

Chapter 9: Diving into Design with Publisher Templates

Linking to an Outside Page That Opens in a New Window

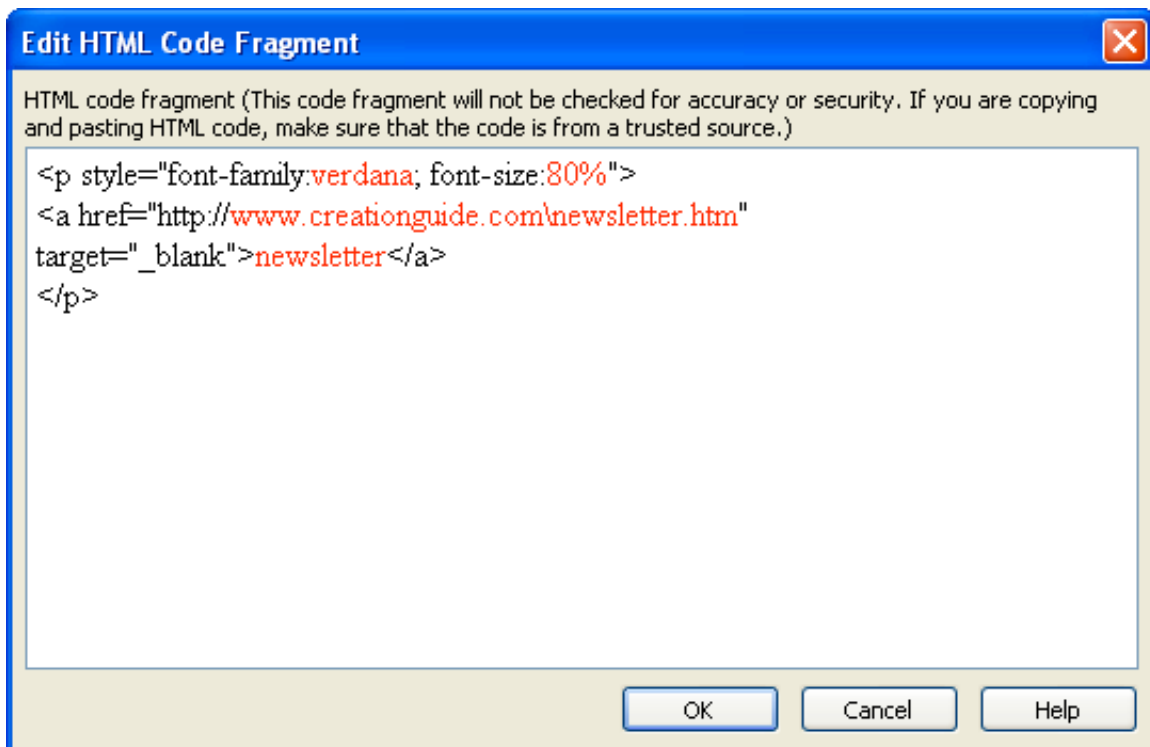
By default, hyperlinks you create in Publisher open the linked page in the same browser window. If you link to an outside resource, such as the newsletter Ms. Koury wants to make available to visitors, you might want to have that resource open in a new browser window. To do this in Publisher, you need to insert an *HTML code fragment*. You'll see what we mean in a moment.

For this procedure, we created a "fake" newsletter from a Publisher print document by saving it as an .htm file located at <http://www.creationguide.com/koury/newsletter.htm>. We didn't add any content to the Publisher newsletter template for this exercise, because newsletter development isn't the focus of this walkthrough. But we're all for helping out whenever we can, so we are pleased to be able to provide you with a top 10+1 list from a design professional regarding how you can create [great newsletters](#).

To link to the newsletter and open it in a new window, follow these steps:

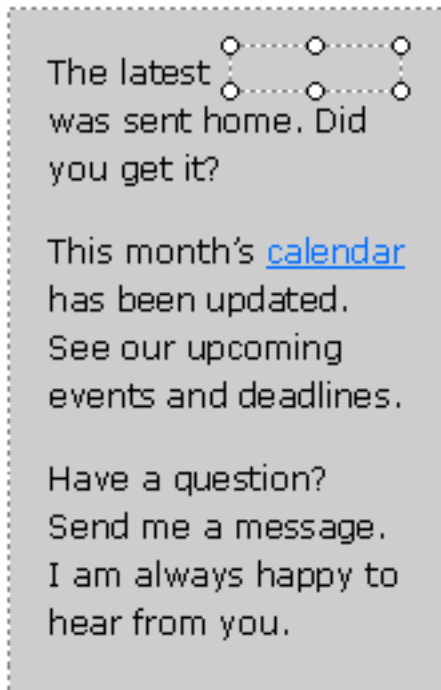
1. In the gray sidebar box, click after the word **latest**, press ENTER, and then **delete** the word *newsletter*. In this procedure, you will place an HTML code fragment after the word *latest* that displays the word *newsletter* for you.

2. On the **Insert** menu, click **HTML Code Fragment**, and then enter the code shown in the following figure. The red text indicates text that you would modify if your Web site has a different font family or font size. It also shows where the address for the linked page should be inserted as well as the text that should be included on your page.



Creating an HTML code fragment to open a link in a new window

3. Click **OK**.
4. Your page should now include a transparent box containing the code fragment. Resize the box to approximately the size of the word *newsletter*, and then position the box in the gray sidebar as shown in the next figure.

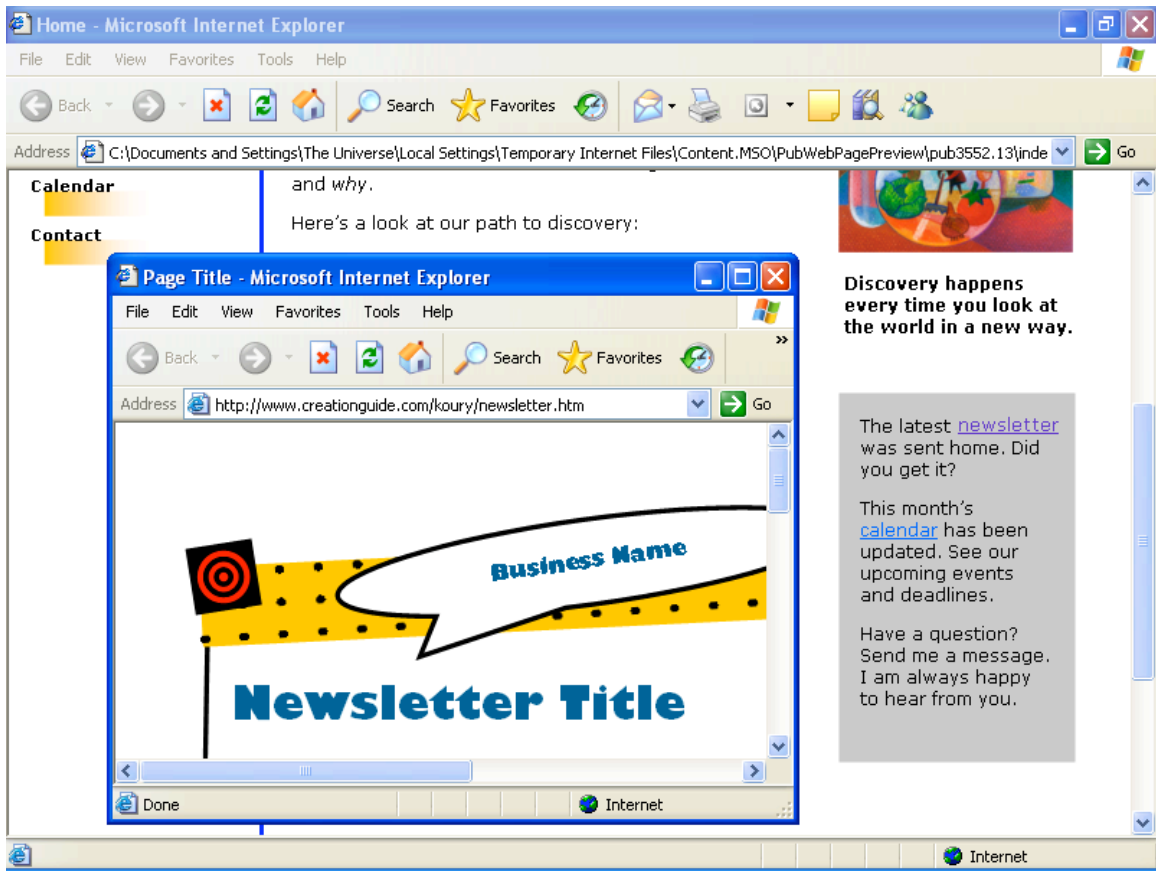


Viewing an HTML code fragment box in place

5. To see if your inserted text is positioned correctly, you must **view** the page in **Web Page Preview** mode.

tip You might have to go back and forth between Publisher and Web Page Preview before you align the linked text to your satisfaction. Remember to use the nudge technique (hold down ALT and press the arrow keys) to make small adjustments.

6. After you're satisfied with the position of your link and you've tested the link to ensure that it works properly, **save** your changes. The following figure shows how the newsletter link created by the HTML code fragment appears in Web Page Preview, with the hyperlink clicked to open the online newsletter.



Viewing a completed HTML code fragment in Web Page Preview