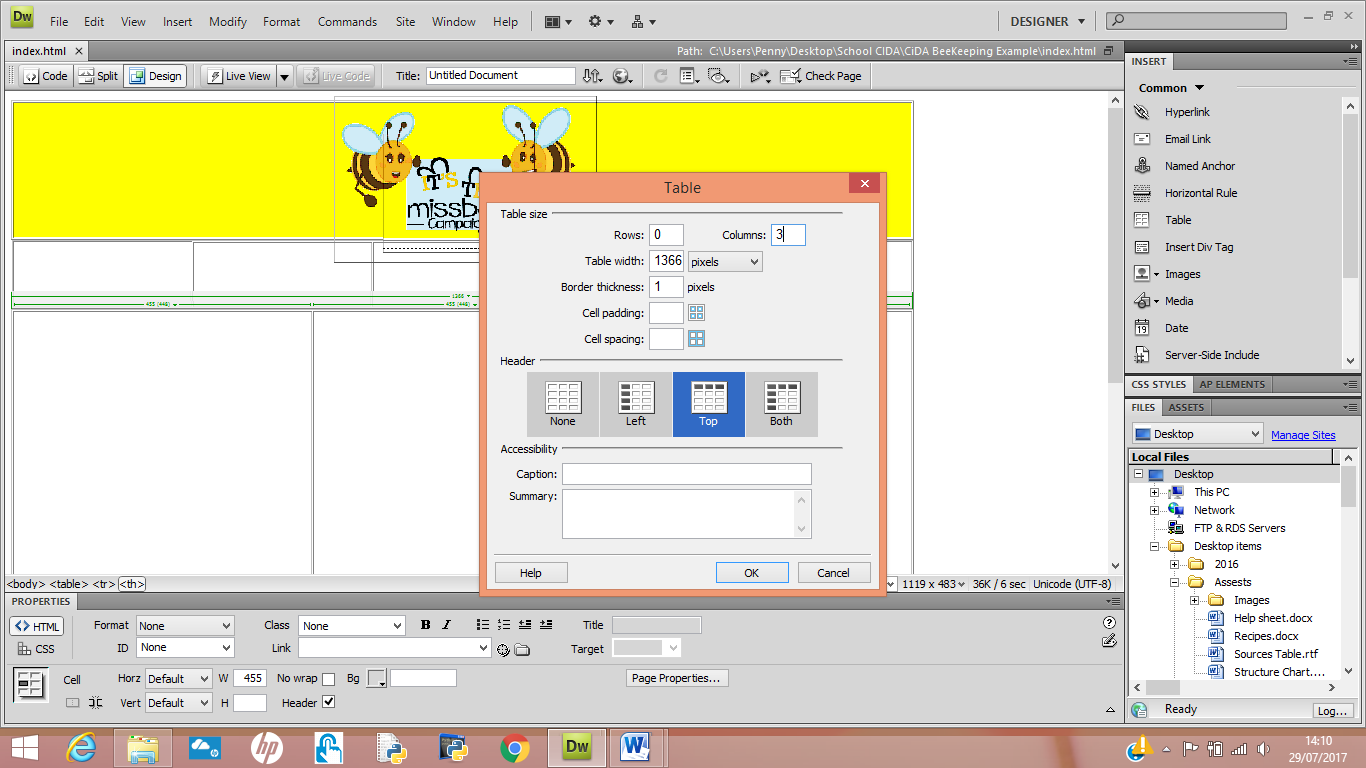
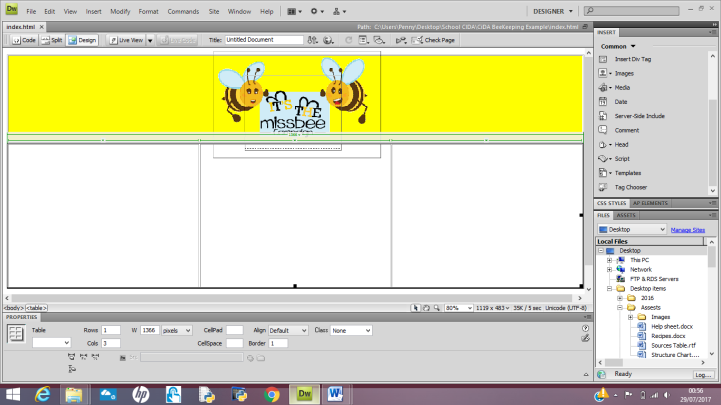
**Creating Hyperlinks/Buttons in your navigation bar**

Tip: Before you start you must know how many buttons/hyperlinks you need in your navigation bar. You must also think about where you would like to place your navigation bar. Across the top or down the left hand side?

For navigation bar on the **LEFT** hand side start with step 1, for navigation bar across the top go to step 2

**Step 1**

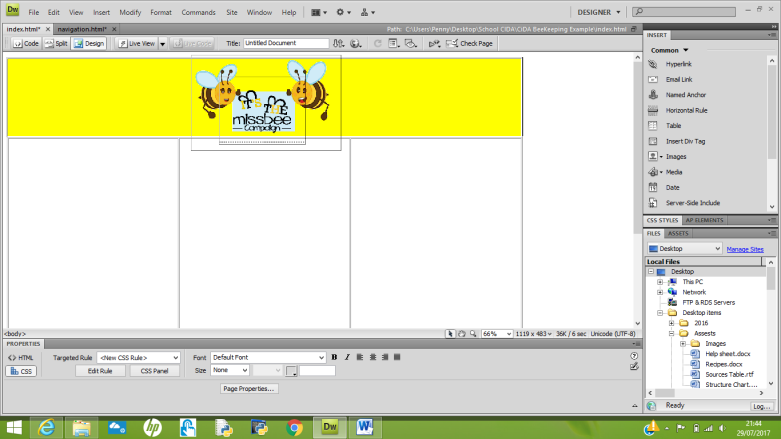
Once you know how many Hyperlinks you need and where you would like to place your navigation bar you can begin. Select Insert >> table



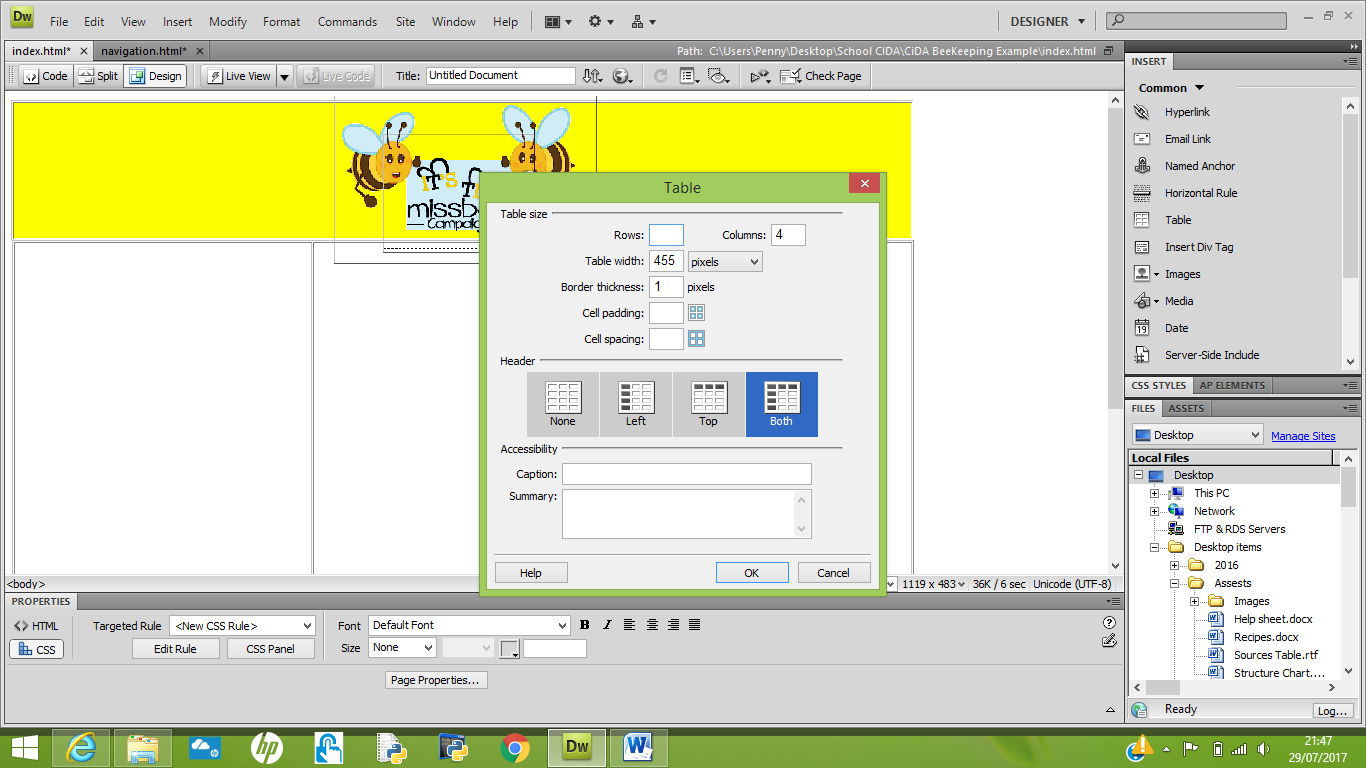
**Go To STEP 3 to continue**

**Step 2**

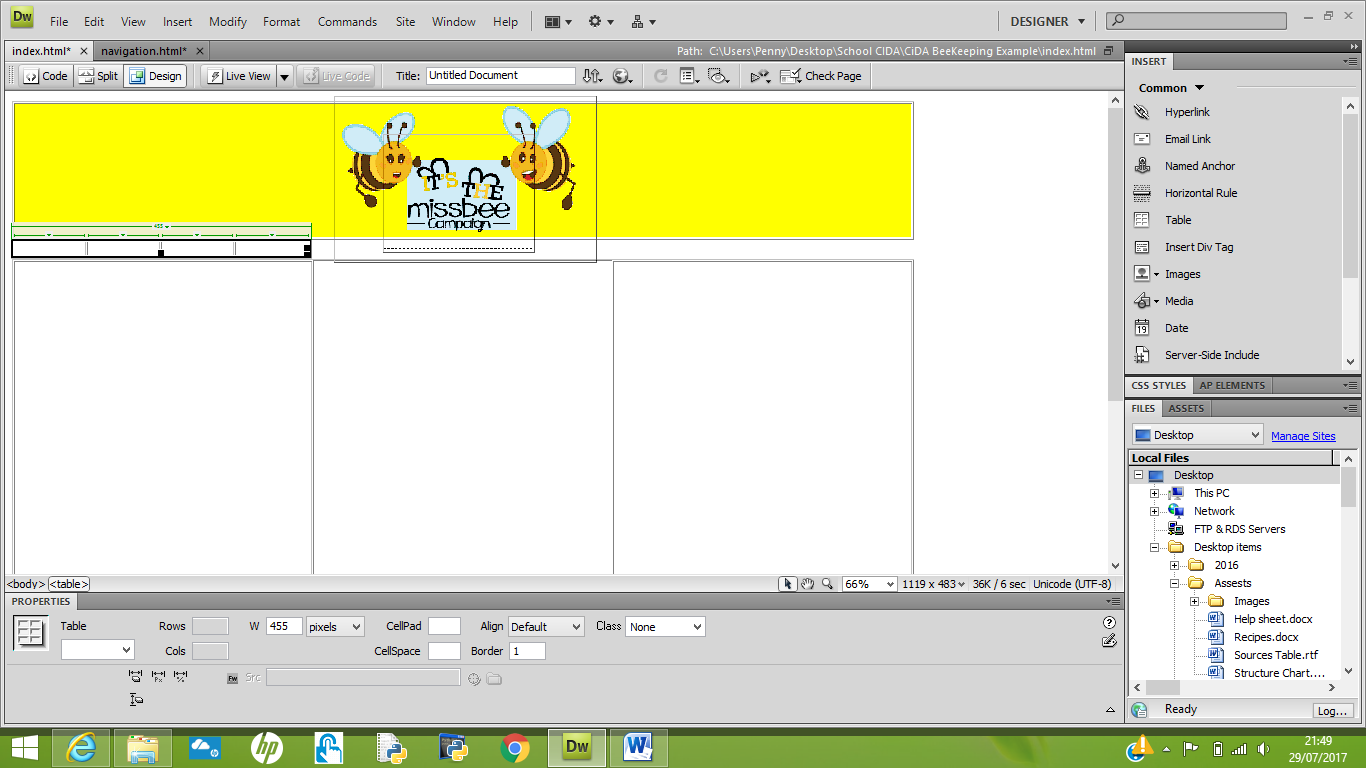
For navigation bar on the **ACROSS** the top



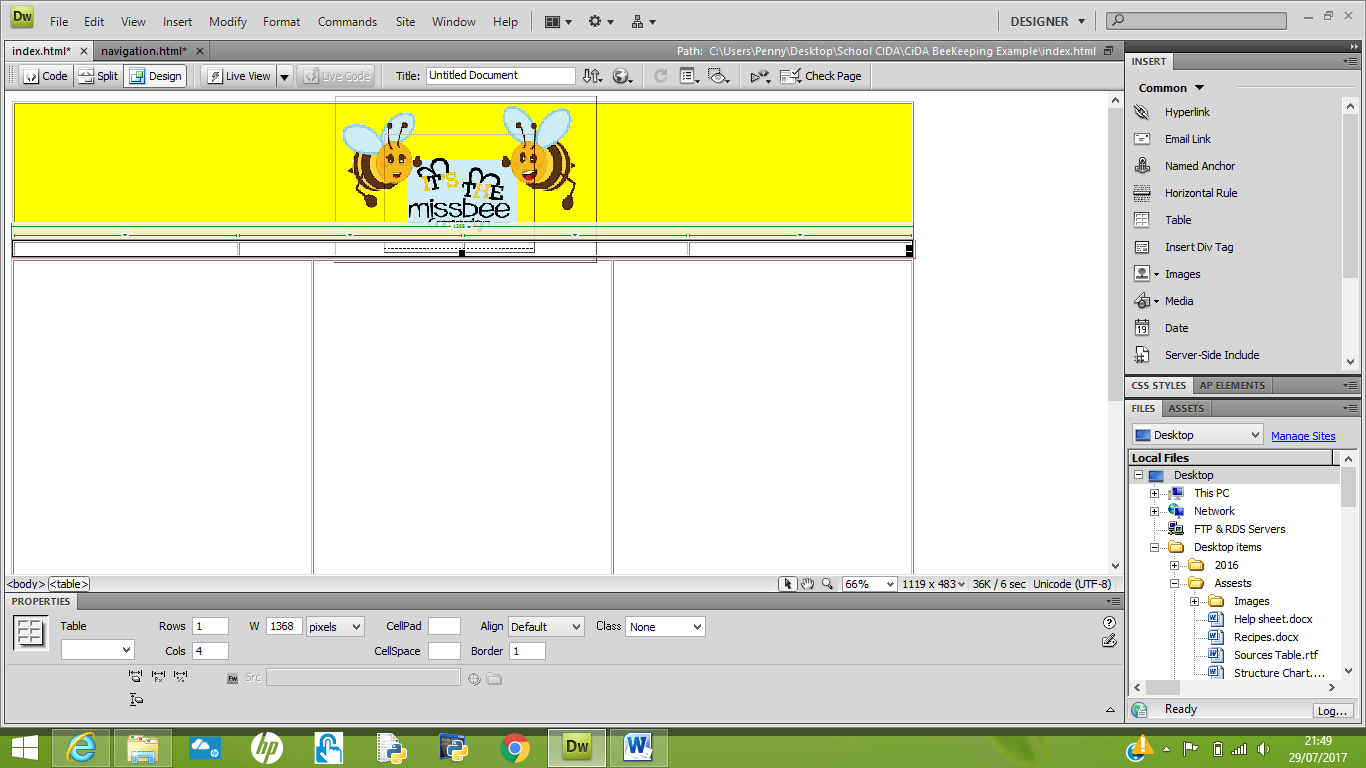
To place the hyperlink/buttons ACROSS the **top** click on the outside of the banner, once you see the curser flashing select Insert>> Table



Type in 4 columns



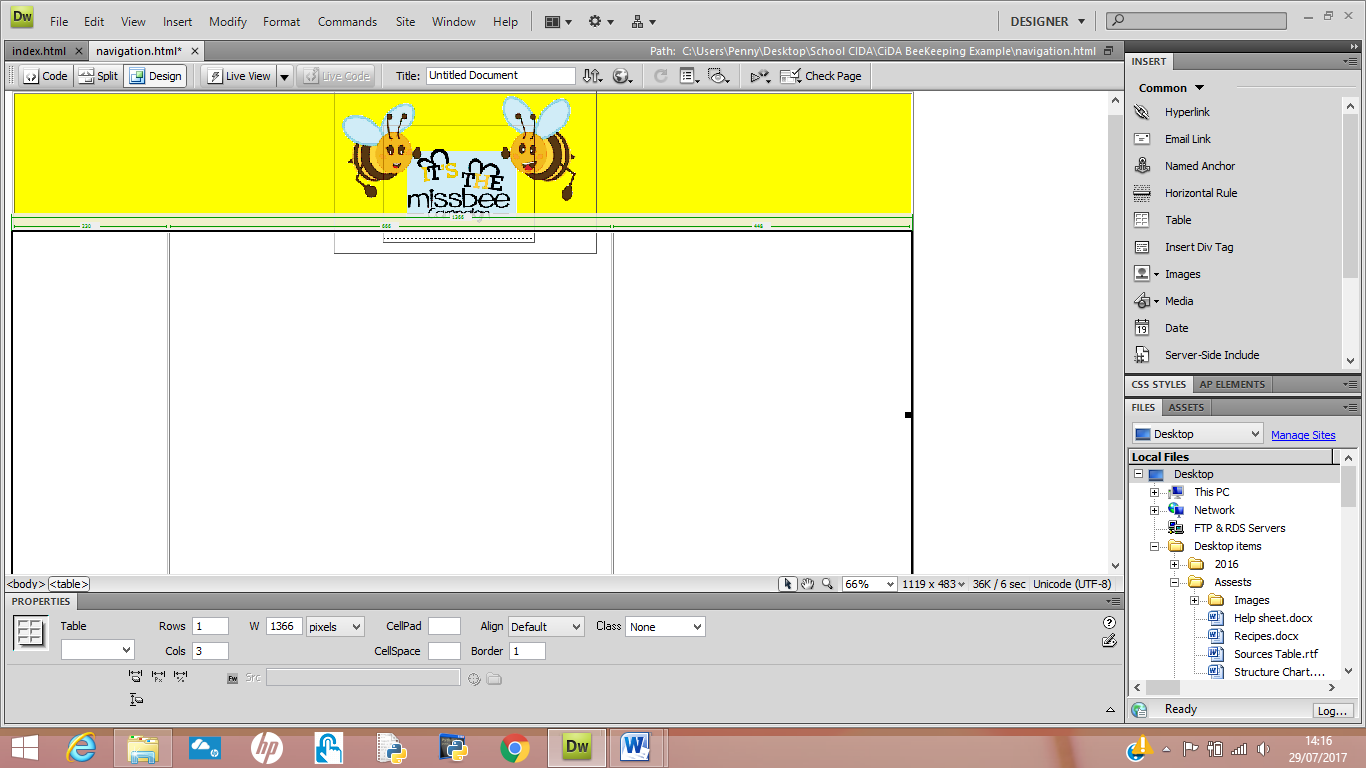
The columns will appear



Stretch the columns out across the bottom of the banner

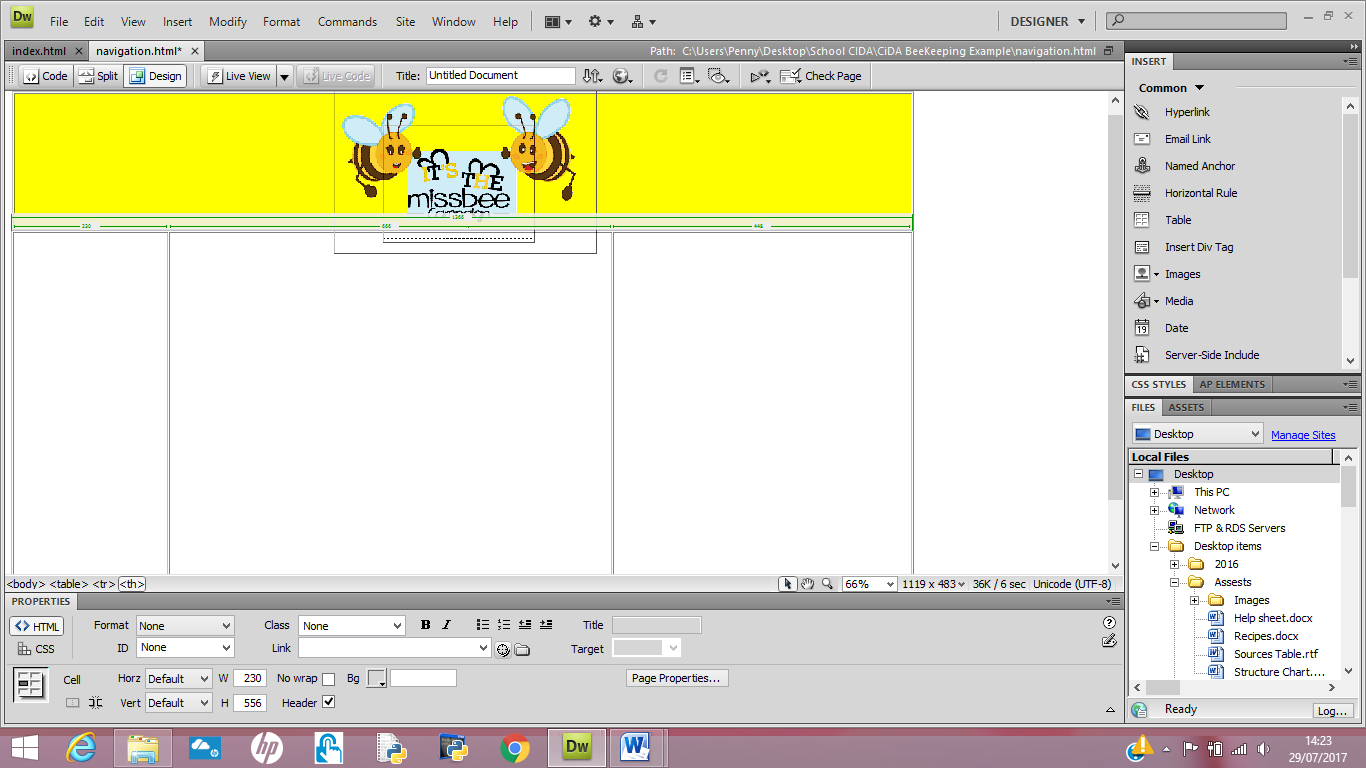
**Now go to step 9**

**Step 3**

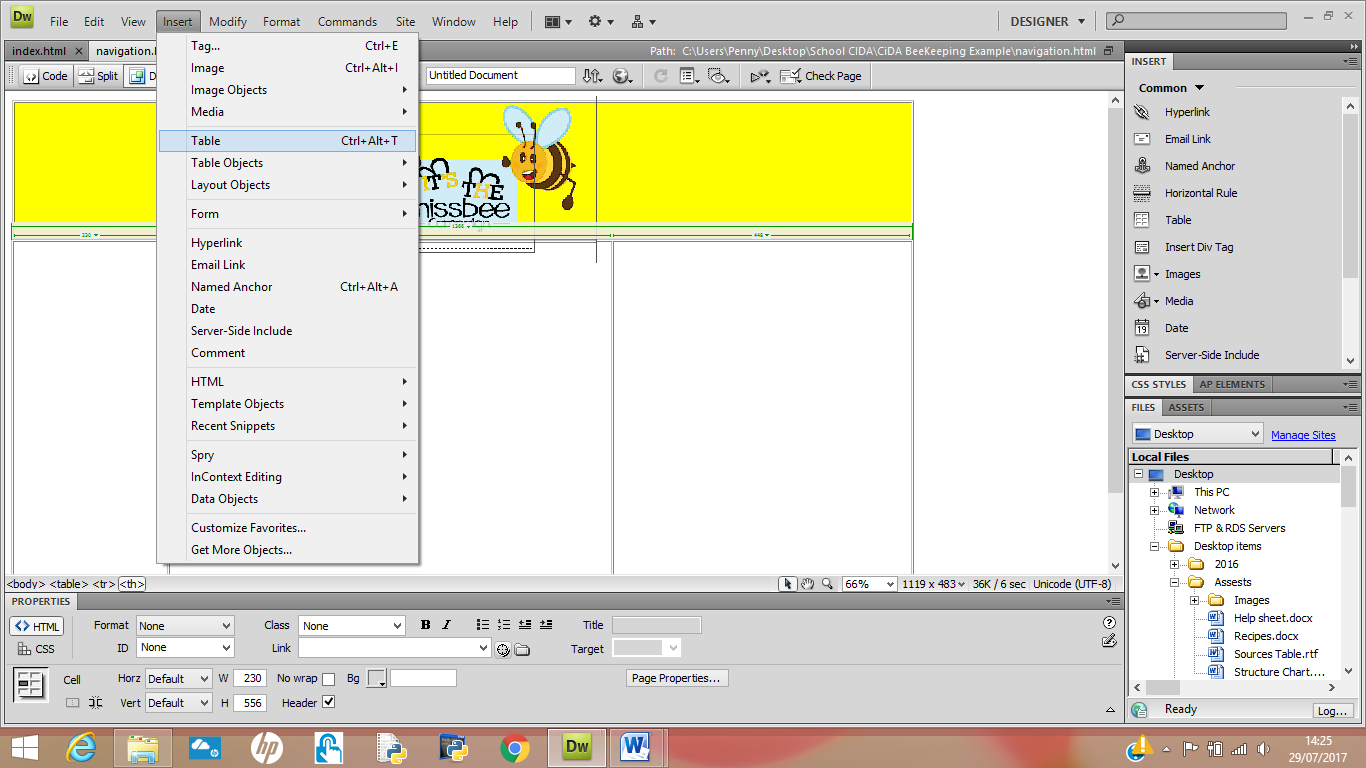
Drag the second line to the left

In this column you will place your buttons.

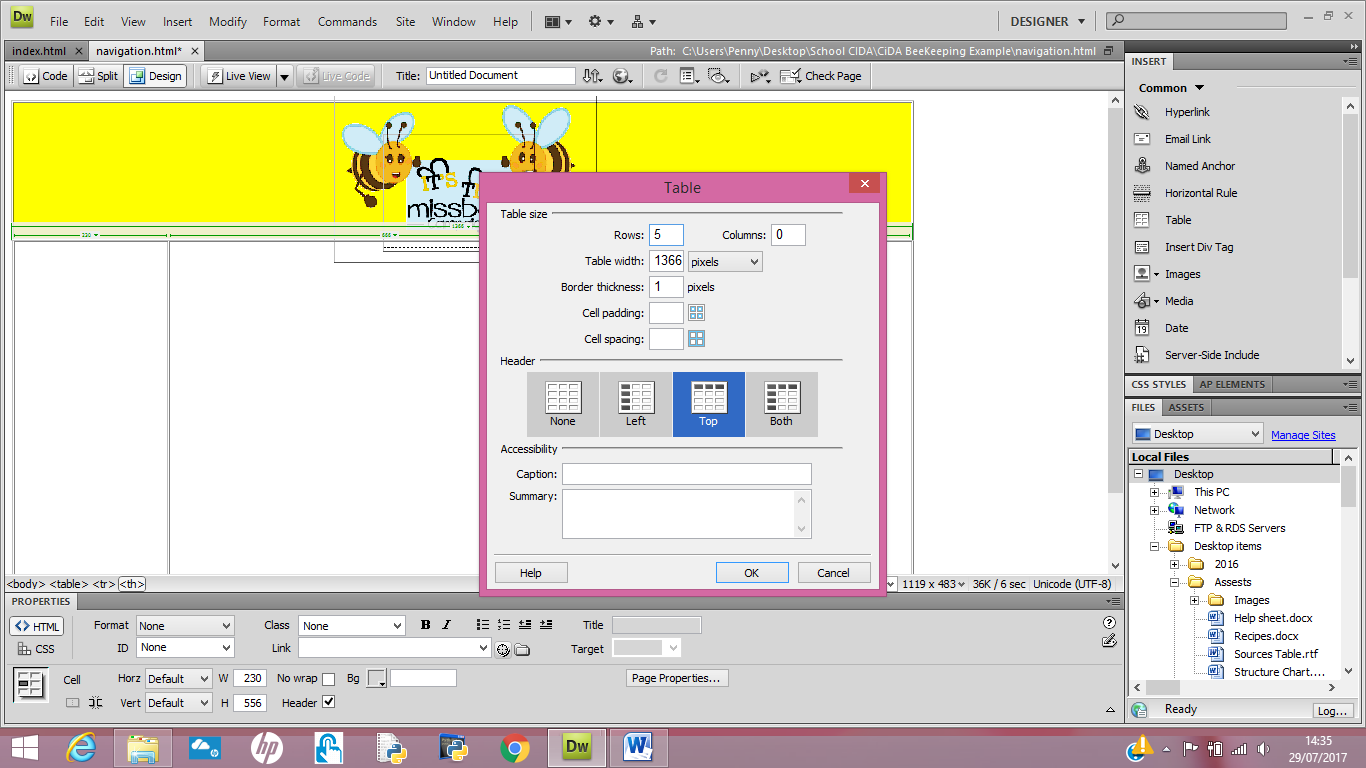
**Step 4**

In the brief it states “*A navigation bar linking to: the home page including news section, kids page, campaign page linking to the bee keeping page”* This means 4 pages are needed as the news section is not a page it is a SECTION.

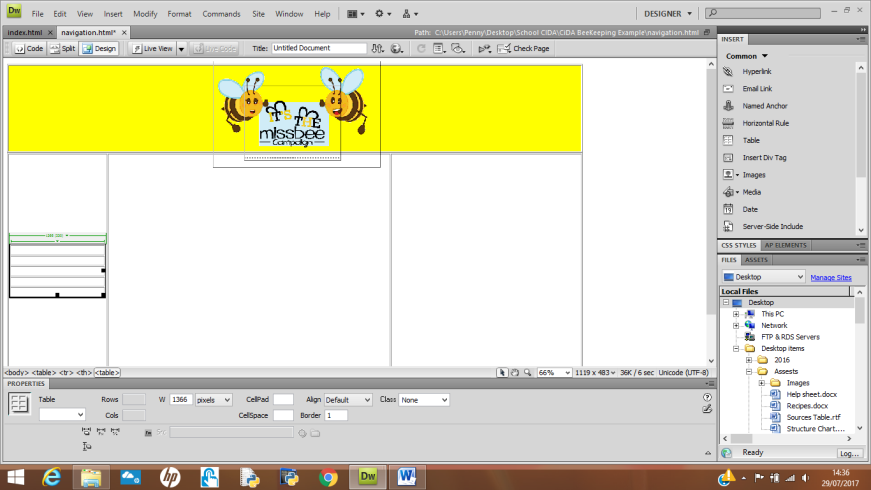
Click in the left column

 **Step 5**

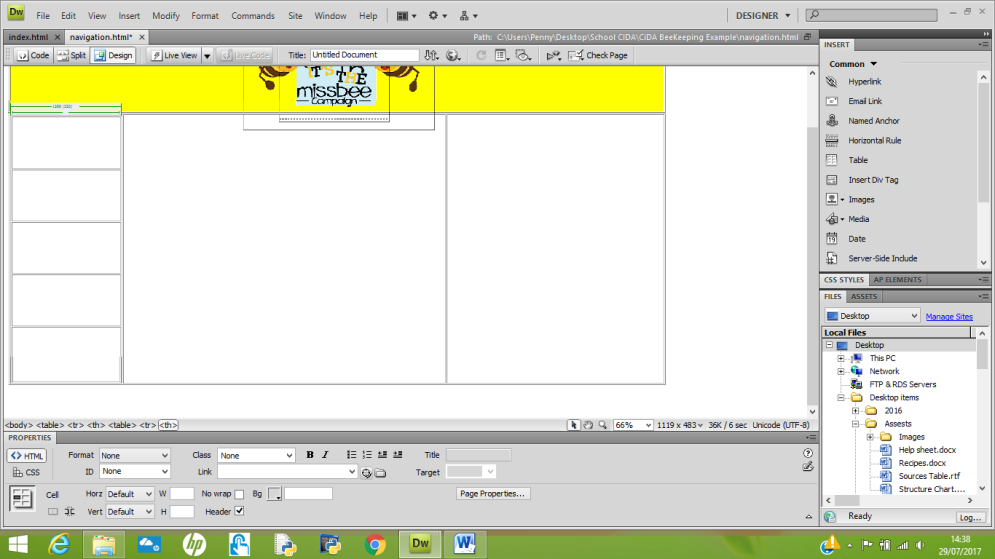
Select Insert>>Table

**Step 6**

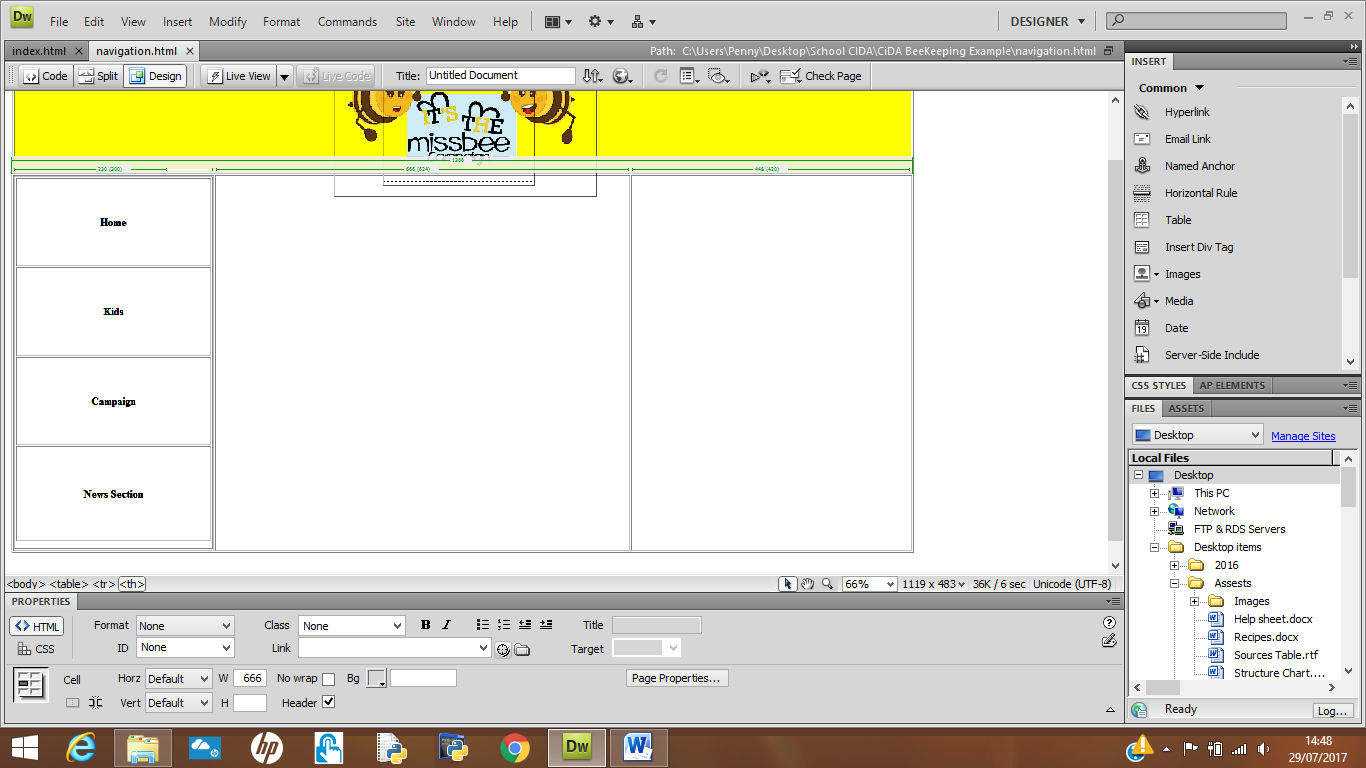
**Enter 4 in the rows section and 0 in the columns**

**Step 7**

4 rows will appear in the left hand column

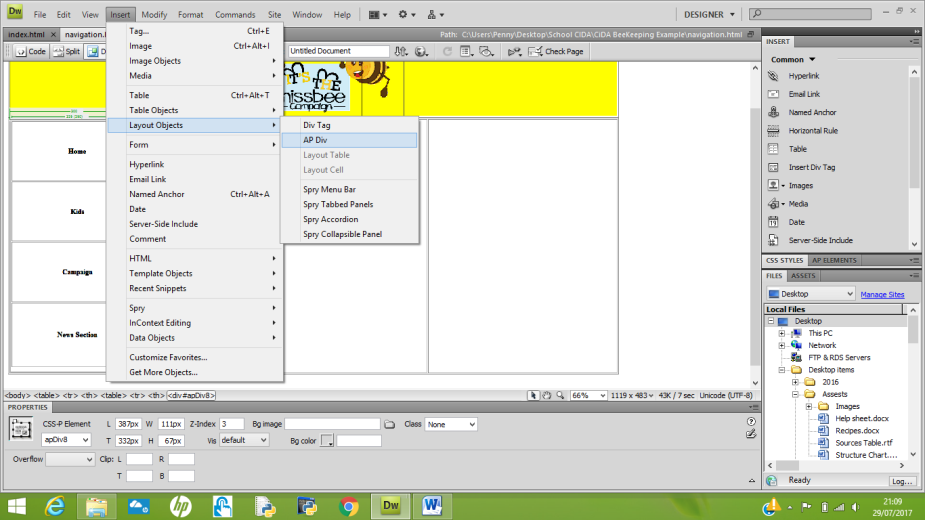
**Step 8**

Use your mouse to stretch the rows down to fill the whole of the column

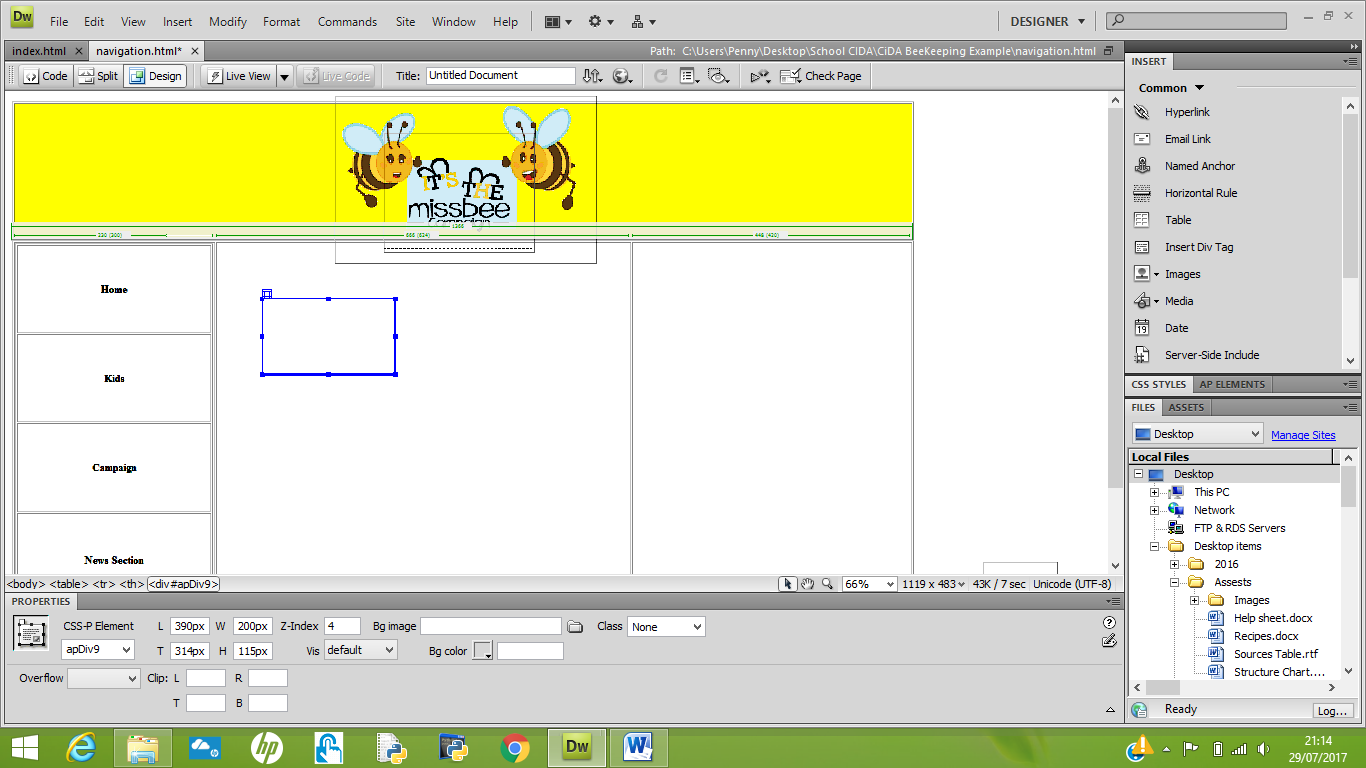
**Step 9**

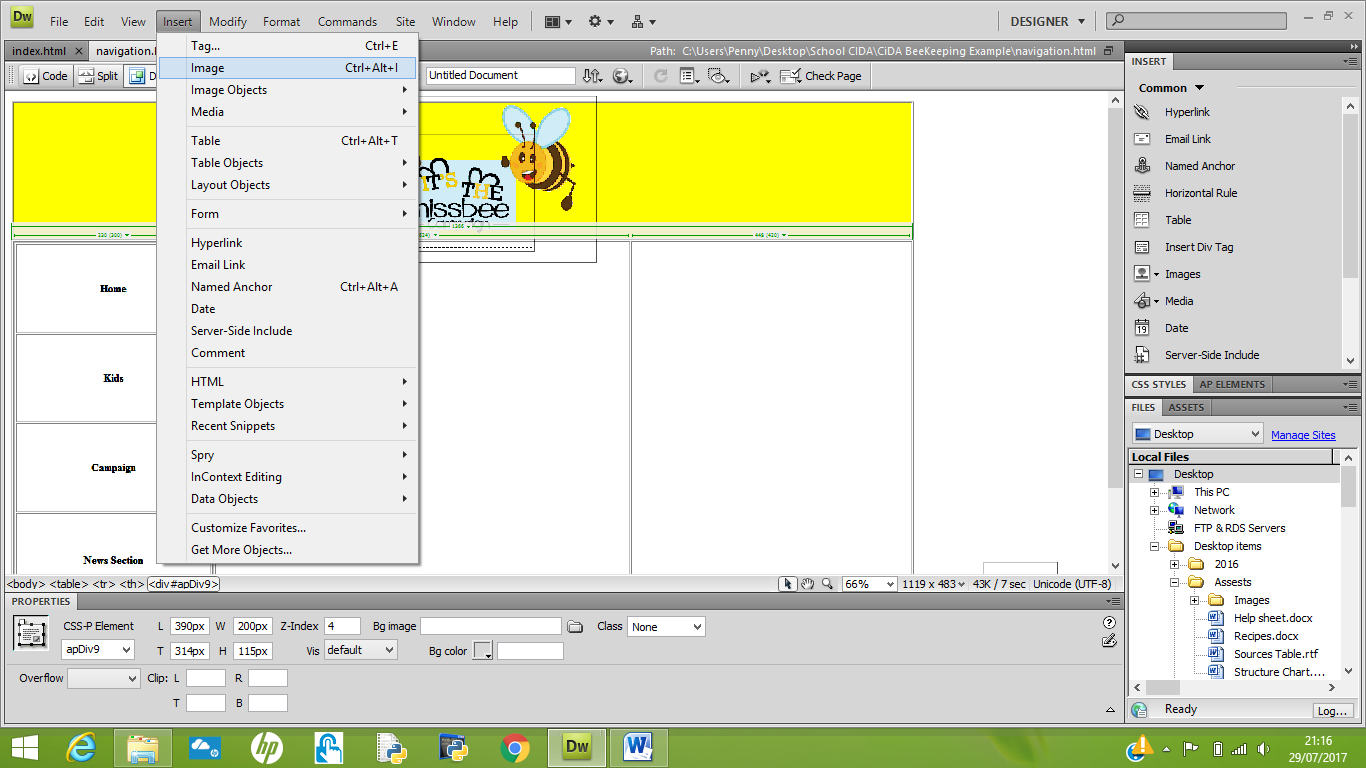
Now type in the names of the pages

**Step 10**

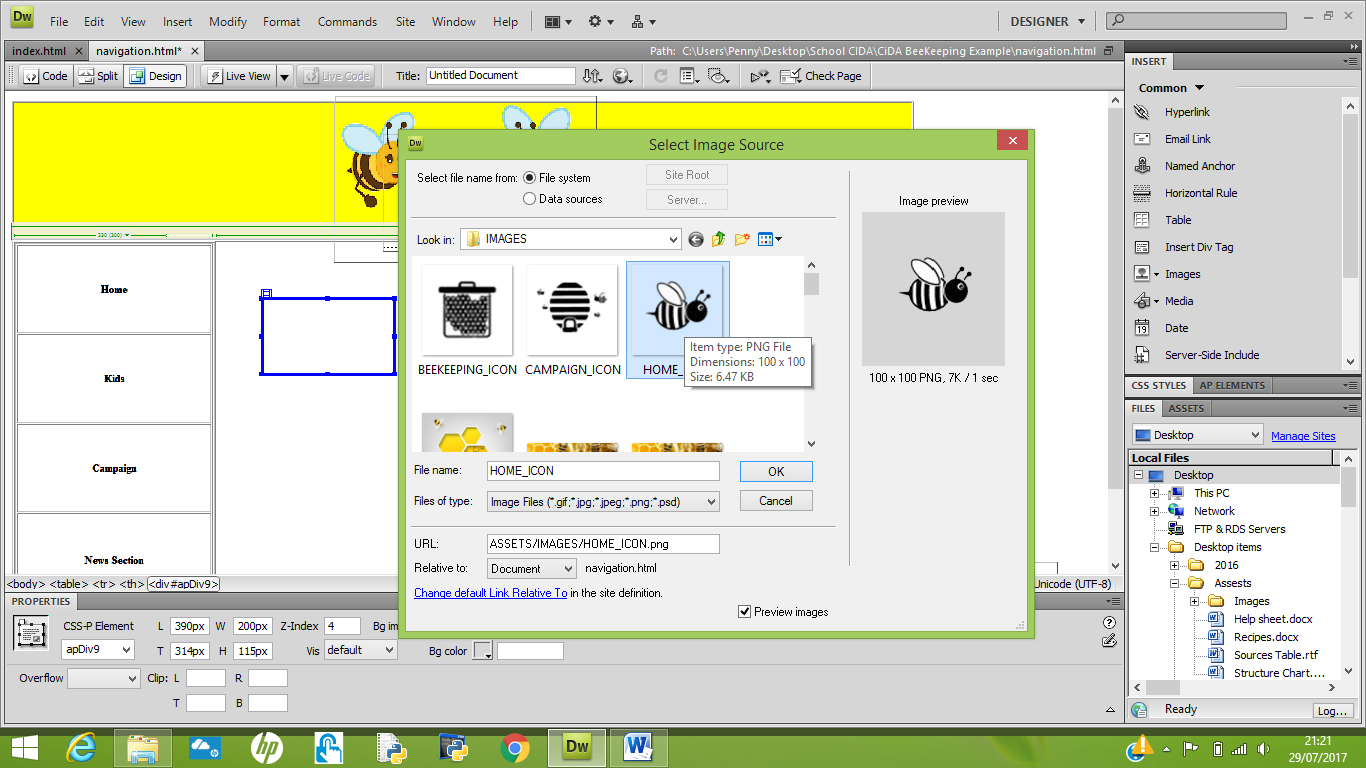
The brief states to use the icons provided. Click in the first box and inset the home icon.

Select Insert>>Layout Object>>AP Div

A blue box will appear

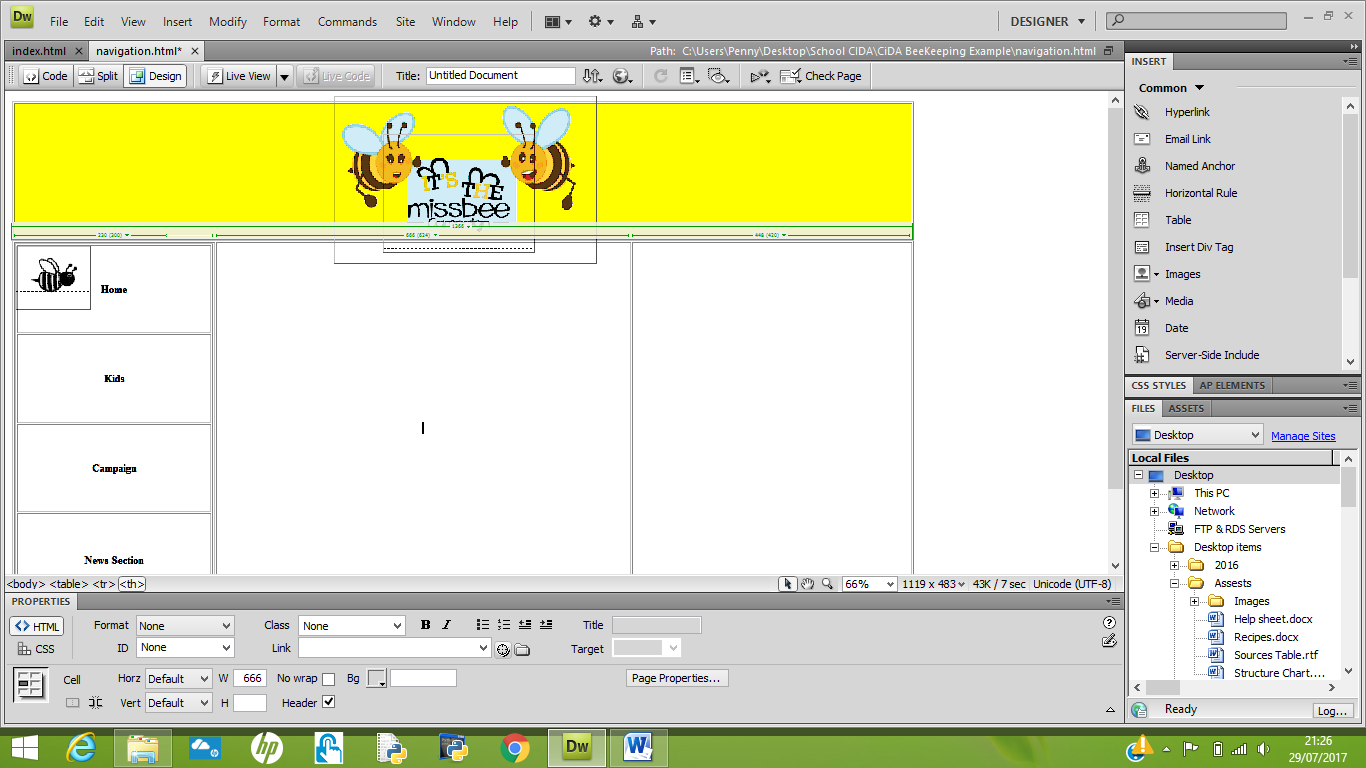
**Step 11**

You can insert the home icon into the blue box



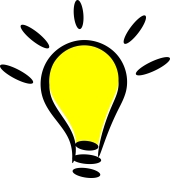
**Step 12**

Make sure you have selected your assets folder. Select the home ICON

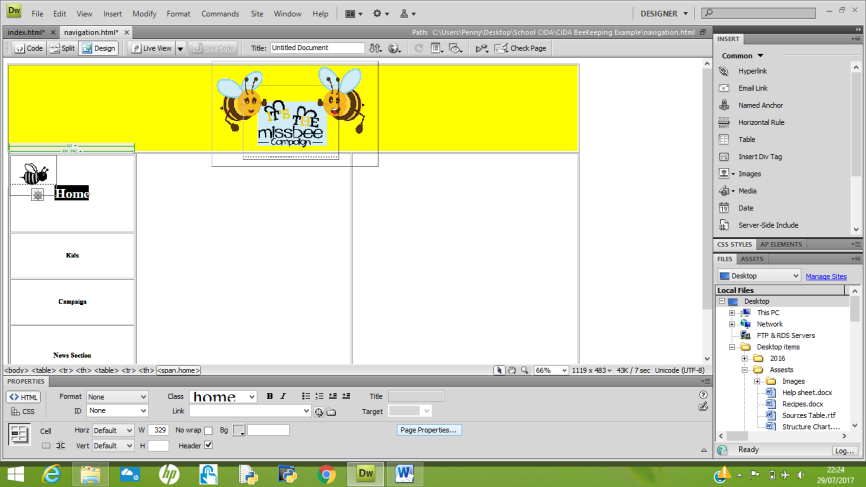


**Step 13**

Place the image in the box

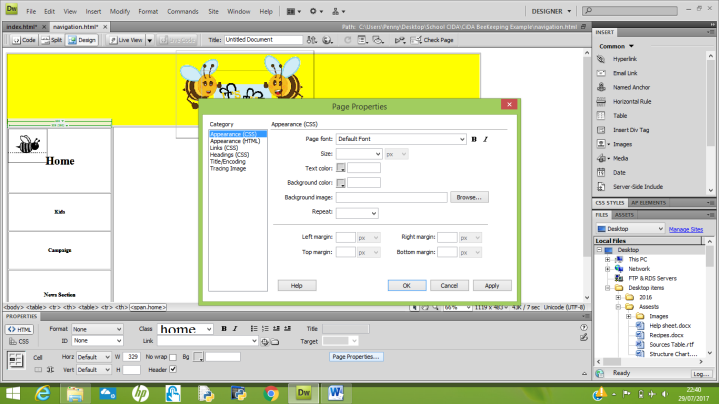


Tip: View website in explorer by pressing F12

Once all the page names and images have been inserted you can change the font style and colour.

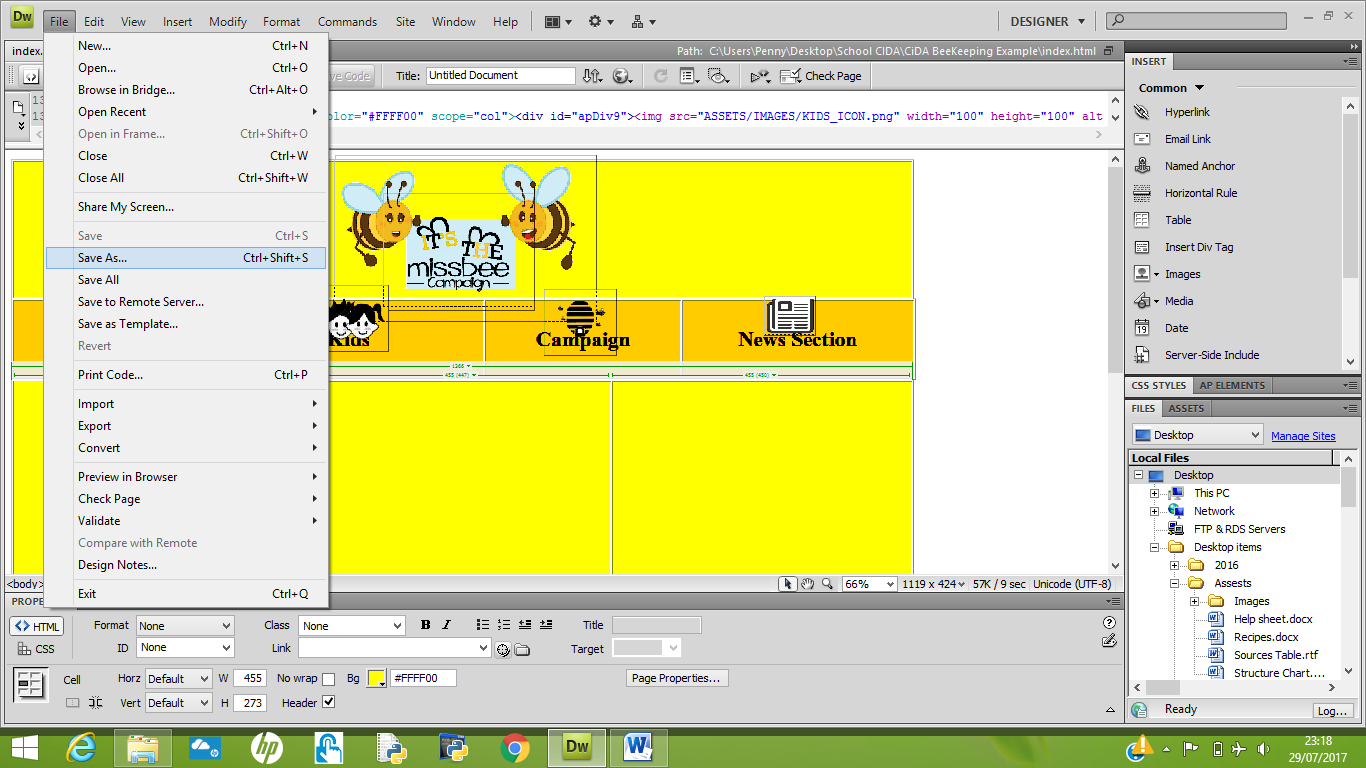
Highlight the text

Then select page properties

Select text colour and change to the colour of your choice

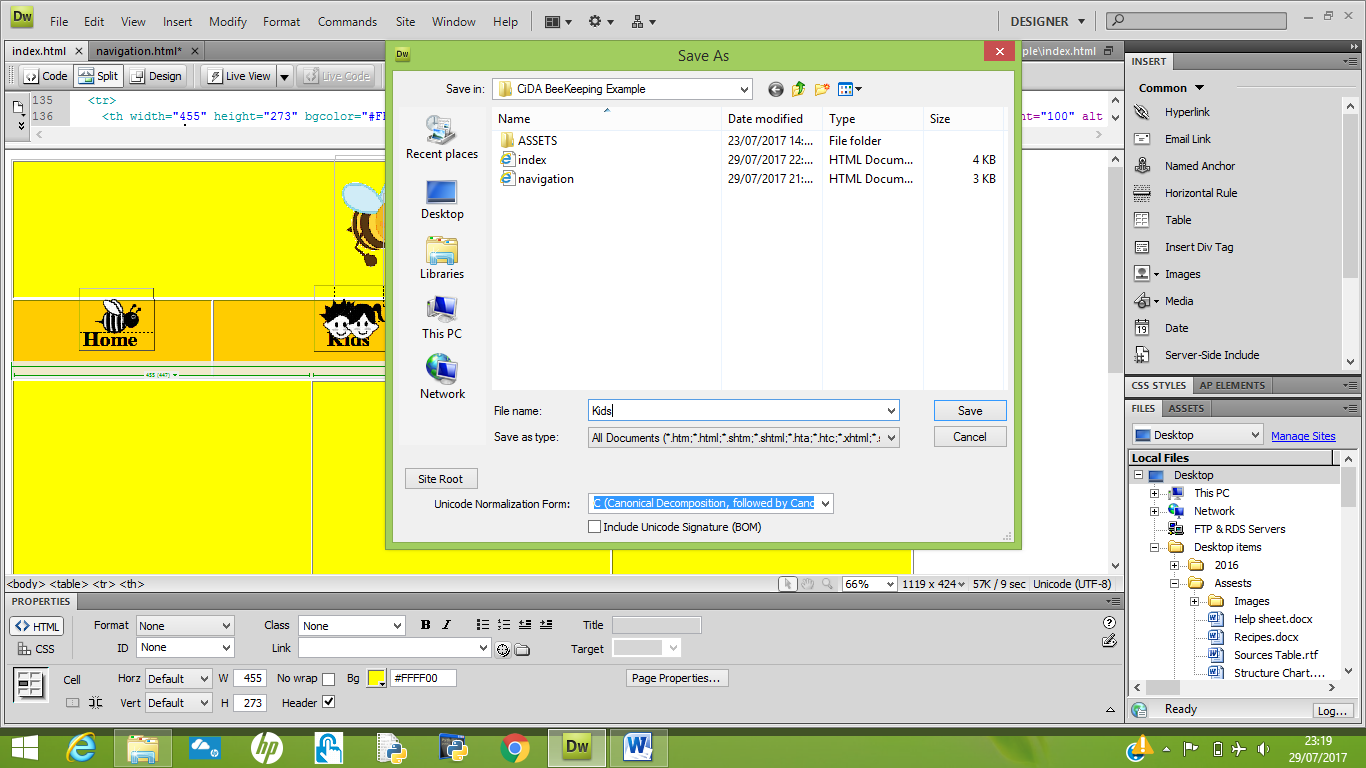
To change the background colour select the area you want to colour and click on Bg and select your colour choice.

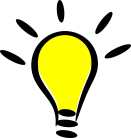
**Hyperlinking the pages together**

**Step 1**

On the Index page select file >> save as

And save this as the name of the next page “Kids”

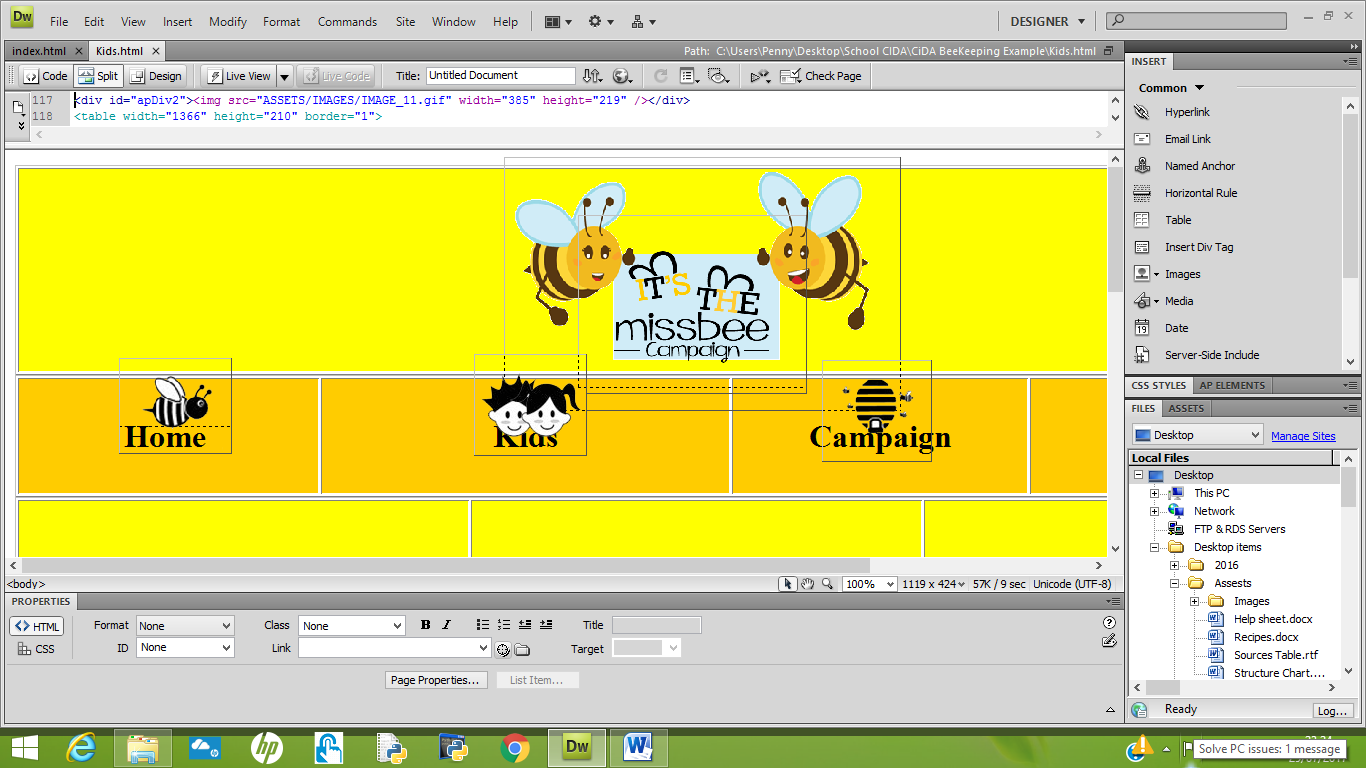




Tip: Make sure you are saving your work in the same

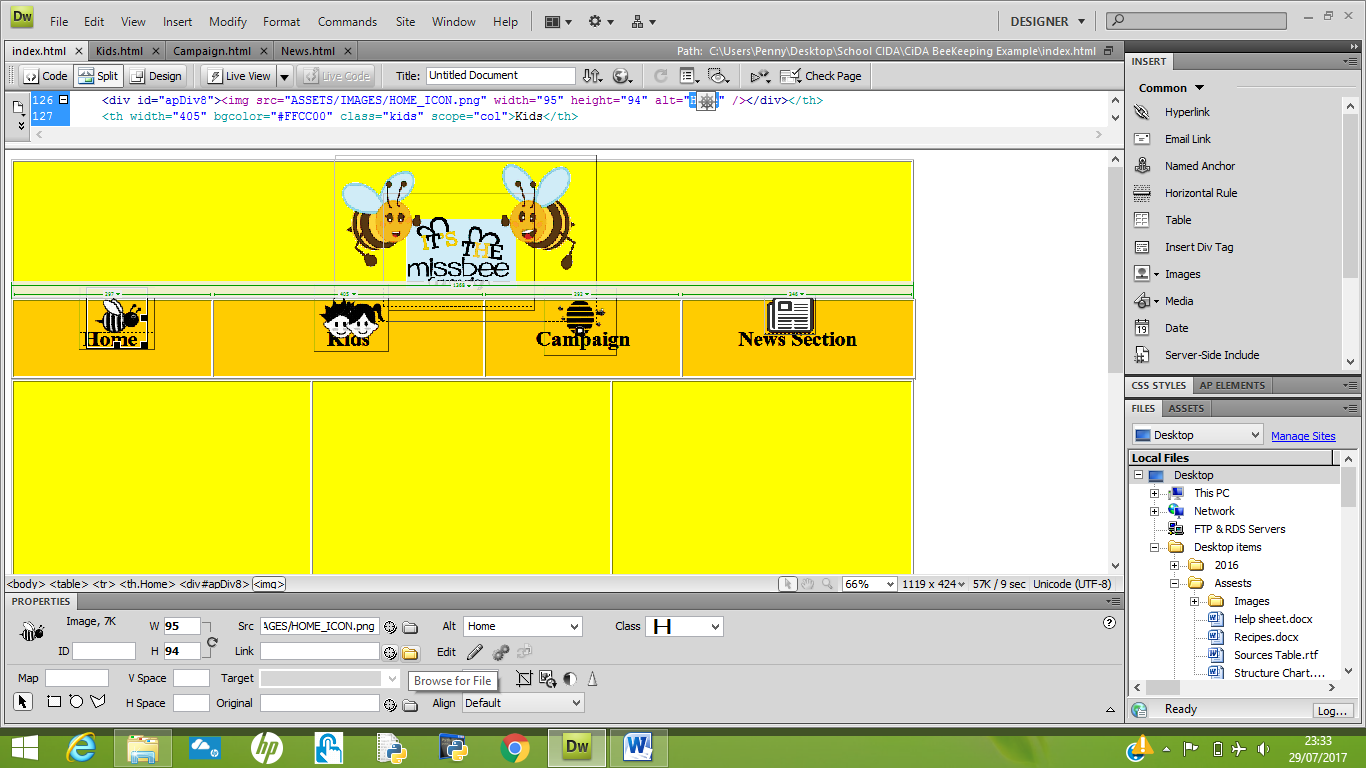
folder.

You will notice the page appear at the top



Repeat he same steps again select file >> save as>> Campaign

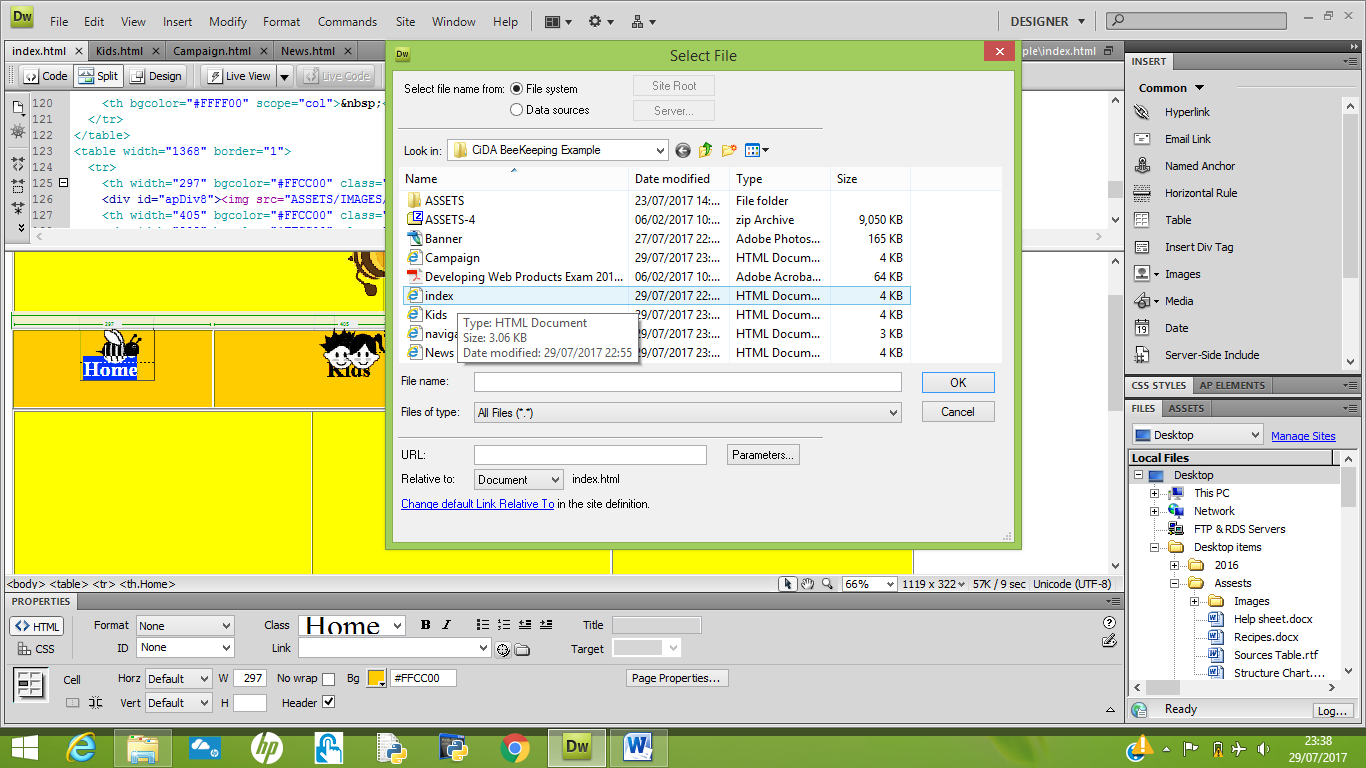
Again file >> save as >> Bee Keeping



**Step 2**

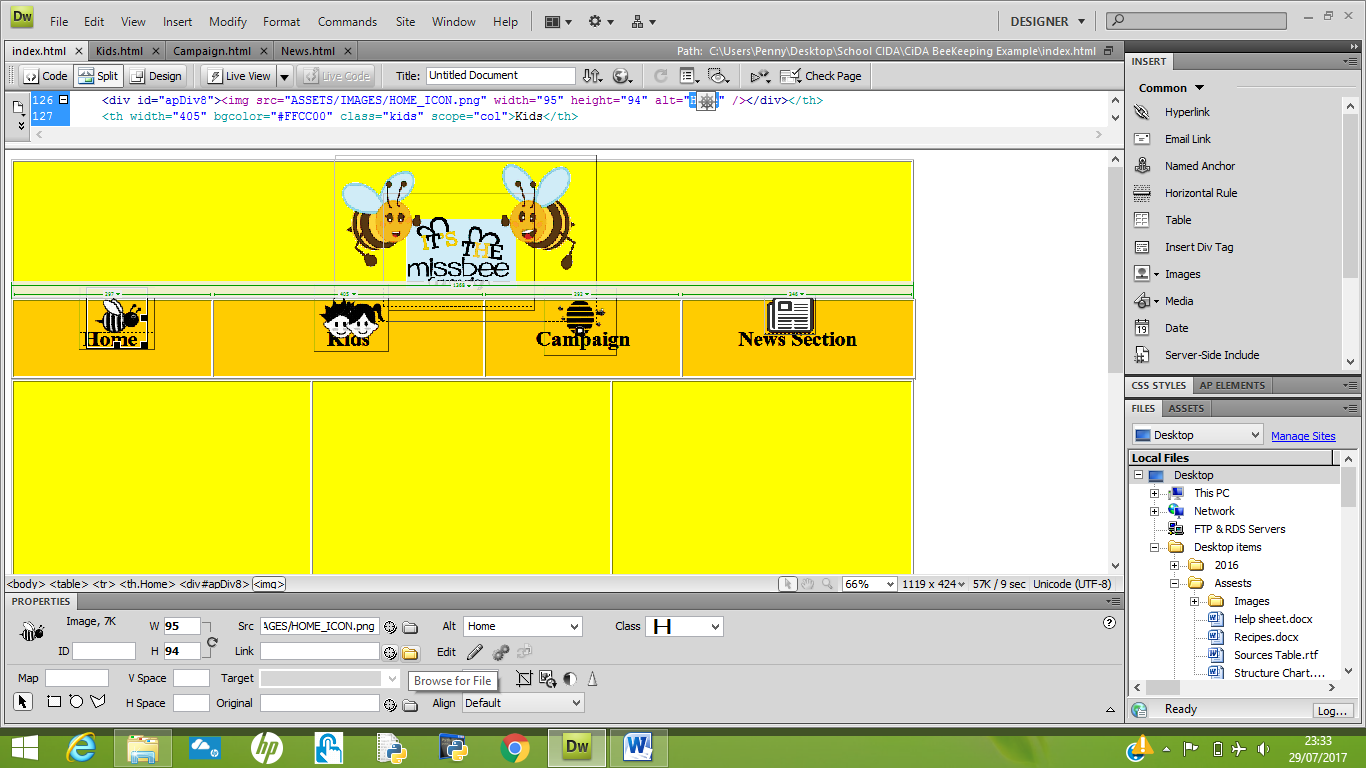
Highlight the first button that you want to hyperlink ie. Home

Click on the yellow folder

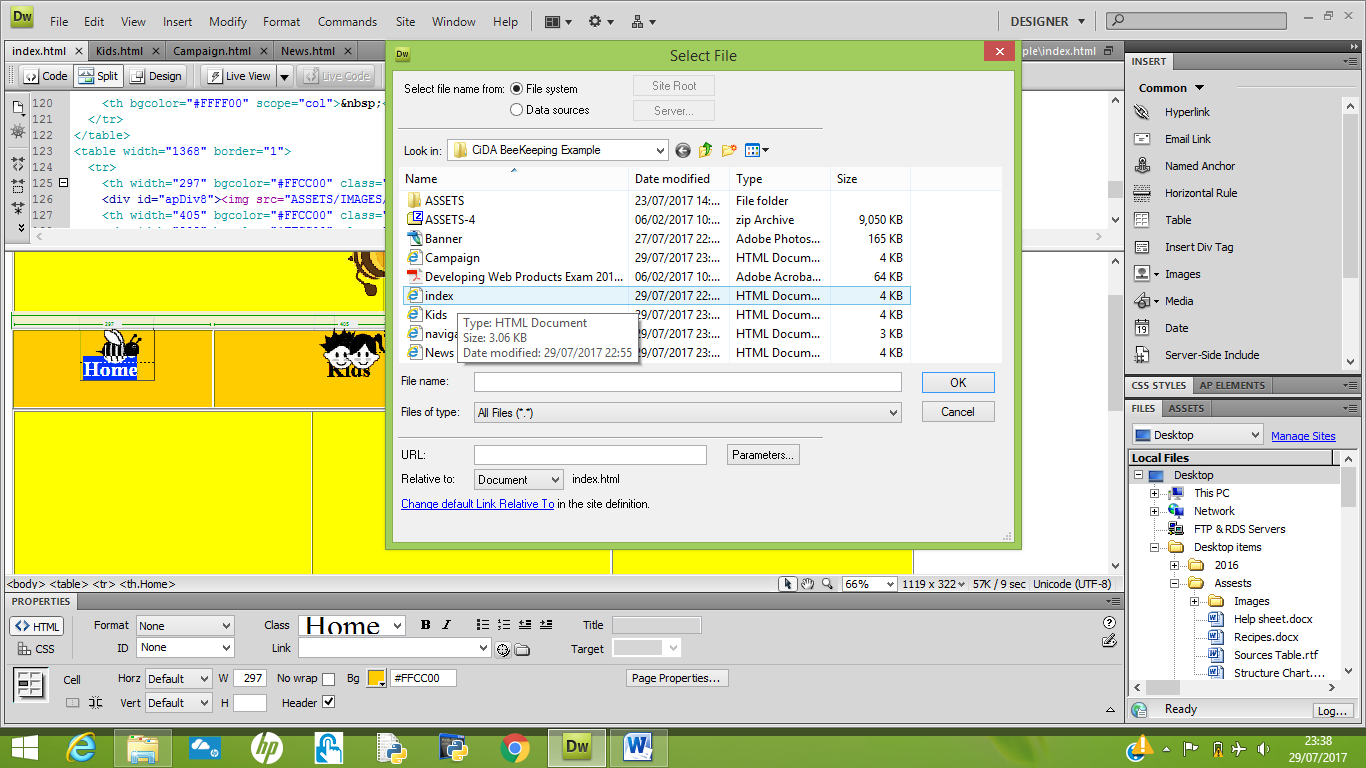


Select Index/home page

The text Home will appear blue and under lined this means it has been hyperlinked!

Highlight the second button that you want to hyperlink i.e. Kids

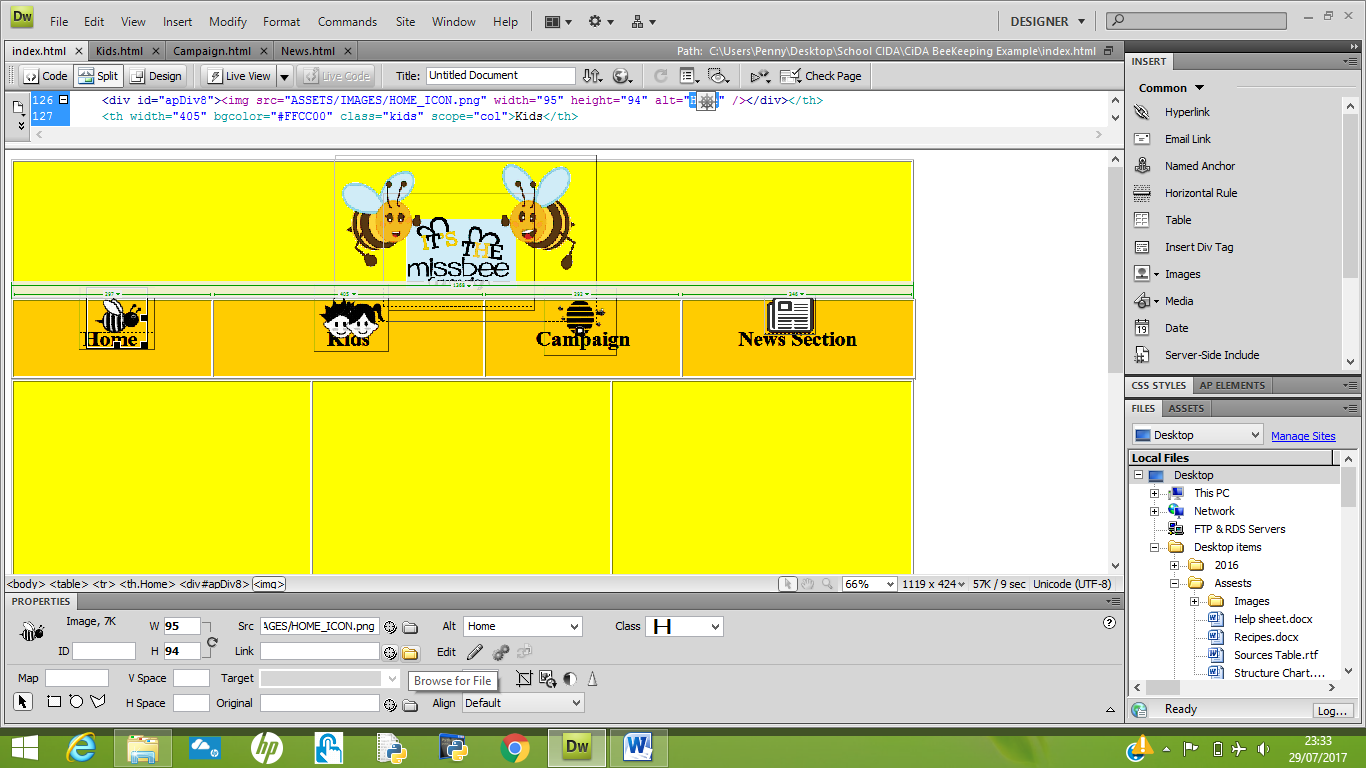
Click on the yellow folder



Select the Kids page

Repeat these steps until you have highlighted each button.

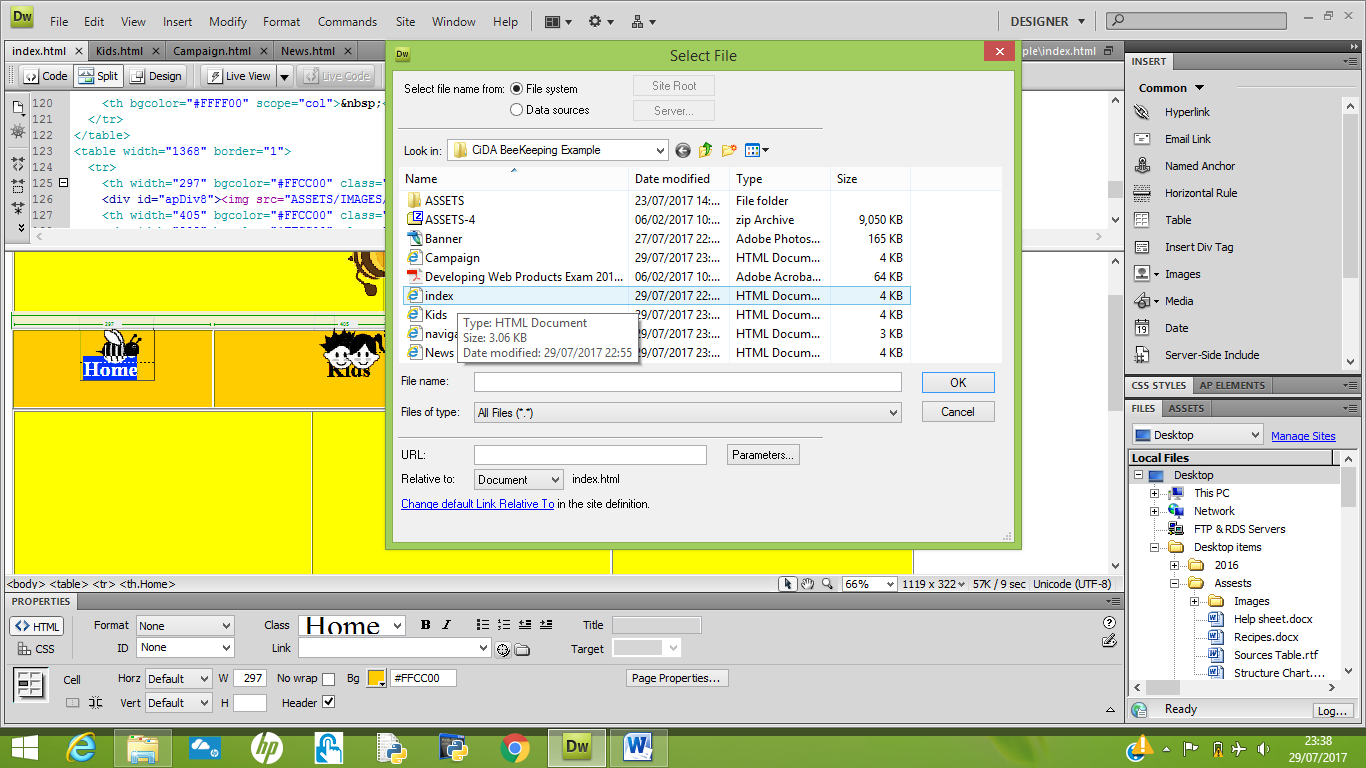
Click save



Select then next page “campaign” and repeat the same steps

Highlight the first button Home

Click on the yellow folder

Select Index

Repeat these steps until you have highlighted each button.

Click save

Select the next page at the top and repeat the same steps