

Textease Top Tips CT

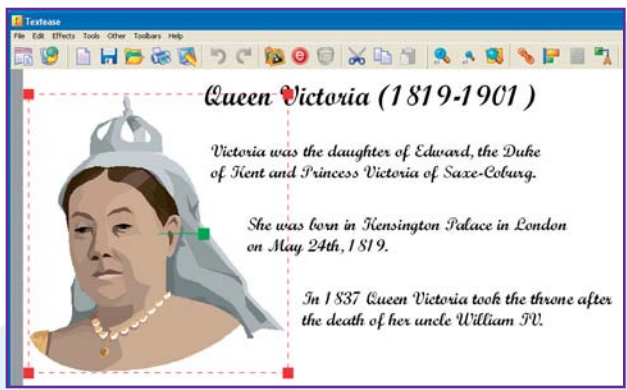


Top Tip 8

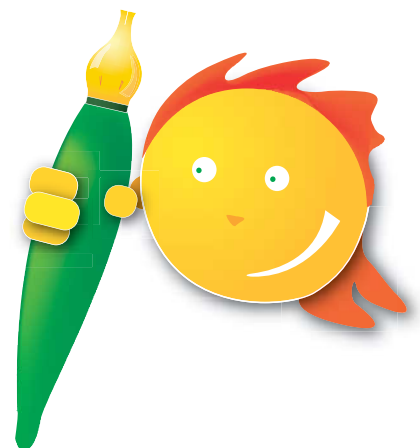
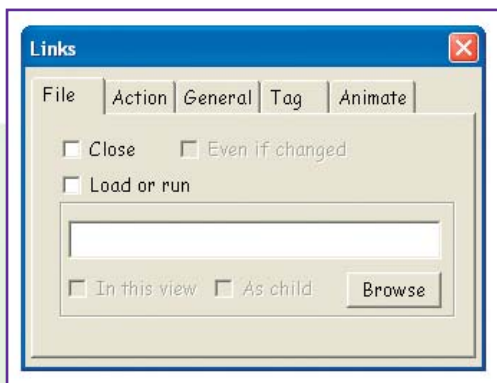
Creating a link to another document

Links can be made from a Textease page to another document.

- 1 Select the words or image from which you want to make a link.

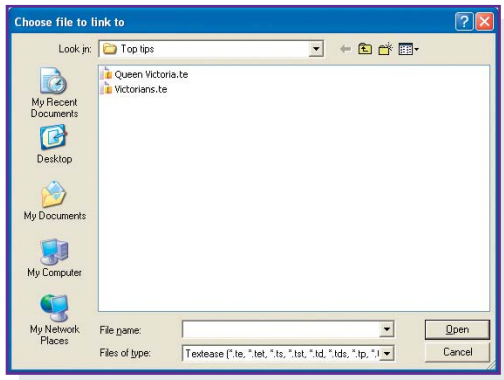


- 2 Click on the 'Link' button from the 'Additional toolbar'. The 'Links' window will appear.



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- 3 Click '**Browse**' to search for a file.



- 4 Select the file and click '**Open**'. Removing the tick from the '**Close**' box will open the linked file in a new window.

You can now close the '**Links**' window.



- 5 Click off your image then move your mouse over it. You will notice that the cursor will change when you hover over the link.
- 6 When you click the link you may be prompted that your file has been modified. You should click the '**Save**' option and name the document.

