



Black Hills State University

Web Training

Hyperlinking an Image

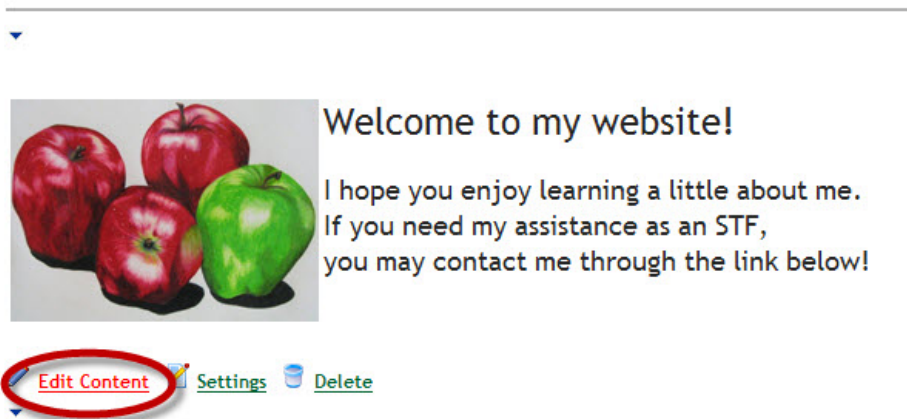
Created by:
BHSU STF Web Team
Information@BHSU.edu

How to Hyperlink an Image

In this article, we will be talking about how to hyperlink an image. If you are having difficulties or need any further clarification, please contact WebTraining@bhsu.edu for assistance. Below you will find the written instructions, a printable file for your convenience and you can watch a short video as well.

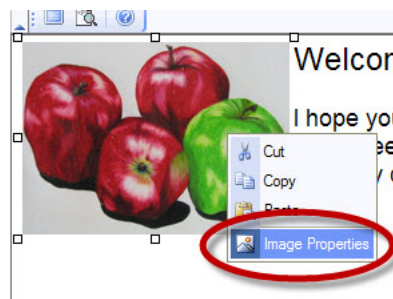
Hyperlinking images can be very helpful for your audience. This can help them navigate through your webpage and make it much more user-friendly. To start the process, make sure you are logged in and in **edit** mode.

1. First, navigate to the module that contains the image you wish to hyperlink and click on, **Edit Content**.

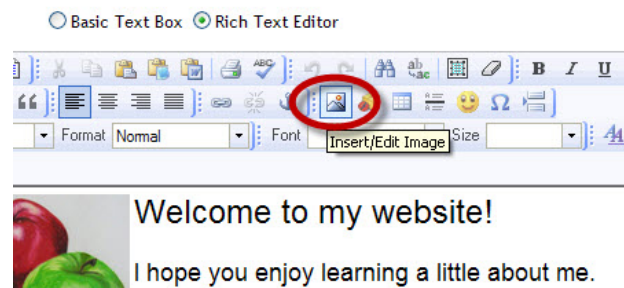


NOTE: Check out the Inserting a Picture Tutorial if you need more information on inserting a picture.

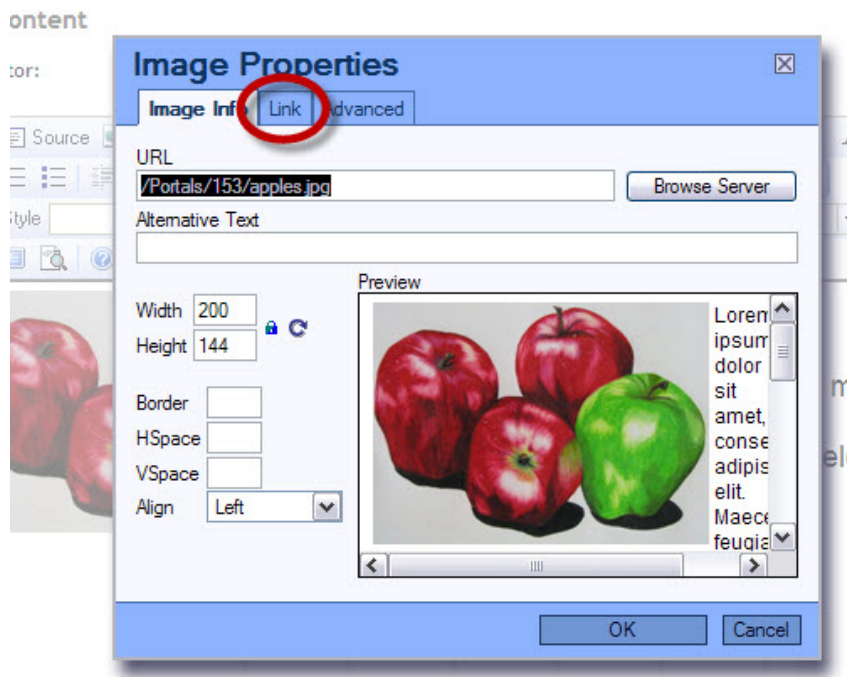
2. The edit content page will come up and the next step is to either (a.) Right click on the image you wish to hyperlink and select **Image Properties** or (b.) Select the image and then click the Insert/Edit Image button in the navigation bar.



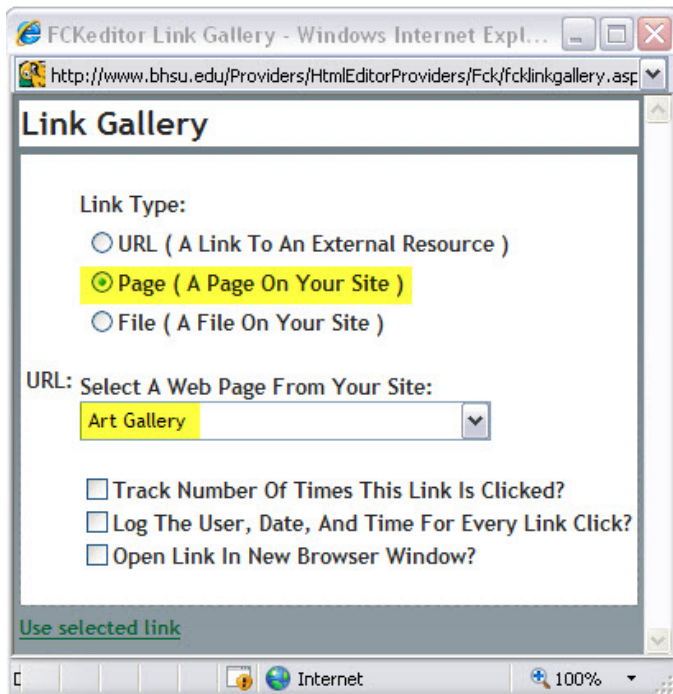
OR



- This will bring up the Image Properties window. Click on the **Link** tab.



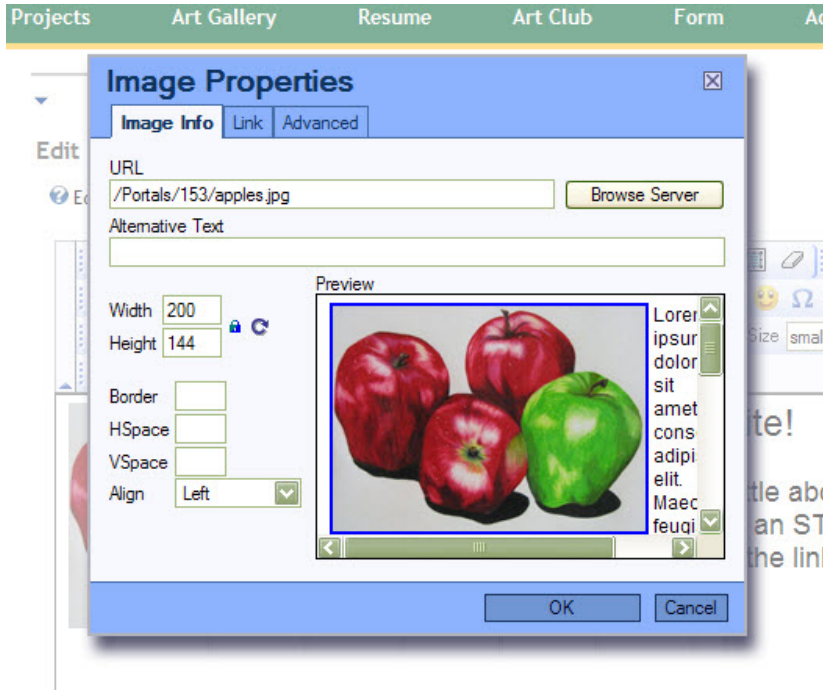
- Under URL, you may type in or paste in an address. You may also go to **Browse Server** to link to a page or file on your site. For example, I am going to link this image to my Art Gallery. I will select the radio button **Page (A Page on Your Site)** and on the dropdown menu, I will select that page. Then when someone clicks on this image, they will be sent to my gallery. Then click **Use selected link** in the bottom left corner of the Link Gallery window.



NOTE: Under the **Link** tab, there is a dropdown menu labeled **Target**. It is important to select **New**

Window when you are sending a user somewhere other than your website you are currently on. For example, if I wanted to send a user to www.cnn.com, I would want to use **New Window** so they can see the link in a window that pops up and continue to follow along on my webpage.

5. You will then see a blue border around the picture in your preview window letting you know the image is hyperlinked. You will not see this blue border on the actual page.



6. Remember to **enter Alternative Text** if it is not already there. Once again, this is important for screen readers and search engines and will show up when a user hovers over the image. When you have hyperlinked an image, this can be especially important to let them know it is hyperlinked. For example, I am going to enter "Click here to see my Art Gallery".
7. Click **OK**
8. You will see the blue border around the picture in your HTML editor as well. Click **Save**.