


Advanced Page Builder Features - Adding Links

Adding a link to text:

1. In Page Builder, highlight the text you want to use to create a link.
2. Click the  **Add Link** button in the right-hand menu bar, the Link Editor window will open towards the top of the browser page. (Figure 1A)

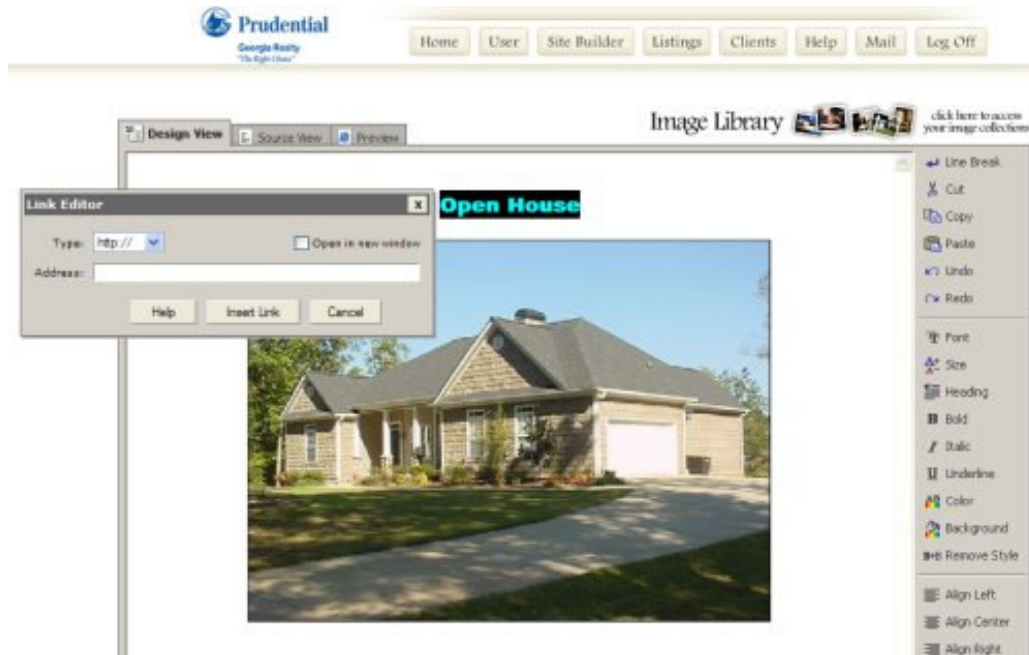




Figure 1A

3. In the Link Editor window, enter the link information.
 - a. For "Type" choose **mailto** in the drop down menu if you are adding an email link, choose **http://** if you are adding a web address link.
 - b. If you are setting up a link to an external web page, it's recommended that you check the **Open in new window** box. If you are linking to an internal page on your site see special instructions below.
 - c. Enter the email or web address then click the  button.

Adding a link to an image:

1. In Page Builder, highlight the image you want to use to create a link.
Note: To highlight an image in Page Builder, click near but not on the image then drag the mouse cursor over the image. The image should be highlighted in blue. If the resize control points (small squares around perimeter of image) appear then image is not properly selected for linking.
2. Click the  **Add Link** button in the right-hand menu bar, the Link Editor window will open towards the top of the browser page. (Figure 2A)

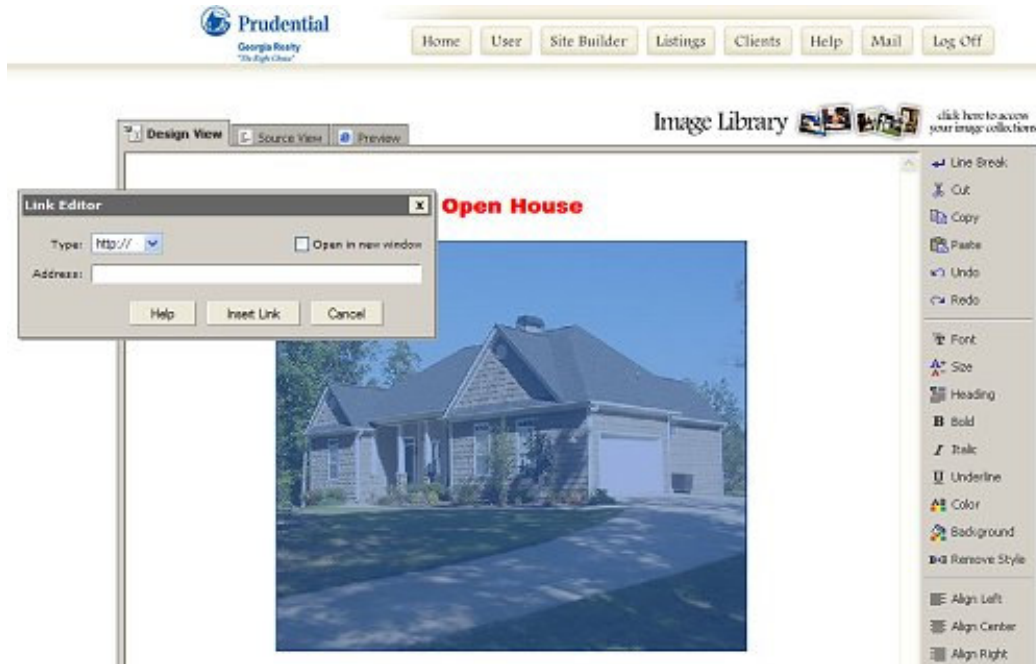
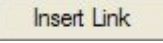




Figure 2A

3. In the Link Editor window, enter the link information.
 - d. For “Type” choose **mailto** in the drop down menu if you are adding an email link, choose **http://** if you are adding a web address link.
 - e. If you are setting up a link to an external web page, it’s recommended that you check the **Open in new window** box. If you are linking to an internal page on your site see special instructions below.
 - f. Enter the email or web address then click the  button to add the link and return to Page Builder.

4. When you’re done with editing in Page Builder, click on the  **Preview** tab to proof read your page.
5. When you’re satisfied with the way your content looks click the  button and wait for confirmation that your content has been added to your site.
6. When you return to the Site Builder screen click the [View Live Website](#) link to verify that your content is now online.

Special Instructions on Internal Page Linking:

When creating or cut-n-pasting a link for an internal page on your site you will need to make sure that an ampersand “&” and your website account code is appended to the link. You can find your account code at the end of the web address on your home page. (Figure 3A)

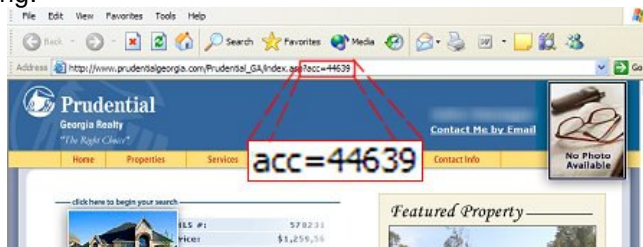


Figure 3A

Example: After cut-n-pasting the web address to the Information Links on the Community page on your website the final link address would be:
http://userid.prudentialgeorgia.com/Prudential_GA/modules/agent/agent.asp?p=text&id=664&acc=44639
 Refer to you website home page address bar for your specific account code.