

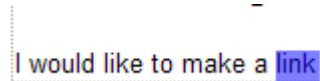
How to Embed a Link

Embedding links can be useful in order to cite information, adding links or any other uses you can think of. You can embed links to other pages within your own web page or to external sites.

- 1.) First log on to Google Sites and go to the page you would like to embed a link. Then click **Edit Page** on the top left hand corner.



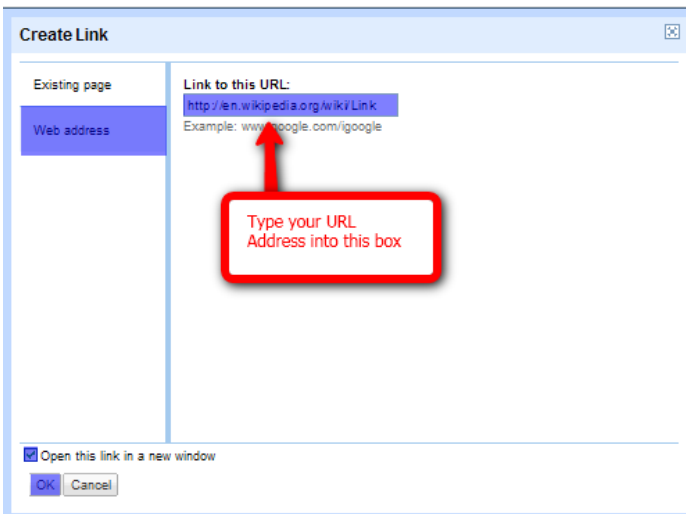
- 2.) Then begin typing in a text box, and then select the word or the site that you would like to connect to a link and highlight it.



- 3.) Then when the word you would like make a link is highlighted click on the blue **Link button**



- 4.) A window will pop up, you can either choose to link this word to an existing page on to your website, or to an external site. To link to an external site click on the **Web Address Tab** on the right hand side. Then you will have to copy and paste the URL Address into the text box. Then decide if you would like the link to open another window or not, then click **OK**.



- 5.) As soon as your link is active, the word changes from plain black text to blue and underlined. Also the web address will appear near the word. If this does not occur, repeat steps 2-4 until this happens.



- 6.) Once you link is created, click **Save** on the top right corner of your page.

