How do I make a link open in a new tab / window?

It is possible to have a text or picture link open in a new window, and we've made it easy to do so using the Link Editor.

Here are the steps for setting up a text link:

1. In the Text Widget, type in the text that you want people to click on (this is your link text).
2. Highlight the link text, and then click on the Link button (it's the 10th button from the left in the Text Editing Toolbar, and looks like the link in a chain).
3. The "Choose a Link" dialog box will open and you will be given four options.
4. Remember to type your link like this: http://www.yourlink.com, otherwise it won't be clickable.
5. Once you have selected the type of link you'd like to use, you can select "Open in new window."
6. Click "OK" to save.

To check that your link is working, preview your page and click on the link.

Here are the steps for setting up a picture link:

1. Add a picture using the Text Widget.
2. On the Text Editing Toolbar, click on the "Picture frame" button and select the picture you want to display.
3. Click on the picture (a red outline will come up) and then click on the "Link" button (looks like a chain link with the word "Link" beside it) on the Text Editing Toolbar.
4. The "Choose a Link" dialog box will open and you will be given four options.
5. Remember to type your link like this: http://www.yourlink.com, else it won't be clickable.
6. Once you have selected the type of link you'd like to use, you can select "Open in new window."
7. Click "OK" to save.

To check that your link is working, preview your page and click on the link. Your picture link will then open in a new tab or window, depending on the browser your visitor is using.

Related articles

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