Posting Hyperlinks

Posting hyperlinks in the details section of your web pages, announcements and events is an effective way to direct your members to useful resources and important websites. Hiding or embedding these links in the text of your message looks great and allows your message to flow uninterrupted by lengthy websites addresses. Below are 3 simple steps to begin hyperlinking:

**Step 1)** In the details section of your Announcement and Event forms, highlight the text to be hyperlinked with your cursor.

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**Email Broadcast**

- Email this announcement directly to your followers
  - All group followers (full & limited) (51)
  - Only full-access group followers (49)
  - Only limited-access group followers (2)

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**Announcement**

Developing policies and protocol at the workplace? Check out [ANA's Research Toolkit](#) to help you build your policies on nationally recognized evidence-based best practices!
Step 2)

- Click the link icon in the toolbar. A separate window will appear.
- Paste the website link in the 'Link URL' box.
- For Target, choose 'Open link in a new window' - this will direct visitors to the resource without navigating away from your website.
- Title the hyperlink appropriately.
- Click 'Insert'
Step 3) Your hyperlink will appear in a blue font. You’re now ready to post your message!

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Post announcement