This guide will show you step-by-step how to add links to HTML documents throughout your course, and how to update an existing HTML page such as a text lesson.

**Go to Content Area**

1. Go to Content area.

2. Find the HTML item to which you would like to add a link.

![Image with annotations](image_url)
Step 1 - Edit HTML

1. Click the drop down button.
2. Click "Edit HTML"
**Step 2 - Select text and Hyperlink**

Scroll in your lesson to find the text you wish to link OR Edit the document to add new text to link.

1. Left click and drag to highlight the text that you wish to link.

2. Select the Link button in the toolbar.
Step 3 - Select URL

1. Select "URL" from the drop down menu.
Step 4 - URL, Title, Target Window*

1. URL* field: Copy and Paste the hyperlink into the text field.

2. Title* field: Check that the title is accurate. (Edits can be made to the title).

3. Target* field: Click "New Window"

4. Click "INSERT"
Step 5 - Update

Notice that the text is now an underlined link.

1. Click Update.
Step 6 - Check the hyperlink

1. Click the new hyperlink to check it for accuracy.

*Note: The link should open the webpage in a new window.