

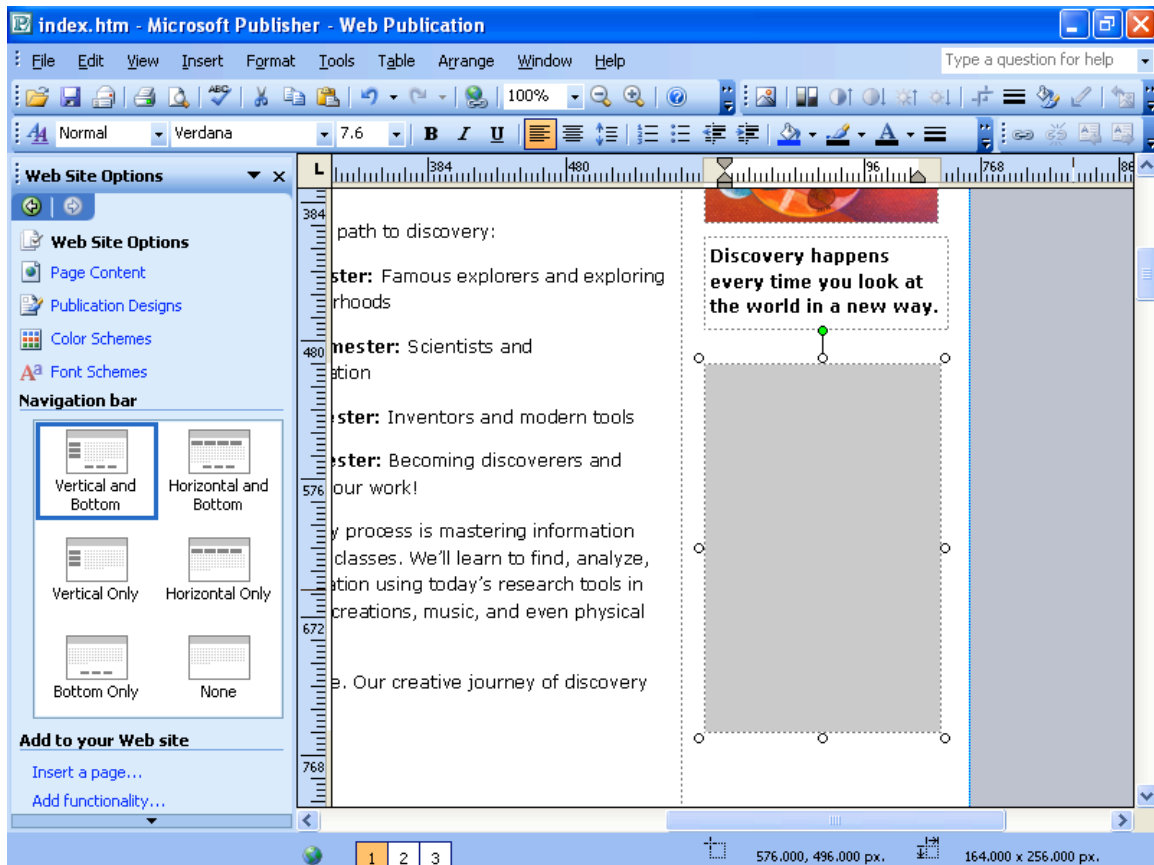
# Chapter 9: Diving into Design with Publisher Templates

## Linking to a Page in Your Site

For this procedure and the following two hyperlink procedures, you'll link text that has been added in a gray sidebar. Therefore, in this first procedure, you'll create the gray sidebar:

1. Display the home page of your walkthrough Web site.
2. Click **Text Box** on the **Insert** menu, and then draw a small box below the caption you formatted for the discovery clip art (Easy Web Design, Chapter 9, page xxx). Don't worry about the size or placement of the text box—you'll configure those settings using the Format Text Box dialog box in the upcoming steps.
3. Click **Text Box** on the **Format** menu.
4. In the **Fill** section on the **Colors And Lines** tab, click the **Color** down arrow, and then click **Accent 4** (which is the gray color in the color scheme row on the color palette).
5. On the **Size** tab, locate the **Size And Rotate** section, type **256** in the **Height** box, and then type **164** in the **Width** box. Leave the **scale** settings at **100%**.

6. On the **Layout** tab, set the **Horizontal** position to **576 From: Top Left Corner** and the **Vertical** position to **496 From: Top Left Corner**.
7. On the **Text Box** tab, type **15** in the **Left, Right, Top, and Bottom** boxes. You should now have a gray box on your home page below the clip art item, as shown in the figure.



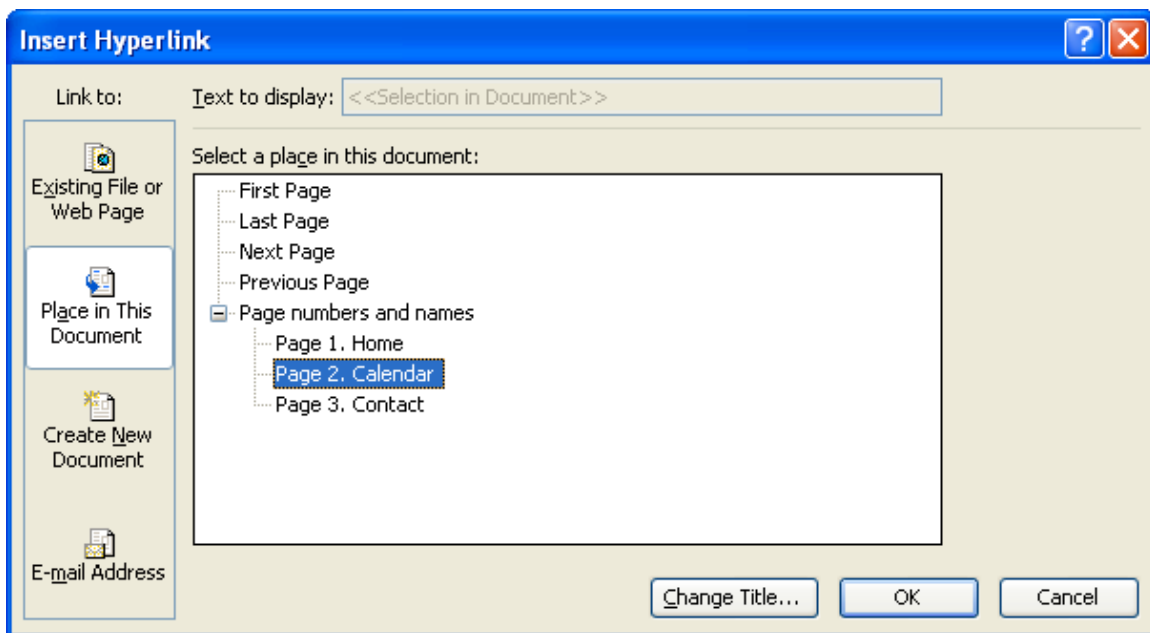
### *Creating a shaded sidebar box*

8. Click in the gray box, type **The latest newsletter was sent home. Did you get it?**, and then press ENTER.
9. Type **This month's calendar has been updated. See our upcoming events and deadlines.**, and then press ENTER.

10. Type **Have a question? Send me a message. I am always happy to hear from you.**, and then press ENTER.

You are now ready to add links to your sidebar text. First you'll link the word *calendar* in the second paragraph to the Calendar page in Ms. Koury's site:

11. Double-click the word **calendar** in the second paragraph, and then click **Hyperlink** on the **Insert** menu (or press Ctrl+K).
12. In the **Insert Hyperlink** dialog box, click the **Place In This Document** button in the **Link To** area, and then click **Calendar**, as shown in the following figure.



*Linking text to another page in the current Web publication*

13. Click **OK**, and save your Web publication. Your sidebar should now look like the one shown in the following figure.

The latest newsletter was sent home. Did you get it?

This month's [calendar](#) has been updated. See our upcoming events and deadlines.

Have a question? Send me a message. I am always happy to hear from you.

*Viewing a hyperlink in the shaded sidebar*