

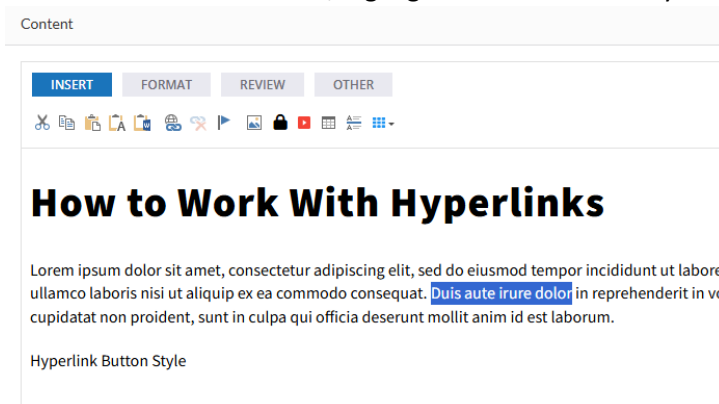
How to Work With Hyperlinks

Hyperlinks are linked text that can take you to any page on the internet, or open a document that is hosted in your Nimble website's [File Manager](#).

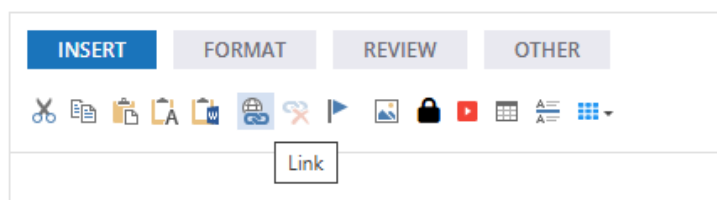
Adding a hyperlink within a paragraph

To link individual characters/words/sentences within a paragraph:

1. Go to the page or content item that contains the text you want to link
2. While in the content editor, highlight the text to which you want to add a hyperlink



3. When you highlight the text a popup bar will appear nearby. You can click on the  icon in the popup bar or in the main editor bar under the "Insert" tab



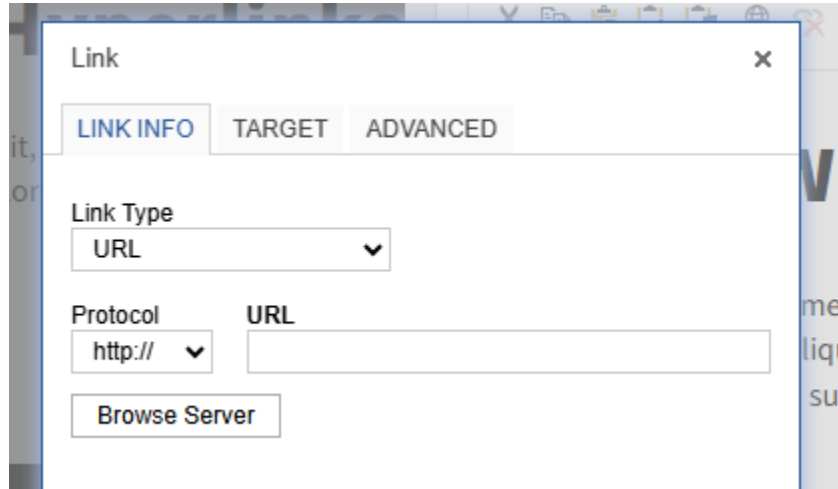
4. In the dialogue box that pops up, you can select from:
 - a. Link Type (URL / link to anchor / email address)
 - b. Protocol (http / https)
 - c. And add a URL (the link to the page you want the clicked text to go to)

Most of the time you'll be using the "URL" and <https://> protocol settings.

Continued on next page...

5. URLs vs. Documents and Files

- a. If linking to a website, copy the URL to that particular page
- b. If linking to a document or file hosted on your site:
 - i. Click the “Browse Server” button in the dialogue box



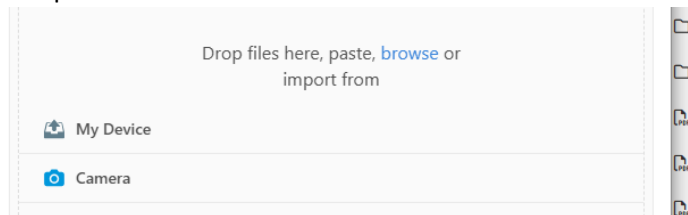
- ii. The File Manager will pop out from the right side of the screen.
 1. Navigate to the folder where your file has been uploaded
 2. or if you haven't yet uploaded the file, navigate to the folder where you want to have your file stored

- a. To upload a new file, once in the correct folder, click the “New”

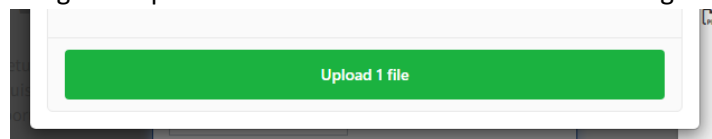
 New

button in the top right of the File Manager popout and select “Upload Files”

- b. Click either “browse” or “My Device” to select files from your computer

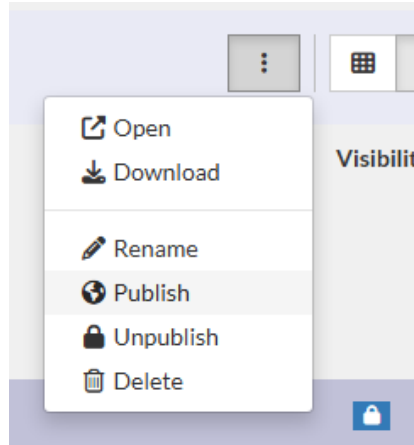


- c. When you find the file(s) select it and then click “Open” in the bottom right of the windows dialogue box to add them to the website’s uploads. Once you have the upload(s) selected, click the green Upload button to add them to the File Manager folder



- d. When your file has been added it will, by default, be “unpublished” which means it’s not accessible to anyone, even with a direct link, unless they have admin access. You can go ahead and publish the file now or publish it in the process of adding a hyperlink.

To publish the file, click to select it (you can hold Ctrl or Shift to select multiple files at once) then click the three-dots menu and select “Publish” to publish the files



- e. To insert the link you can also double-click it from the file manager when adding it and it will prompt you to publish the file first. Click “Yes” and you should see your file’s URL inserted into the dialogue box

Link ×

LINK INFO TARGET ADVANCED

Link Type
URL

Protocol <other> URL
/uploads/files/ab/e5/abe57a4ffb82ffad863957f6

Browse Server

- c. When linking to anything that is not a page on your website (a web page on another site, a PDF hosted on your site, a video, an image etc.) you will want to click on the “Target” tab and select “Open in a new window” which will open the hyperlink in a new tab within the user’s browser. This way if they close out of the external site, PDF etc, they will still have a tab open that is on your website so they won’t lose their place. When linking to another page on your site you can leave the “Target” tab at its default setting of “not set.” You will typically either use the “not set” or “new window” options.

Link ×

LINK INFO TARGET ADVANCED

Target
<not set>
<not set>
<frame>
<popup window>
New Window (_blank)
Topmost Window (_top)
Same Window (_self)
Parent Window (_parent)

- d. Once you have inserted your URL and set the page to open in a new window or have left it to <not set> to stay in the same window (used for navigating to other pages on your website), click “OK” to apply the hyperlink to the text you originally highlighted.
- e. You should see the style of your text change when you click off of it, indicating that it has a hyperlink attached

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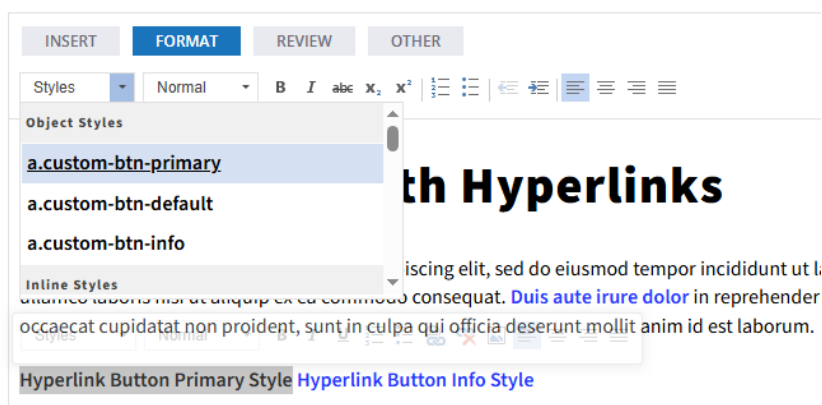
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Hyperlink Button Style

- f. To edit the link, you can double-click the hyperlinked text to reopen the Link dialogue box and replace the URL, then click “OK” to apply and save your content item.

Adding a hyperlink with a Button style

1. To add a button style to a hyperlink, add a hyperlink to text following the previous steps in this document
2. Once the hyperlink is set, highlight the text with the hyperlink



3. In the “Format” tab click the “Styles” dropdown, there you will see Primary, Default and Info styles. Select the style that you want to use and it will apply the button style to your highlighted hyperlink



Once you have added or updated your hyperlinks, make sure to click “Save Content” and then test on the front-end of your website.

If you have any further questions about hyperlinks please let us know!