Opening Links in a New Window

1. In Contribute choose the page where you will add the link.
2. Highlight the word or image you would like to link.
3. Select the “Link” tab from the toolbar, and in the dropdown menu select “Drafts & Recent Pages” if you’re linking to another webpage.
4. Best practice is to copy the URL from the web browser.
5. If the URL is within your site, under target frame - open in the same window (default, do nothing)
6. If the URL is outside of your site, under target frame - open in a new window.

This allows users to click on the linked webpage and read the material in a new window, while also remaining on your site.