RMU Google Sites guide to

adding links

version 1.7.31.13

add a link using an existing link (recommended)

Everyone likes a simple copy and paste, right? This method utilizes existing links on the page and shows you how to easily duplicate them to create a new one.

pages: 3-5

add a link from scratch

Do you enjoy the sense of accomplishment from completing a task on your own? This method shows you how to create a link from scratch, using some of Google's built in features. It's a little more complex, but after all, isn't this guide meant to help you out? (It's okay... you can still take all the credit). We're diving into the code on this one.

pages: 6-9

...why are there two ways to do this?

As with many things, there is always more than one way to accomplish the same task. Adding a link to a webpage is no different. Because the list of ways to add a link could be lengthy, we condensed it into two common ways to achieve this task in Google Sites.
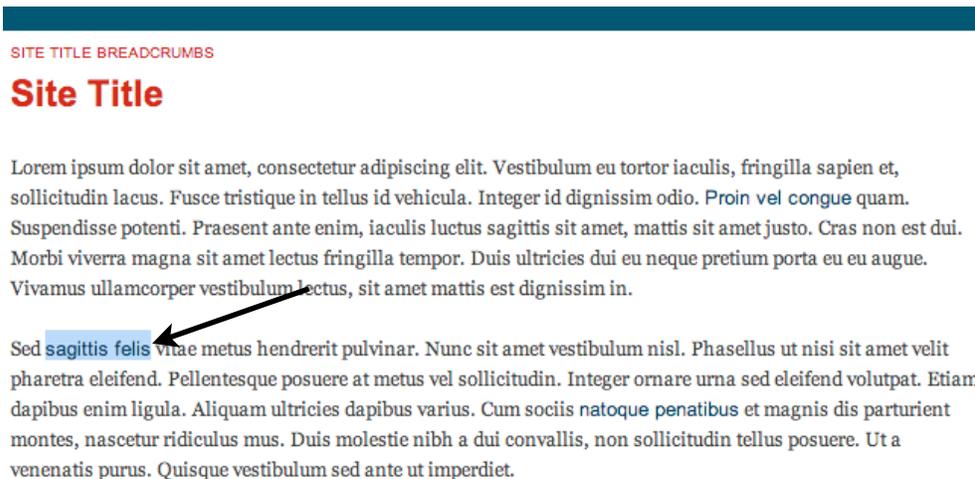
add a link using an existing link (recommended)

1. Ensure that you are in *editing mode* before beginning.

2. Navigate to an existing link on the page, select it, and copy it.

please note: the style of the link doesn't matter -- it can be bolder, have a larger font size, or be located on a different section of the page. what does matter is that it is the right **color** and is **not** underlined.

...you can even copy left nav links!

any styles that the link has applied to it (minus color and underlining) can easily be modified using Google's editor. remember, the reason this option is recommended is because it eliminates the need to go into the coding to change color and remove underlining.

3. Go to the area on the page that you would like to add the link and paste the copy that you just copied.

SITE TITLE BREADCRUMBS

Site Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum eu tortor iaculis, fringilla sapien et, sollicitudin lacus. Fusce tristique in tellus id vehicula. Integer id dignissim odio. Proin vel congue quam. Suspendisse potenti. Praesent ante enim, iaculis luctus sagittis sit amet, mattis sit amet justo. Cras non est dui. Morbi viverra magna sit amet lectus fringilla tempor. Duis ultricies dui eu neque pretium porta eu eu augue. Vivamus ullamcorper vestibulum lectus, sit amet mattis est dignissim in sagittis felis.

please note: in this example, the words "dignissim in" are going to be converted to a link using the one that we just pasted in.

4. Click on the actual link to bring up the Google link tool.

llus id vehicula. Integer id dignissim odio. Proin vel congue quam.
m, iaculis luctus sagittis sit amet, mattis sit amet justo. Cras non est dui.
ingilla tempor. Duis ultricies dui eu neque pretium porta eu eu augue.
s, sit amet mattis est dignissim in sagittis felis.

Go to link: https://sites.google.com...-nav-1-table-layout/home - Change - Remove

pulvinar. Nunc sit amet vestibulum nisl. Phasellus ut nisi sit amet velit
e at metus vel sollicitudin. Integer ornare urna sed eleifend volutpat. Etiam
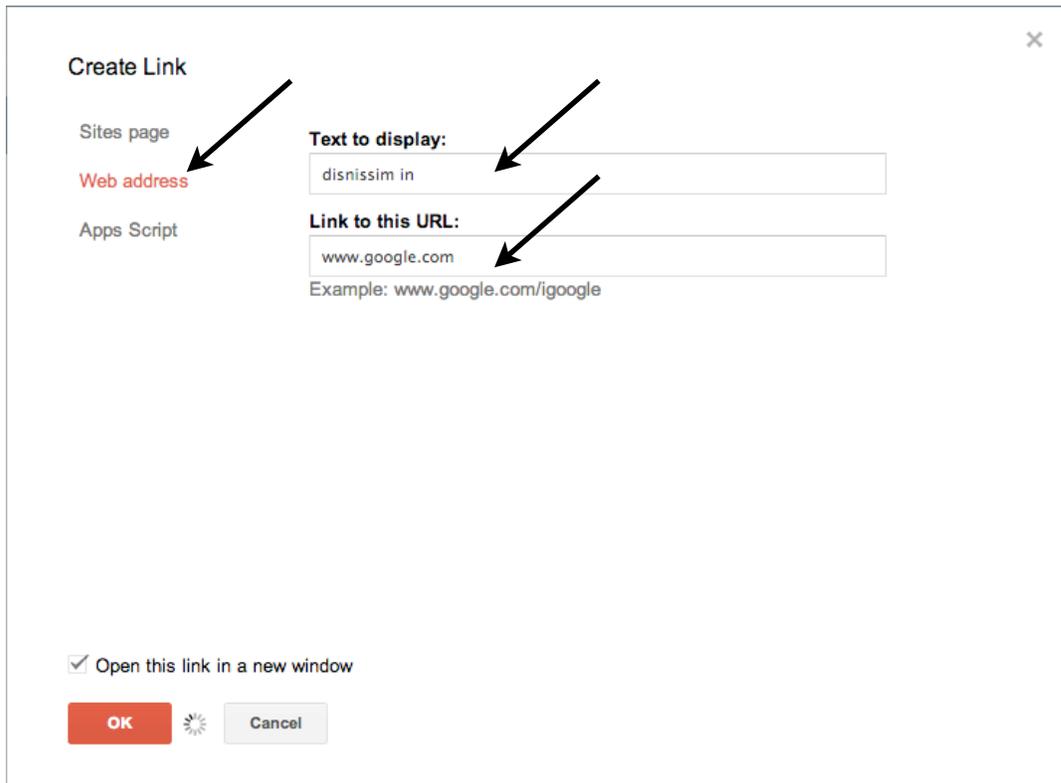dapibus varius. Cum sociis natoque penatibus et magnis dis parturient

5. Select the "Change" option.

6. The Google link editor will appear.

Make sure the editor is on "Web Address" (left side). Then, add your text and new URL to the input fields.

important: if you are adding a URL to an external site, please make sure to check the box that says "Open this link in a new window."

7. Press "OK"

8. Your new link will appear on the page. Save your work and you are good to go!

please note: in the example, text was being replaced. once the link was added, there would be duplicate text. erase the text and leave the link in its place.
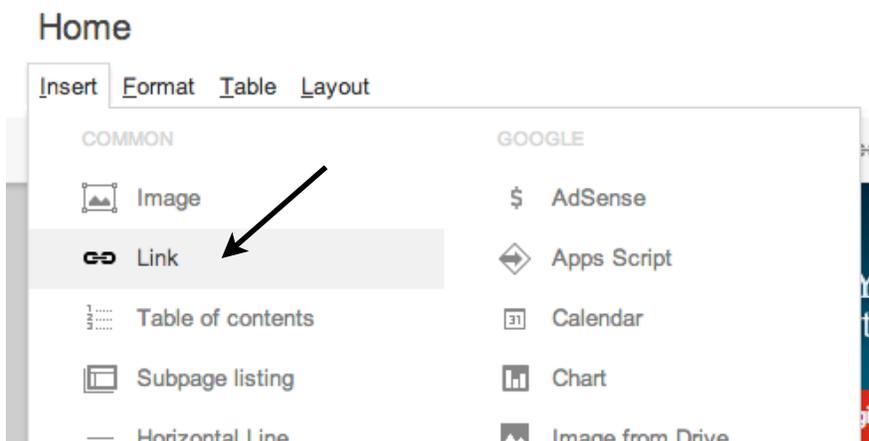
add a link from scratch

1. Ensure that you are in *editing mode* before beginning.

2. Click on the spot within the page that you would like to insert the link.

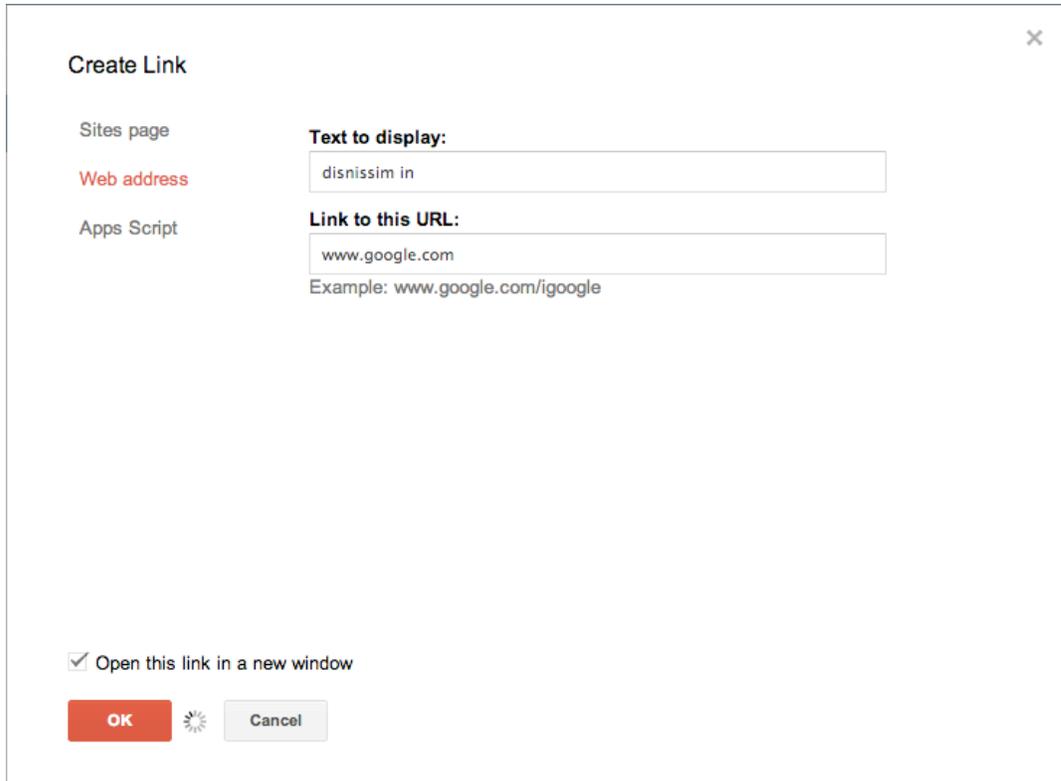3. Go up to the Insert menu on the Editing Bar and choose Link.

6. The Google link editor will appear.

Make sure the editor is on "Web Address" (left side). Then, add your text and new URL to the input fields.

important: if you are adding a URL to an external site, please make sure to check the box that says "Open this link in a new window."

7. Press "OK"

8. Your new link will appear on the page (photo on next page).

please note: the link will be have the same font applied to it as the body and will also be underlined. this is a default by Google Sites. the following steps will explain how to remove them.

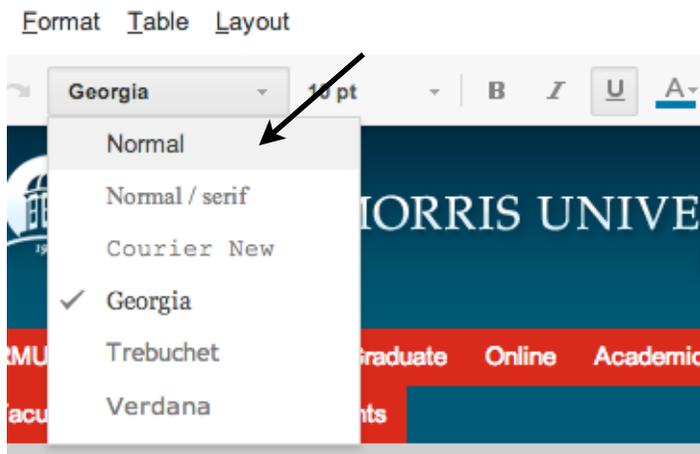9. To change the font of the link (this is required to match all of the rest of the RMU website), select the text. Then, go to the Font selection box and choose "Normal."

10. The link will then change to the correct font, but still be underlined.

instructions on adding a link

method :: **adding from scratch**

11. To remove the underline, select the <HTML> button in the Editing bar.

     please note: selecting the link and clicking the Underline button will not work for links.

12. The HTML Editor will appear. Scroll down until you find the HTML containing the link *(you may want to do a Ctrl + F to search for the text corresponding to the link)*

13. Add style="text-decoration:none" to the a tag.

`<a href="http://www.google.com/" style="text-decoration:none" target="_blank">`

14. Click the Update button and notice that your underline has been removed. Your link has been added and you are good to go!