



Example 4: Links

EasyHelp™ uses the terms *Topics* and *Links* to describe the main components of a hypertext file whether it is a Microsoft Help file or a HTML file. Example 3 covered Topics, this example covers Links.

What you should do in this example

More information about Links (*This is your link text*)



Note for HTML Users

What you need to do in this example

This example is to gain practice at deleting and marking up links. You should read through and then do the following:

1. **Process and Build this document.**
Just to check everything is working fine.
2. **Position the cursor on the coloured text above: 'More information about Links'.**
We are going to delete the link mark-up and then recreate the link.
3. **Press the 'Delete' button on the EasyHelp toolbar.**
You will notice the colour returns to the 'auto' colour which is normally black.
4. **Now block out the text that will form the link and press the 'Link' button on the EasyHelp toolbar.**
A dialog will appear in the centre of your screen.
5. **Type the name 'More' and press the OK button.**
That's it, the text will change colour, meaning you have created a link. You may want to **Process** and **Build** just to check that you have created the link properly.
You could also pick the name 'More' from the list.
6. **When you are ready you can close this document and open the next example.**
The next example document is called EX5.DOC

That's it for this example but you might want to read the rest of the information in this file.

More information about Links

7. If you intend to put Links in topics headings, always create the Topic first.
8. If you do not select the text for the link EasyHelp will automatically select the word at the cursor position.
9. The end of the link is denoted by a change in text colour. If you wish to shorten the link you can return the colour at the end of the text to 'auto' by using the 'ink pot' icon on the EasyHelp toolbar.
10. If you get into a mess, it is easier to delete the link and then recreate it.
11. If you want to link to an 'inline' topic use a 'jump' link. See the example ATOZ.DOC for a demonstration of this.
12. Topics and Links should be of the same type.
When marking a link to an existing topic in the same document EasyHelp will automatically correct your mistakes. In later versions of EasyHelp the type of link will always be automatic.
13. You will notice that in the link dialog there is a **Goto** button. Use this if you want to go to the topic.
14. If you insert pictures of buttons you can make these links by highlighting the picture and making it a link. The 'picture of me' and the 'pointing hand' are examples of this.
Be careful not to double click on a picture, otherwise Word will convert it to an embedded picture!

Notes for HTML users

- By default, links will be references to local topics in a single HTML file. However if you use a URL reference as the link identifier this will be used when processing your document.