
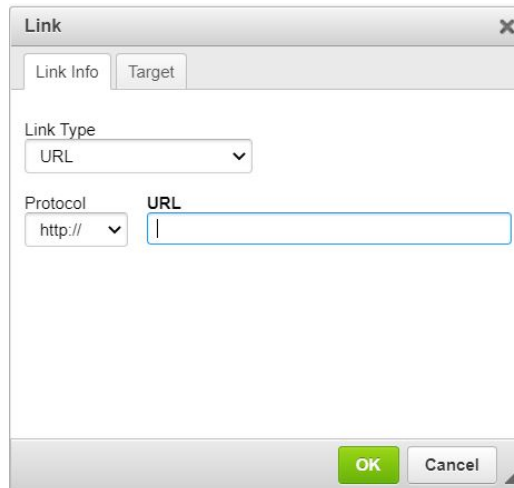


Add a Hyperlink in an Ask a Librarian Delaware ticket

Within your reply, you can add a hyperlink by highlighting the text you wish to add a link to and then clicking on the link icon  in the menu bar of the text box within a ticket (Create a Reply, Post an Internal Note, Assign/Transfer).

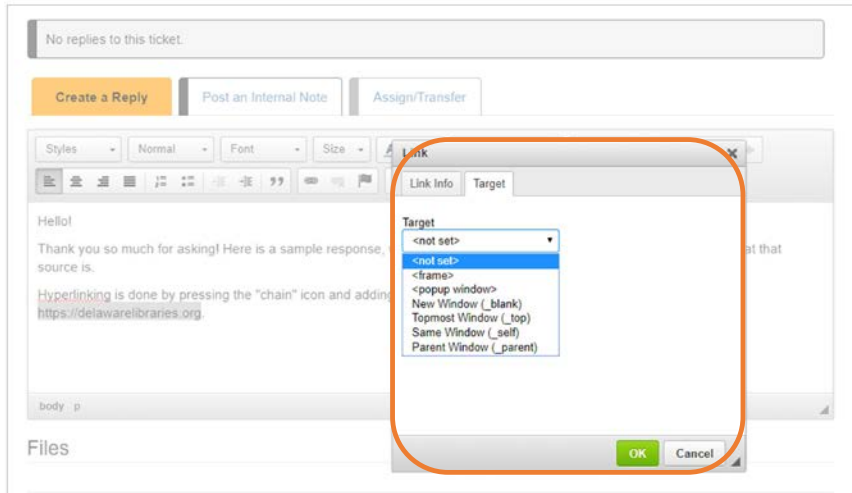
A pop up box will open to enter the link info under Link Type (default is URL, but drop down arrow includes options to link to anchor in text, or email address).



The screenshot shows a dialog box titled "Link" with a close button (X) in the top right corner. The dialog has two tabs: "Link Info" (selected) and "Target". Under the "Link Info" tab, there is a "Link Type" dropdown menu currently set to "URL". Below that is a "Protocol" dropdown menu currently set to "http://". To the right of the "Protocol" dropdown is a text input field with a cursor. At the bottom right of the dialog are "OK" and "Cancel" buttons.

Once you enter the URL in the field, the protocol should automatically change to https, but there is an option using the drop down arrow to change it, if necessary.

Make sure you also click on the Target tab to click on the option to set the link to open in a new window.



Once you click OK, the text will be hyperlinked as shown below

