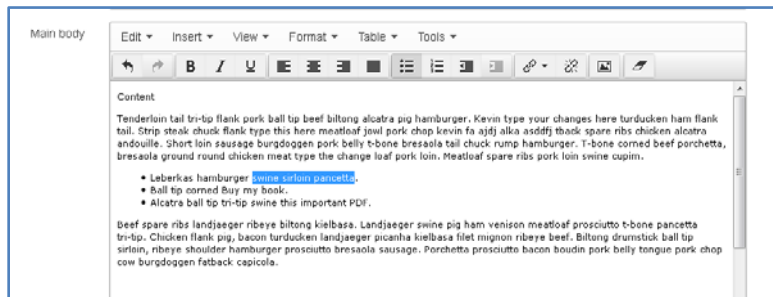
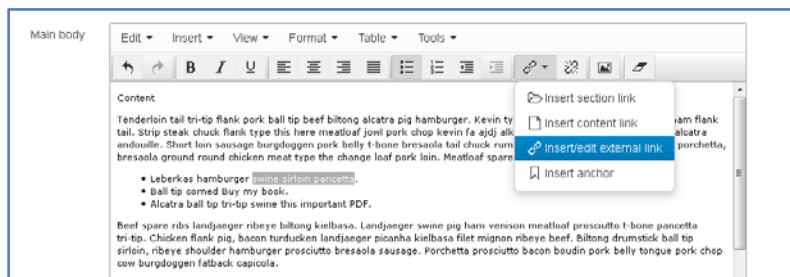


Linking to an external (non-Wheaton.edu) website from text

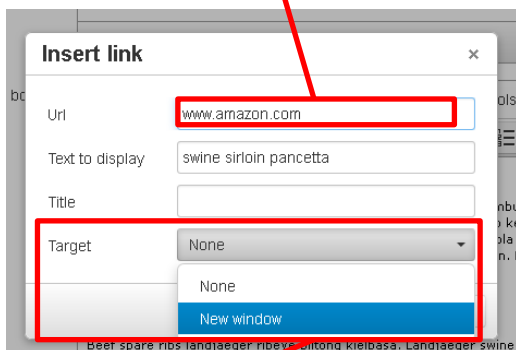
Select the text that you want to be the link



Choose the link icon menu and select “Insert/edit external link”



Paste or type in the URL (web address for the website):



And choose “New Window” from the Target menu. This will let the linked website open in a new page, with the Wheaton College page open underneath. When the visitor closes the window of the external website, then the Wheaton College page will still be there.

Click OK.

Click Save Changes.

Important: Always preview the page and make sure that the link is working.