

# Adding Hyperlinks

To add a hyperlink:

1. Select the text that you want to convert to a hyperlink.
2. Click the **Hyperlink** button on the editor toolbar.
3. Choose a hyperlink type using the radio buttons.

**Edit Hyperlink**

Text to display:

Link to:

☒ Web page  
☐ Item  
☐ Email

Address:

☒ Open in a new browser window

4. Click **OK**.

| Link Type        | Description                                                                                                                                                                                                                                                                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Web page         | Enter a web page address in the corresponding field. You can check if a link works correctly by clicking the <b>Test</b> button (the program will open the URL in your default web browser). You may also find the <b>Open in a new browser window</b> option helpful. If you leave it unchecked, a click on a link will open a target page in the same window with your quiz. |
| Interaction Item | Choose an item from the drop-down menu.                                                                                                                                                                                                                                                                                                                                        |
| Email            | Type an email address in the corresponding field.                                                                                                                                                                                                                                                                                                                              |

## Removing Hyperlinks

To remove a hyperlink:

1. Click the hyperlink in the text.
2. Click the **Hyperlink** button on the editor toolbar.
3. Click the **Remove Link** button.

**Edit Hyperlink**

Text to display:

Link to:

☒ Web page  
☐ Item  
☐ Email

Address:

☒ Open in a new browser window