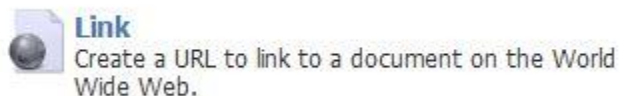


To create a link to an external (or internal) web site, click on the “Link” option:



The Link URL window will appear.

A screenshot of the "New Link" dialog box. At the top left is a globe icon and the title "New Link". Below the title are two radio buttons: "Normal" (unselected) and "Advanced" (selected). A horizontal tab bar contains six tabs: "Content" (selected), "Access", "Standards", "Objectives", "Automate", and "Assignment". The main area is divided into two sections. The "Page Settings" section includes a "Title" text box, a "Subtitle" text box, and a "Description" area with a rich text editor toolbar (containing icons for bold, italic, underline, link, unlink, image, link, unlink, list, indent, outdent, font color, background color, style, format, font, size, undo, redo) and a large text area. Below the description is a "Sequence" field with the number "2". The "Link Settings" section includes a "Link Target" dropdown menu set to "Same Window" and a "no banner" checkbox (unchecked). Below that is a "Link URL" text box and a "Browse" button.

Note: You can copy the URL from another browser window or tab, and paste that link into this area. If you want the window to open a new window, or a new tab, change the “Link Target” accordingly.