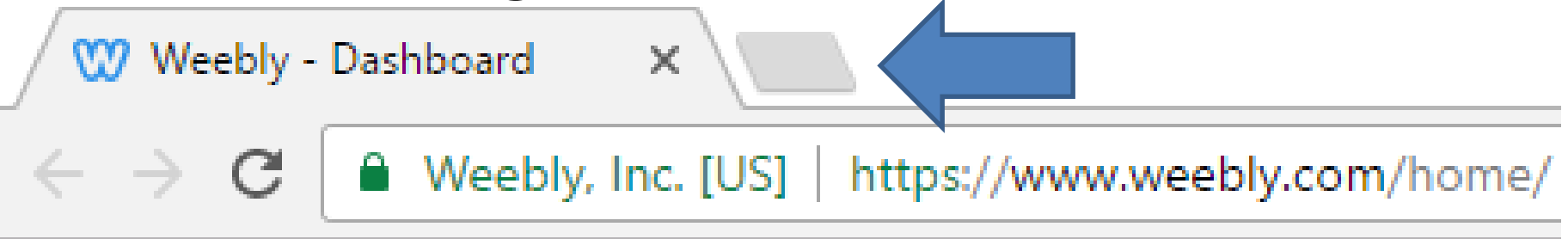
- Note – you can add a link to another site on Navigation bar, which I show you later.
- Next is how to add link to another site.

- You first add a new tab to find the website you want the link. A new tab is different on each browser. Next is Edge. After that is other browsers as I showed you before.
- Create a new tab **+** on Edge next to Weebly.



- Firefox is the same. The other browsers are different. Next are some samples that you may have.

- **Here is Google Chrome.**

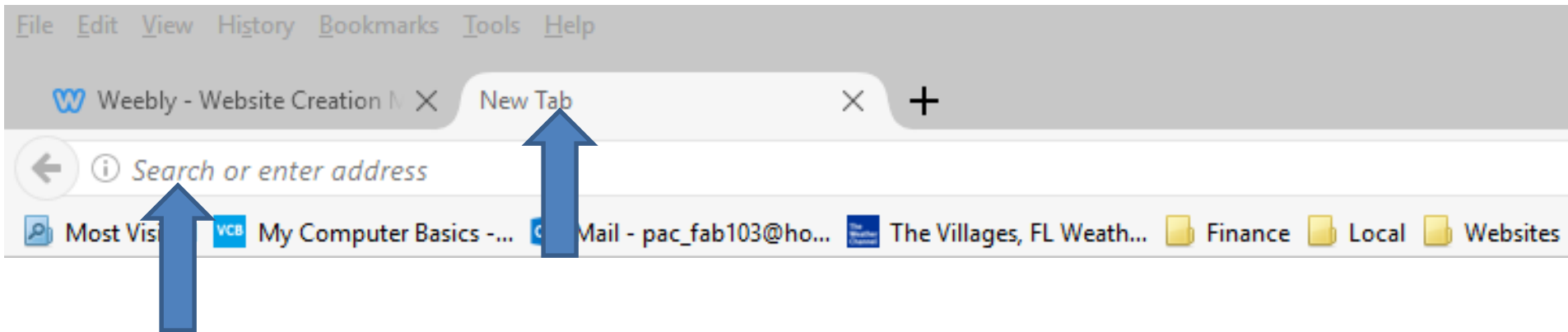


- **Here is Internet Explorer**

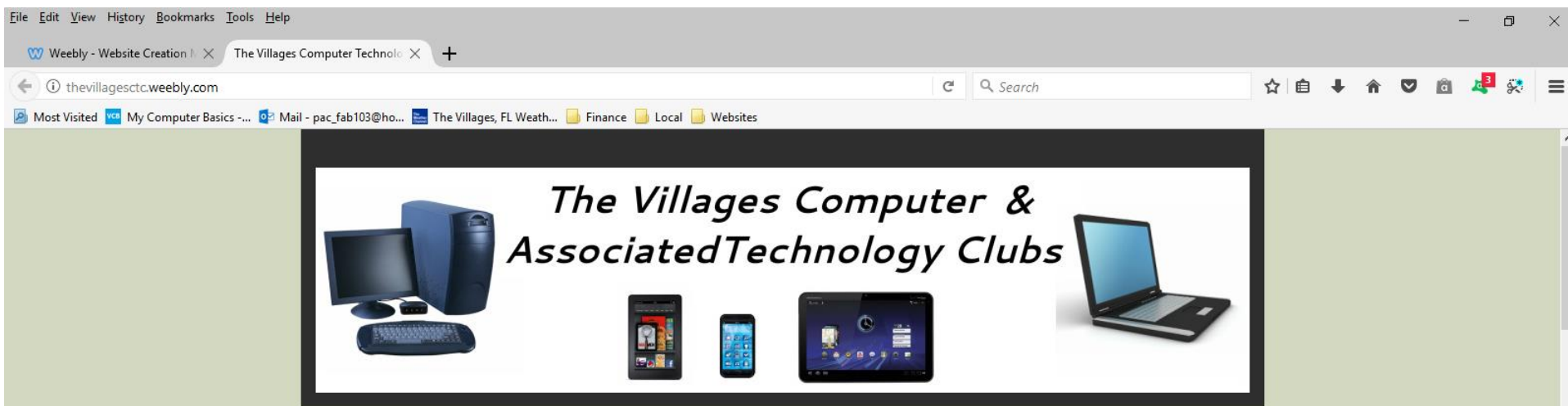


- **Next is a sample of New tab at Firefox.**

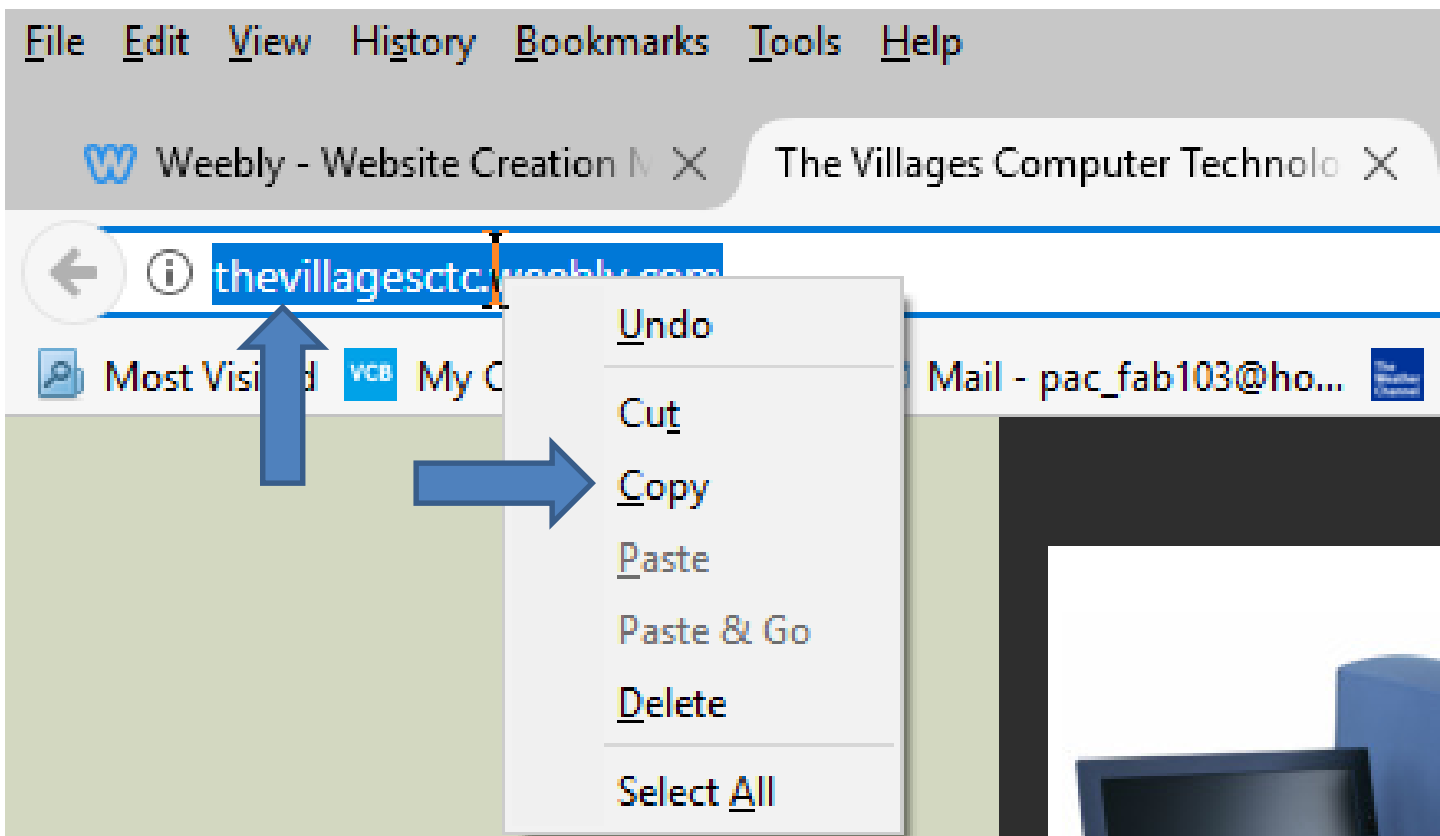
- Here is a sample of New tab.
- If you have a Bookmarks/Favorites on your browser with a link to the website you want, click on it. If not, type in the website you want.
- Next is a sample.



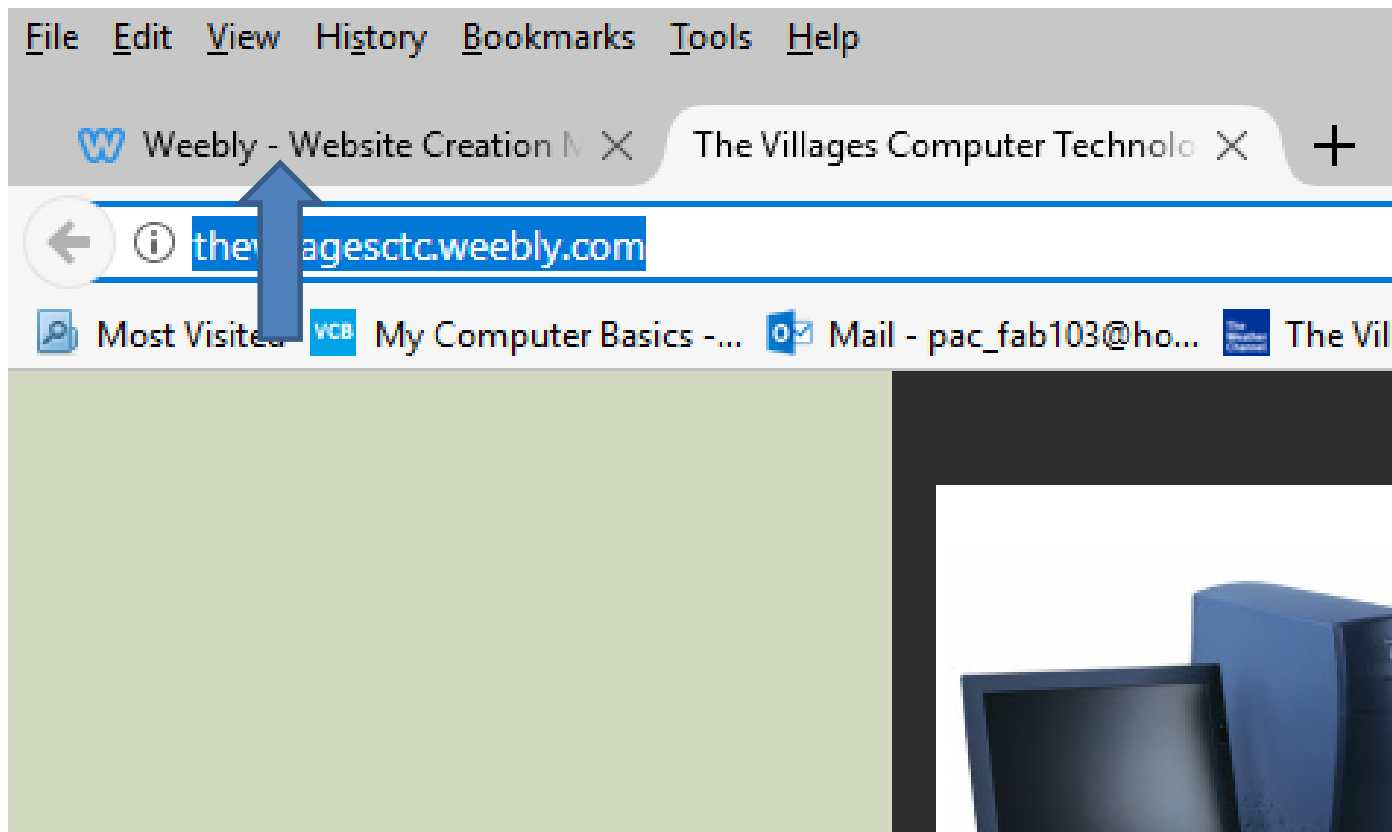
- Here is a sample of The Villages Computer & Associated Technology Clubs.
- Next is how to copy it.



- You click on it and it is highlighted and then right click on it and you see a list and click on Copy.
- Next is to go back to your Weebly account.



- You click on the Weebly tab to go back to your account.
- Next is how to do a link to the website.



- **Highlight text, like the one below and click on Create Link again.**
- **Next is what happens again.**



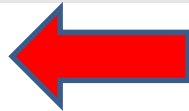
The purpose of Build Website Free is to use Weebly.com. I use to teach at The Villages Lifelong Learning College. But it will be closed in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They call it Enrichment Academy. I know teach at Enrichment Academy. Click Here to see the details about the courses. I use to work and teach computer software, but I am now retired. Click Here to learn more about me. Links page provides links to Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. Note - if something happens to me, this website will not be available. Hopefully, it will be a number of years.

The Villages Computer Associated Technical Clubs web site has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called The Villages Activities that provides the information.

- **Same window opens again and click on Website URL.**
- **Next is what happens.**

Link

 Website URL



 Standard Page

 Product Page

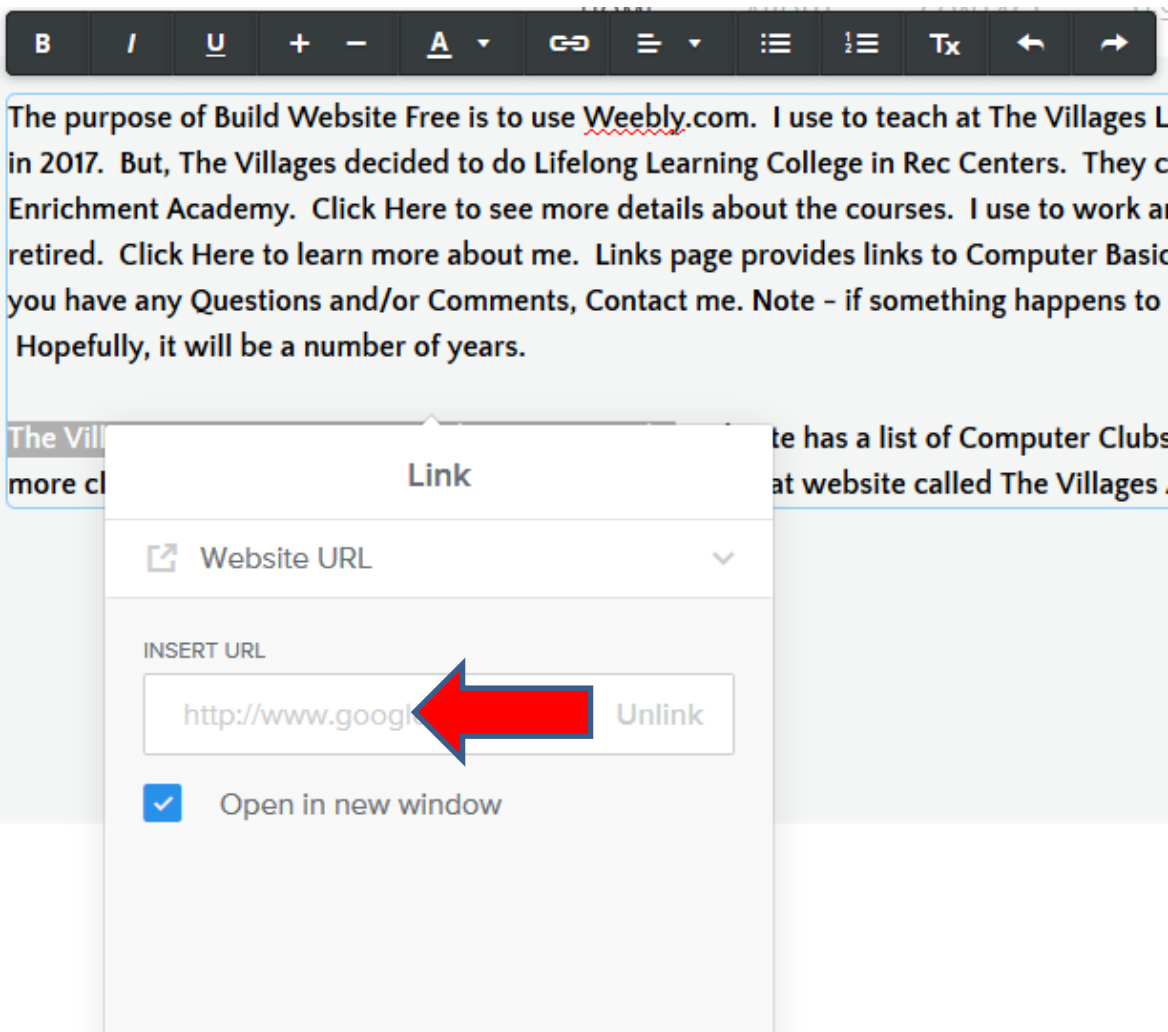
 Blog Post

 Phone

 File

 Email

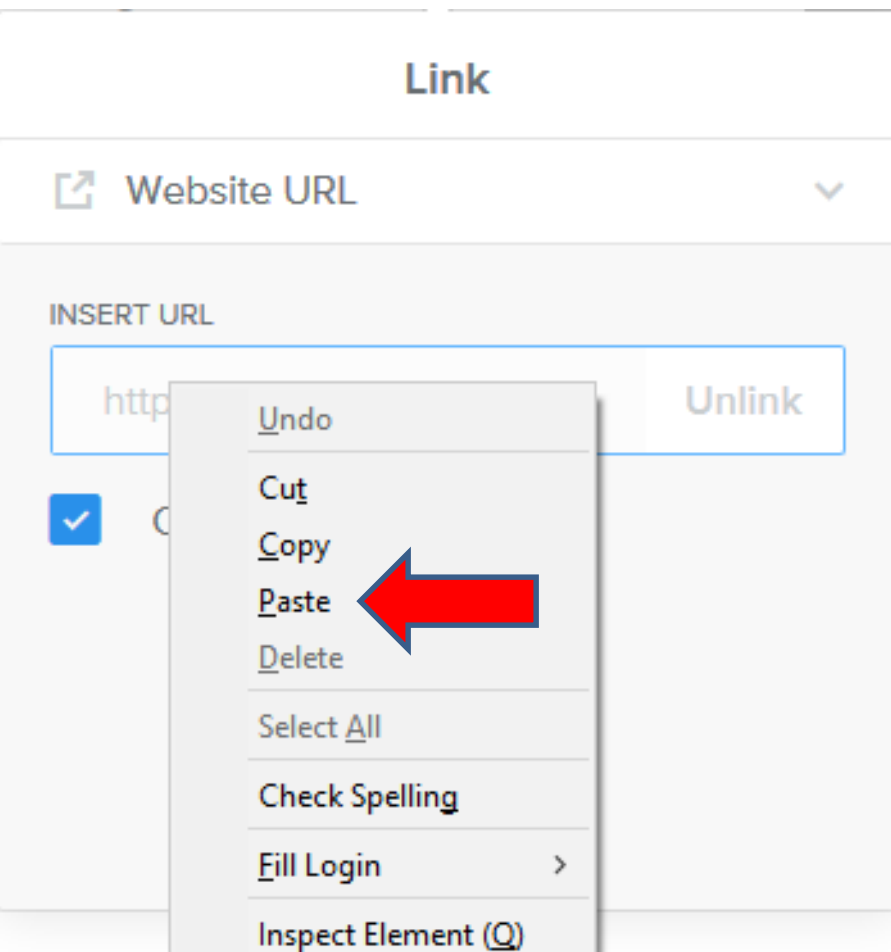
- You see **INSERT URL**.
- Next is how to paste.



The screenshot shows a Weebly editor interface. At the top is a dark toolbar with icons for bold (B), italic (I), underline (U), text color (+ -), background color (A), link (G), list (≡), and undo/redo (← →). Below the toolbar is a text block containing the following text: "The purpose of Build Website Free is to use [Weebly.com](#). I use to teach at The Villages L in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They c Enrichment Academy. Click Here to see more details about the courses. I use to work a retired. Click Here to learn more about me. Links page provides links to Computer Basic you have any Questions and/or Comments, Contact me. Note - if something happens to Hopefully, it will be a number of years."

A "Link" dialog box is open over the text. It has a title "Link" and a dropdown menu set to "Website URL". Below this is a section labeled "INSERT URL" with a text input field containing "http://www.google" and an "Unlink" button. A large red arrow points to the input field. At the bottom of the dialog is a checked checkbox labeled "Open in new window".

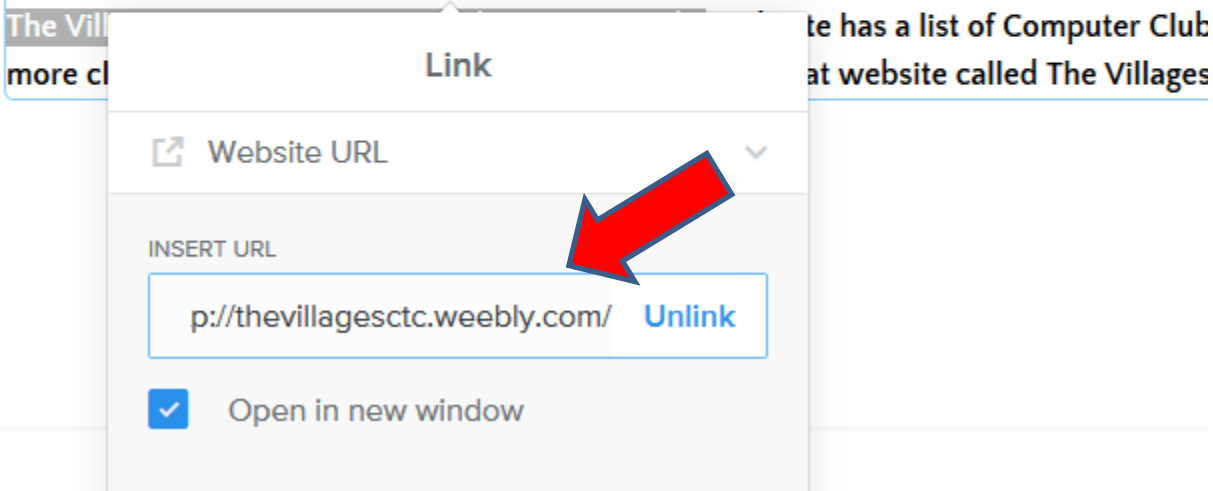
- You right click on it and you see a list and click on Paste. If it doesn't work type in a link, like <http://thevillagesctc.weebly.com/>
- Next is a sample.



- You see it.
- Click outside the Link window to close it.
- Once you Publish, you can test the links.
- Next is External Link in Navigation bar.



The purpose of Build Website Free is to use [Weebly.com](#). I use to teach at The Villages in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They Enrichment Academy. [Click Here](#) to see more details about the courses. I use to work a retired. [Click Here](#) to learn more about me. Links page provides links to Computer Basic you have any Questions and/or Comments, Contact me. Note - if something happens to Hopefully, it will be a number of years.



The Vill
more cl

Link

Website URL

INSERT URL

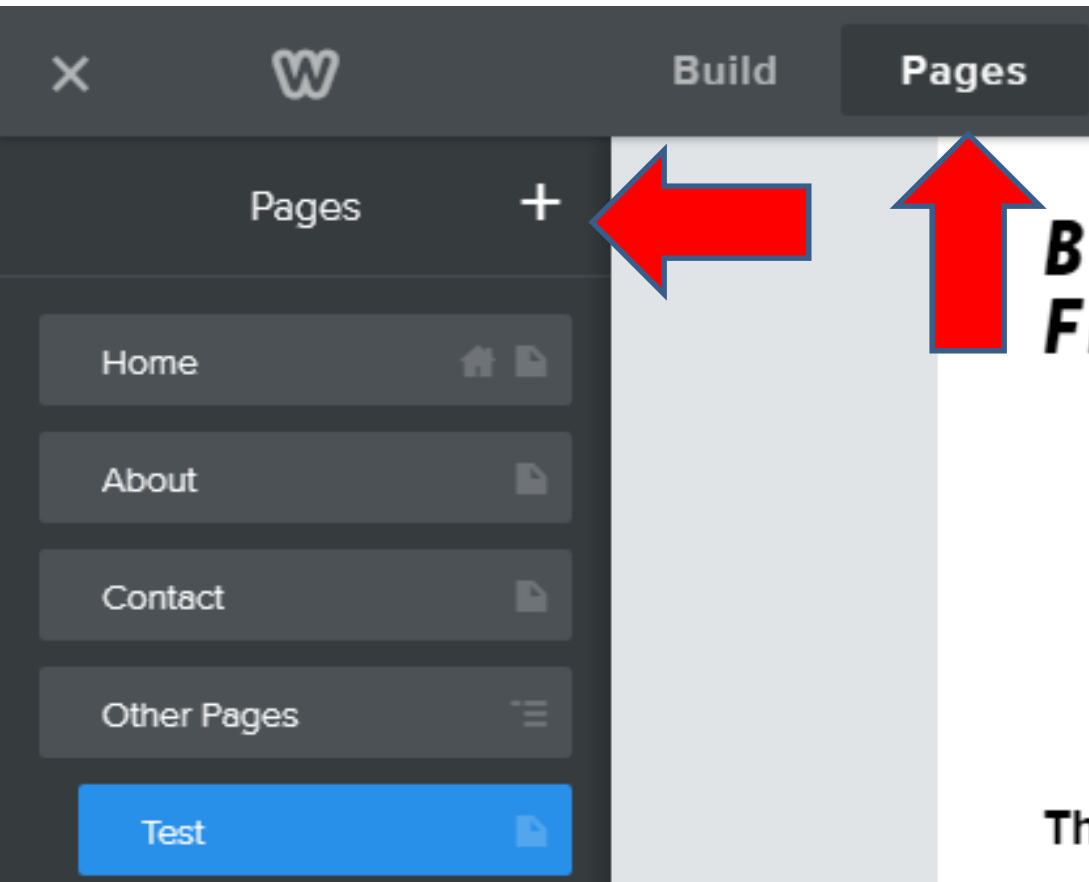
[p://thevillagesctc.weebly.com/](#) [Unlink](#)

Open in new window

te has a list of Computer Club
at website called The Villages

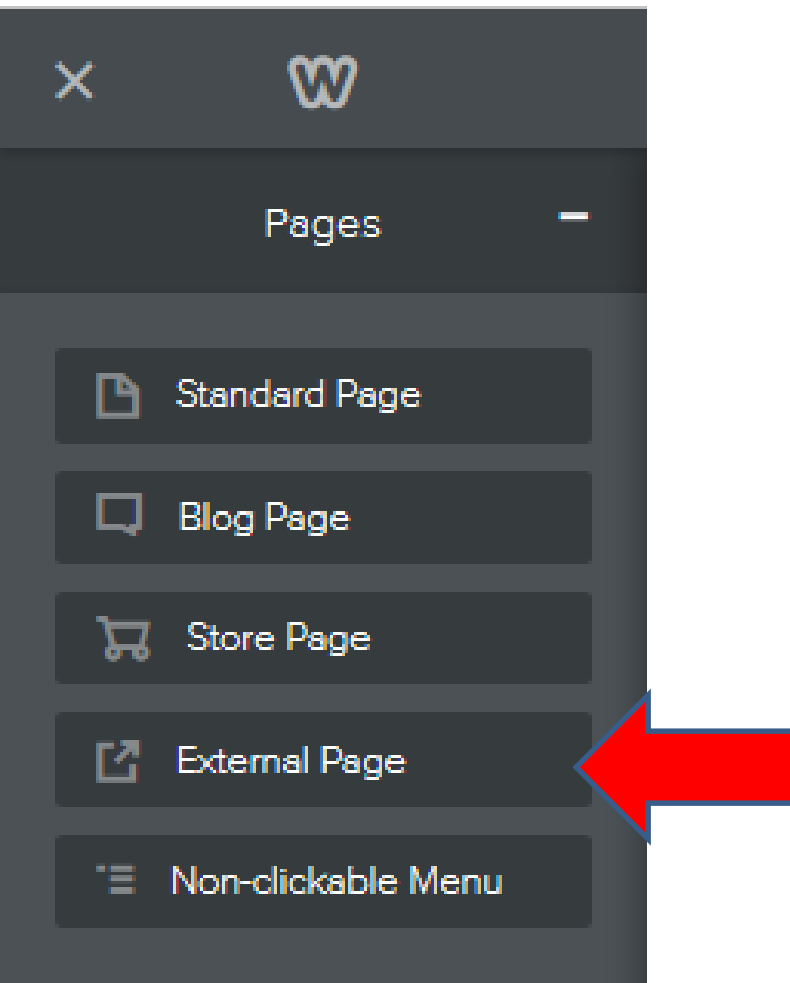
External link.

- Click on Pages, then click on + so you can see External Link, which is next.

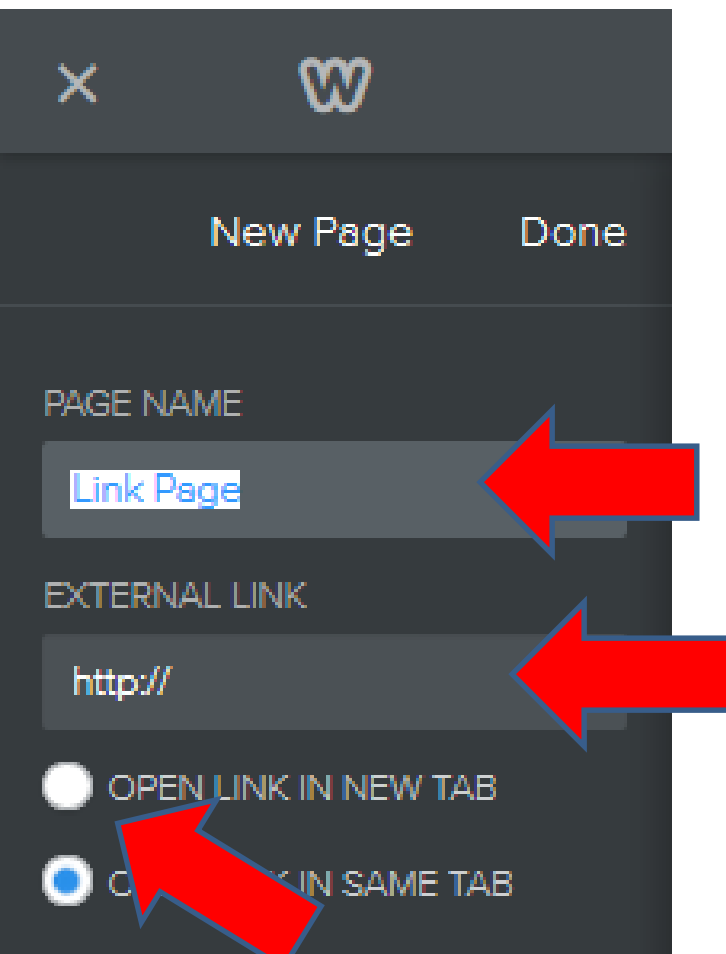


External link.

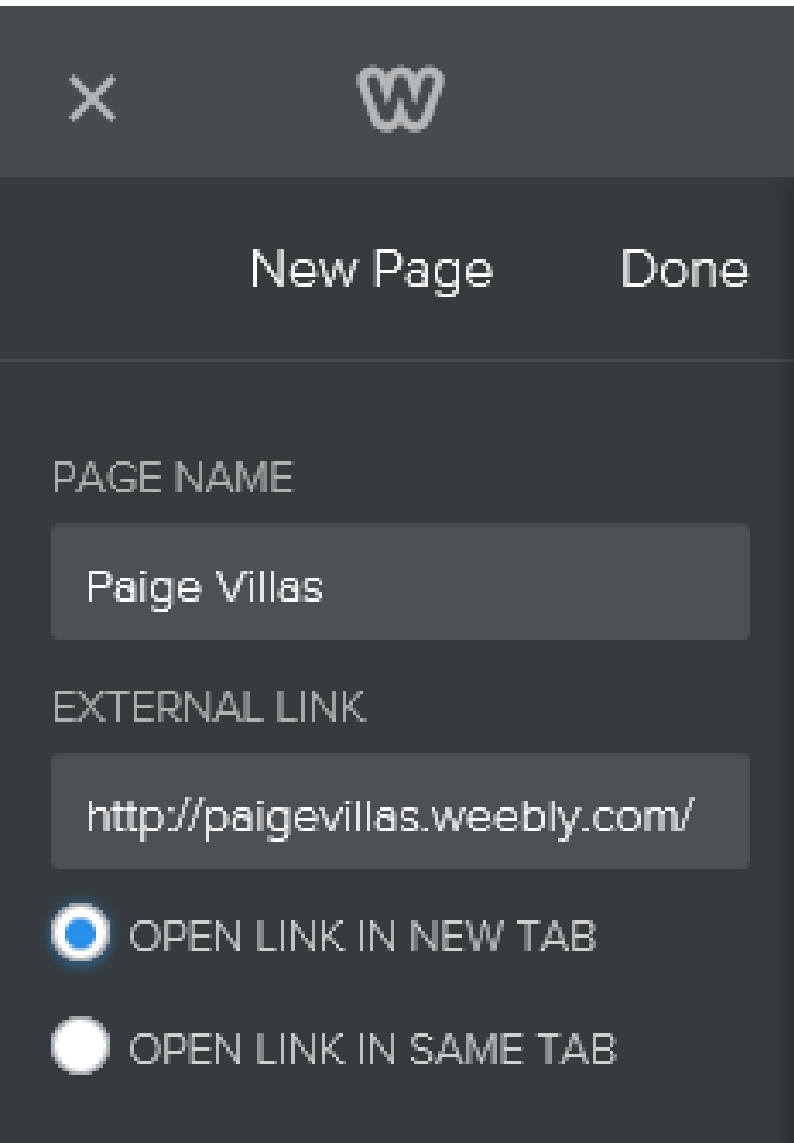
- Then click on External Link
 - Note – it is like a link to Facebook, or a page on a different Site.



- You then see Link. Type in Page Name, like Facebook or The Villages.
- Then paste or type in External site.
- Then click on Open link in a new tab. Next is a sample.



- Here is a sample. Once complete, click on Done.
- Next is what happens.



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New Page Done

PAGE NAME

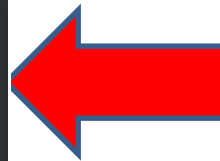
Paige Villas

EXTERNAL LINK

<http://paigevillas.weebly.com/>

OPEN LINK IN NEW TAB

OPEN LINK IN SAME TAB



- Depending on the Theme it may show on the top. On this Theme you see MORE. Like we did before, we could move it under Other Pages, so MORE does not show. Once you publish and you click on it, it opens a new tab/window. As I mentioned before, the other Theme will show more pages.
- Next, is add link to e-mail.



Step 9 – Add Link to e-mail

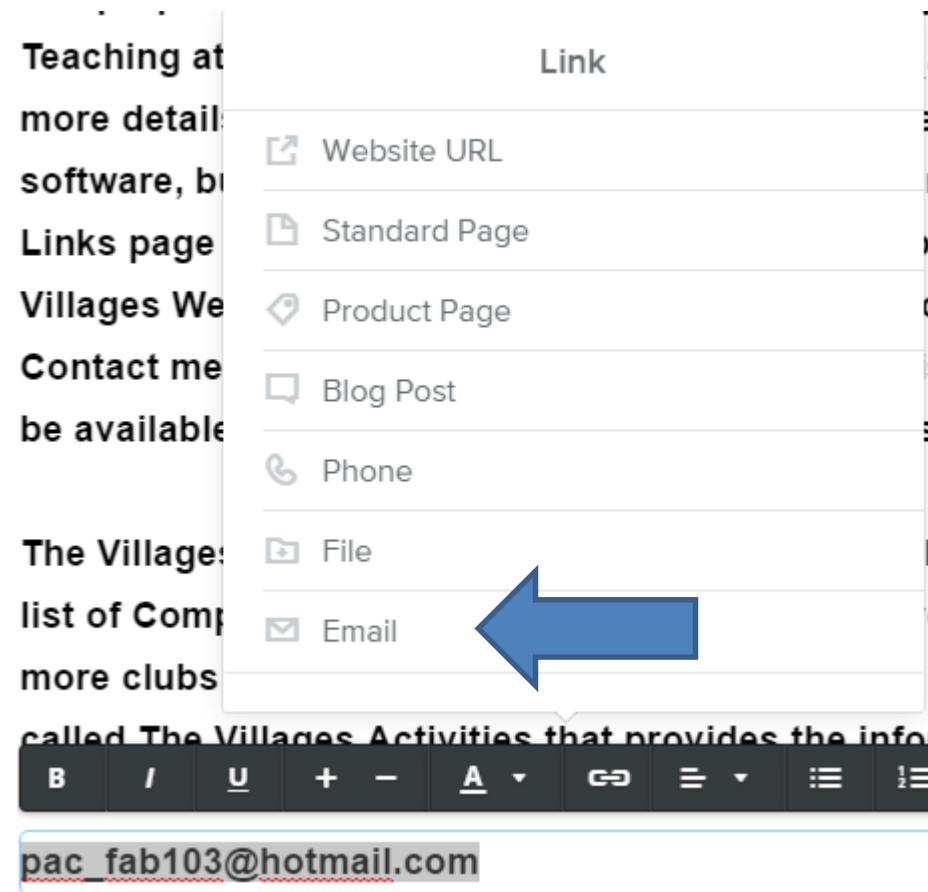
- First go to the Test page again.
- Then click on the Text element and type in e-mail address and highlight the text and click on Create Link again.



- Note – some people don't have default e-mail set-up on their browser, so the link does not go to sending an e-mail.
- Next is what happens again when you click on Create Link.

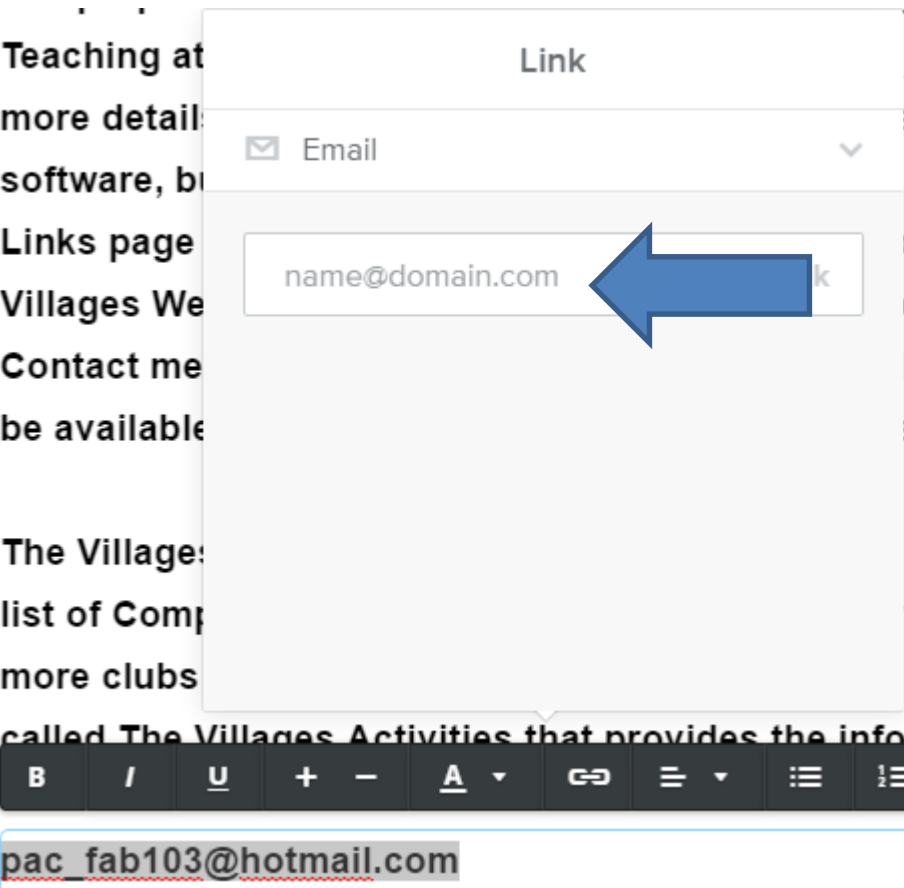
Then click on Email.

- Next is what happens.



The screenshot shows a rich text editor interface. On the left, there is a vertical list of text links: "Teaching at", "more detail", "software, b", "Links page", "Villages We", "Contact me", "be available", "The Villages", "list of Comp", "more clubs", and "called The Villages Activities that provides the info". A "Link" menu is open over the text, displaying a list of options: "Website URL", "Standard Page", "Product Page", "Blog Post", "Phone", "File", and "Email". A large blue arrow points to the "Email" option. Below the menu is a dark toolbar with icons for bold (B), italic (I), underline (U), bulleted list (+), numbered list (-), text color (A), link (G), unlink (G with slash), list (≡), and zoom (1/2). At the bottom, the email address "pac_fab103@hotmail.com" is entered in a text field and is underlined.

- You then type in the e-mail.
- Once you type it in, it adds a link to the e-mail.
- As I mentioned before, it depends on the Brower(s) set-up. Next is about Publish again.



**When you Publish, which I showed you in
Session 1 Tip, you can test the links.**

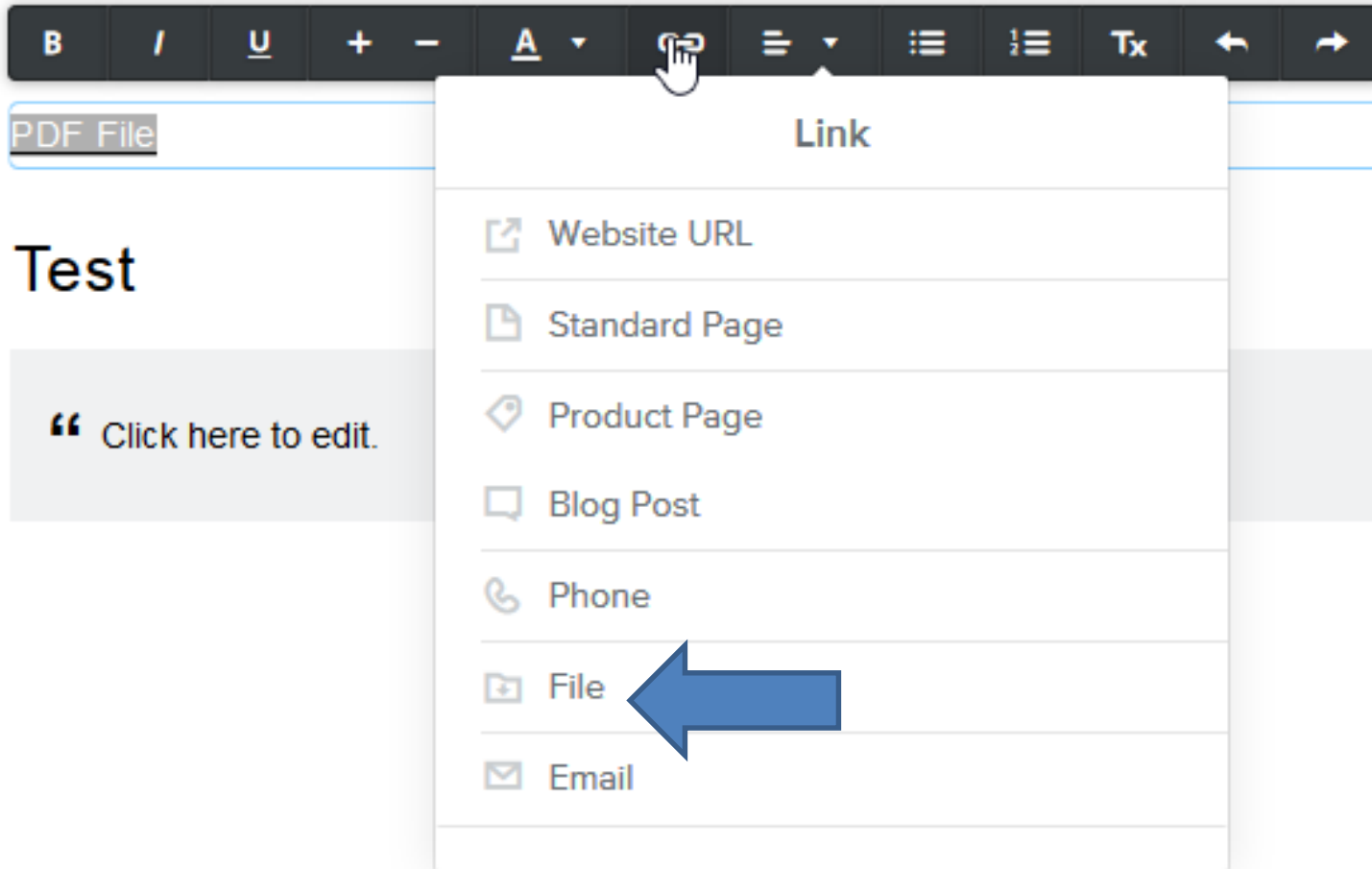
- **Next is Add Link to File.**

Step 9 – Add Link to File

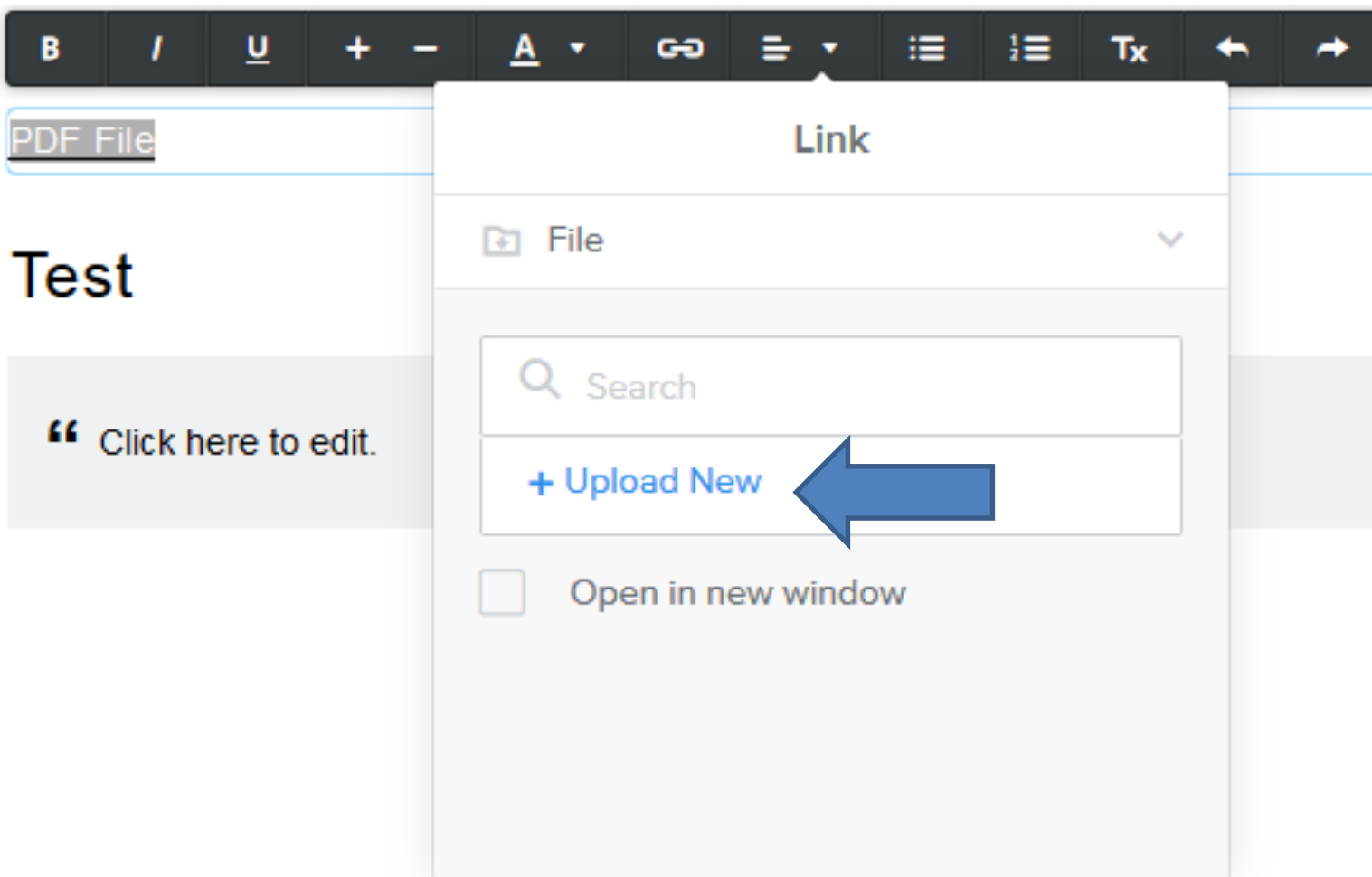
- **First type in text, like PDF File.**
- **Click on Create Link again, which is next.**

Then click on File.

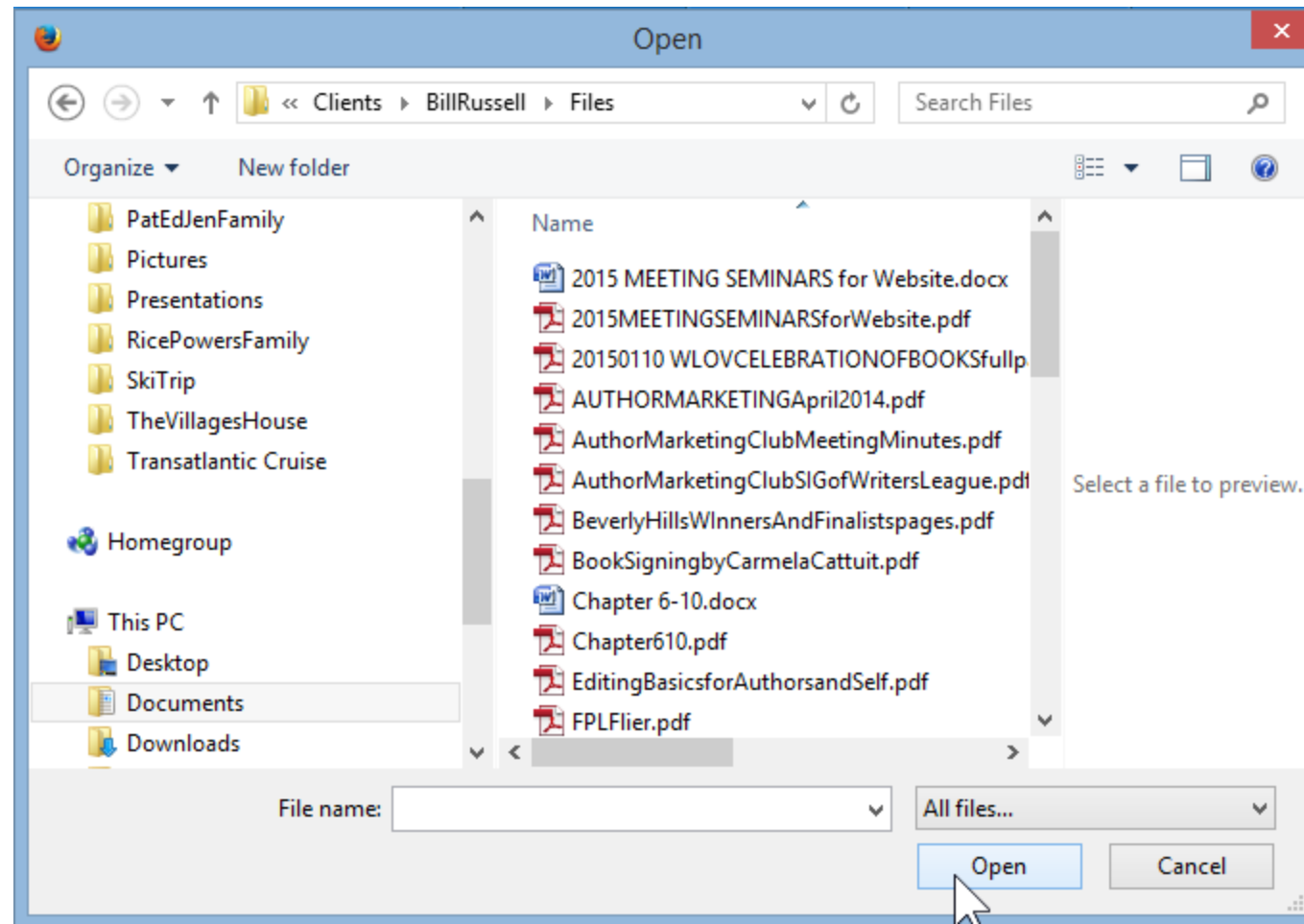
Next is what happens.



- It then changes.
- If it is the first one, click on Upload New.
- Next is what happens.



- **Windows Explorer/File Explorer Opens.**
- **Find the a PDF file and double click on it or click on it and click on Open and it uploads it.**
- **Next explains it.**



Add File Link

- **Most Browsers open the PDF file in a new Tab with a PDF file reader.**
- **As I mentioned before, you may want to add information on your page about reading PDF file.**
 - **If you do not have a PDF reader on your Browser, download Foxit Reader on www.ninite.com**
- **As I mentioned before, there is a Tip that shows what happens with other files vs. PDF file.**
- **This is the End of Step 9.**