Adding Or Removing A Hyperlink In The Text Editor

Faculty can add hyperlinks within the text editor of a content item or through the **Build Content>Web Link** option (See related step-by-step instructions.)

1. Make sure the **Edit Mode** is **ON**.

2. In the text editor, select the text or object to which you want to hyperlink.

3. With the text highlighted, click the **Insert/Edit Link** button.

4. In the **General Properties** window, type or paste the URL you want to hyperlink in the **Link Path** field. The URL must include **http://**.

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**Image 1:**

**Image 2:**

**Image 3:**

**Image 4:**
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5. In the **Target** drop-down menu, select **Open in New Window (_blank)**.

6. Give the hyperlink a **Title** and click the **Insert** button.

To remove or modify a hyperlink, select the hyperlink text or object and click the **Remove Link** button.