

# How do I create a link to a website in the Rich-Text Editor?

You can create a link to an external website in the Rich-Text Editor.

**Note:** To link to an HTML page you have stored in [Resources](#), see [How do I create a link to a Resources item in the Rich-Text Editor?](#)

**Tip:** If you are adding content in the [Lessons](#) tool, you may also add links directly as individual items on the page, rather than within the Rich-Text Editor. See the [articles on adding content in Lessons](#) for more information on embedding and linking items on a lesson page.

## Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

## Video Guide

## Step-by-Step Instructions

### Select the text.

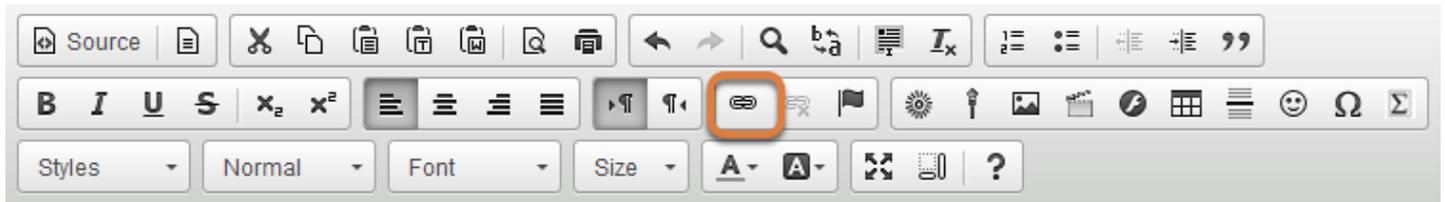


Please refer to the [Oxford English Dictionary](#) when you include definitions in your essay.

In the text box, select the text you would like to serve as a link to a website. For accessibility, you should use [meaningful text](#) to describe your link.

**Note:** If you do not select text, the text of the link will display in full, linked to the site (e.g. <http://collab.itc.virginia.edu/>).

## Select the Link icon.



Please refer to the [Oxford English Dictionary](#) when you include definitions in your essay.

The **Link** icon looks like a chain link.

**Or use Ctrl/Command + L on the keyboard to open the Link dialog box.**



Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

## Enter the URL.

Link

Link Info Target Advanced

Link Type  
URL

Protocol URL  
http:// 1 www.oed.com

Browse Server

2 OK Cancel

The *Link* window will pop up for you to enter the link (URL).

1. Enter or paste (**CTRL-V** on a PC or **COMMAND-V** on a Mac) the **URL** for the web page to which you are linking in the box marked **URL**.
2. Click **OK** to confirm the addition of the link.

**i Note:** To link to an HTML page you have stored in [Resources](#), see [How do I create a link to a Resources item in the Rich-Text Editor?](#)

## View link in editor.



Please refer to the [Oxford English Dictionary](#) when you include definitions in your essay.

The linked text will be underlined.