

Seaport 3: Links (Create, Edit, Remove)

This guide explains how to create, edit, and remove a link to a website or email address using the Seaport Editor Toolbar. A link can be inserted anywhere in your course where you have the Seaport editor toolbar such as a learning object (HTML editor), course templates (i.e. Course Syllabus), or discussion forum post.

Important Hyperlink Concepts

1. Make the hyperlinked text **short and meaningful**, i.e., it should tell readers where the link will take them.
 - Bad example: [Click here](#) to go to Coastline's home page.
 - Good example: Go to [Coastline's home page](#).
2. Since hyperlinks should be descriptive of their destination, links that read "click here" are meaningless, especially when they are read out of context by screen readers.
3. Use **meaningful hyperlinked text** rather than simply using the URL as the hyperlink. If desired, you may include the URL in parentheses after the hyperlinked text.
 - Bad example: Visit <http://help.wp.coastlinelive.com>.
 - Good example 1: Visit [OLIT Faculty & Staff Support](#).
 - Good example 2: Visit [OLIT Faculty & Staff Support](#) (<http://help.wp.coastlinelive.com>).
4. When an **image** is used as a link, its alt text should specify what will happen when the user clicks the image (e.g., "Home Page"), not describe the image (e.g., "image of house").

Creating a Link

1. Within the edit area, select the text to be used as a hyperlink (Figure 1).
2. In the Seaport Editor Toolbar, click the **Link** icon (Figure 1).

The Link dialog box opens, with the Link Info tab selected.

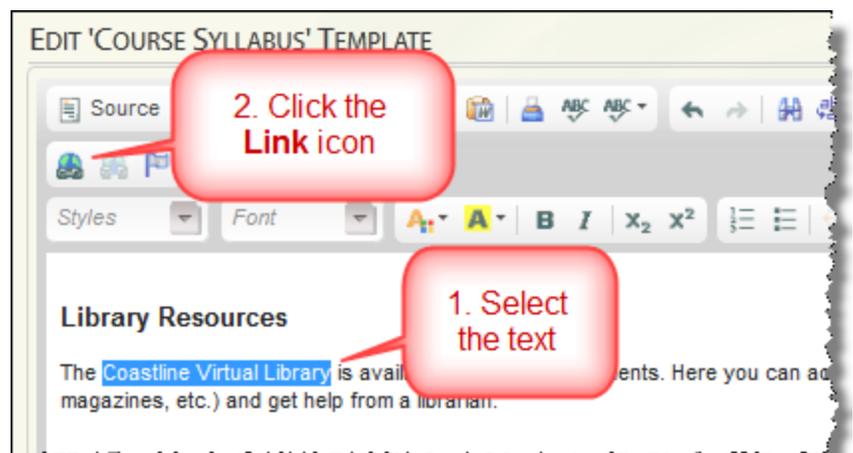


Figure 1

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3. Click the **Link Type** dropdown arrow and select the type of link you wish to create; the most common choices are **URL** and **E-Mail**. The fields to fill in *change*, depending upon which link type you select:

URL

- a. Make sure the Link Type is set to **URL** (Figure 2).
- b. Make a selection from the **Protocol** dropdown (http://, https://, ftp://, news://, or <other>). The most common Protocol is http://
- c. Type (or copy/paste) the rest of the web address into the URL field (Figure 2).

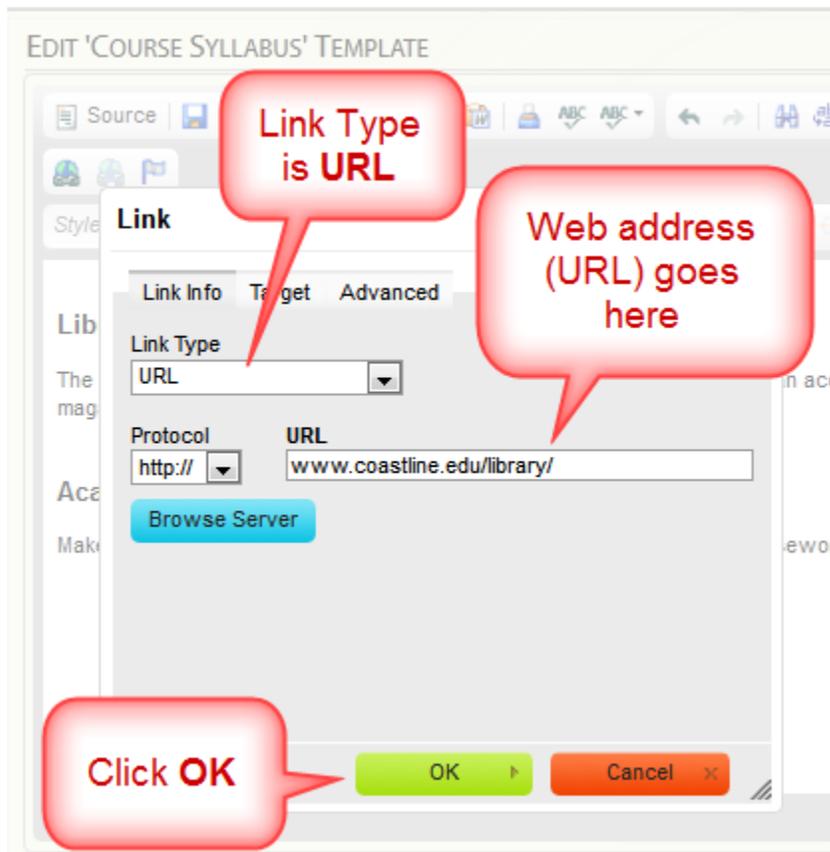


Figure 2

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- d. *Optional:* You can set the link to open in a new browser tab. You may want to do this to make it easier for students to stay in their course website. Click on the **Target** tab (Figure x) and then click the down arrow in the Target list and select **New Window (_blank)** (Figure 3).

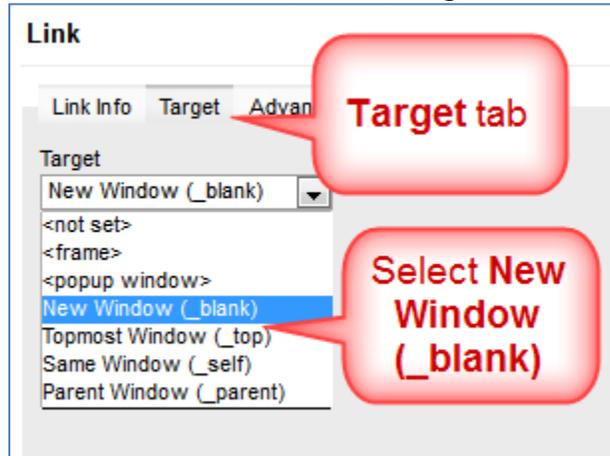


Figure 3

- e. Click **OK** (Figure 2). Note: You must be in view mode (out of the editor) in order to click on the link. Be sure to go to Student View and check the link.

E-Mail:

- Make sure the Link Type is set to **E-mail** (Figure 4).
- Type the appropriate e-mail address into the **E-Mail Address** field (Figure 4).
- If desired, type a subject into the **Message Subject** field.
- If desired, type appropriate text into the **Message Body** field.
- Click **OK** (Figure 4).



Figure 4

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Steps for Editing Hyperlinks

1. Within the edit area, select the hyperlinked text you wish to change.
2. In the Seaport Editor Toolbar, click the **Link** icon (Figure 1).
3. Type the new URL for the hyperlink, then click OK (Figure 1).

Steps for Removing Hyperlinks

1. Within the edit area, select the text from which you wish to remove the hyperlink (Figure 5).
2. In the Seaport Editor Toolbar, click the **Unlink** icon (Figure 5). The text will remain, but it will no longer be a hyperlink.

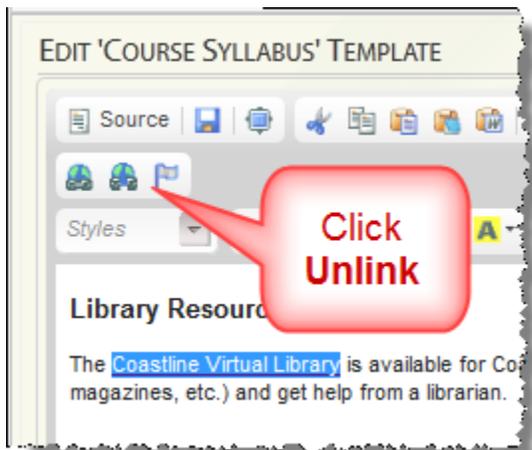


Figure 5