Chapter 10: Swimming Deeper into Web Waters with Word and XML

Creating a mailto Hyperlink

The last hyperlink to address in these walkthrough extras is the mailto hyperlink. Formatting a mailto hyperlink is very similar to inserting any other hyperlink. To add a mailto hyperlink to the Contact page, follow these steps:

> **tip** In Word, if you type your e-mail address in a Web page, the text is automatically formatted as a mailto link. Visitors can click your e-mail address to open a blank message form.

1. Display your **Contact** page in Word.

2. Scroll down, select the text **please send us a note**, and press CTRL+K to open the **Insert Hyperlink** dialog box.

3. In the **Link To** section, click the **E-mail Address** icon. The Insert Hyperlink dialog box changes to show the mailto options.

4. Click the **ScreenTip** button, type **Send us an e-mail message!**, click **OK**, and then type your e-mail address in the **E-mail address** box. When you enter your e-mail address, Word precedes a newly created mailto hyperlink with the text *mailto:*, as shown in the following figure.
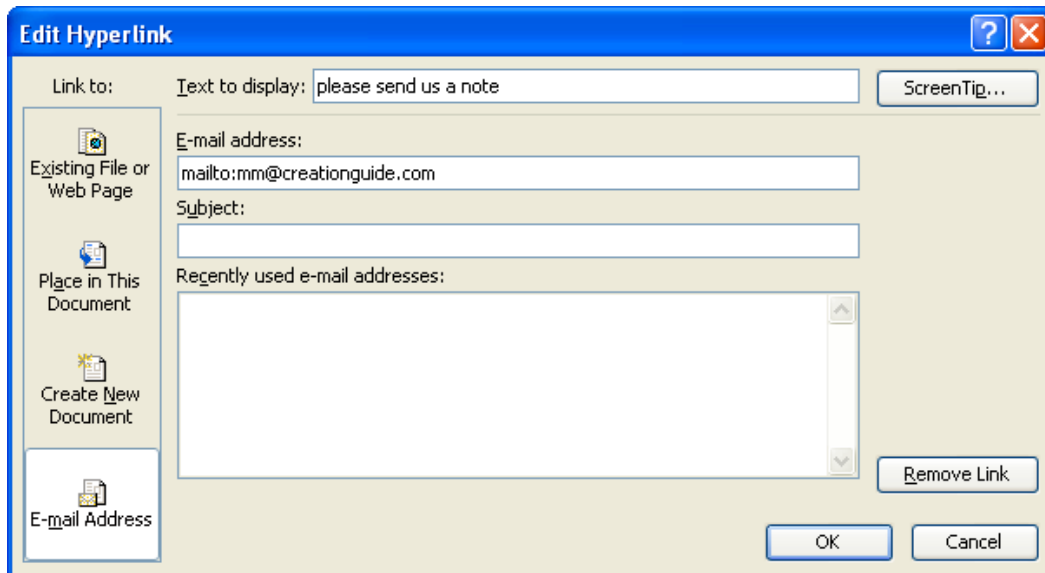
Figure 10-21
Configuring a mailto link

5. Add a subject line if you want, such as **Coral Reef Divers**, and then

   click **OK**.

tip Adding subject line text to a mailto hyperlink can help you identify
messages you receive from your Web site when they appear in your Inbox.

6. To test your mailto link, press CTRL, and then click the link.

tip Always check mailto hyperlinks after you create them to ensure that
the e-mail message window shows your e-mail address and subject text
properly.

While you're on the contact.htm page, you might as well jazz it up a tad by

adding an image:

7. Click before the word **Information** below the **Contact Us** heading.

8. Click **Picture** on the **Insert** menu, click **From File**, and double-click the **nudibranch.jpg** file.

9. To align the image, right-click the picture, click **Format Picture**, click the **Square** icon on the **Layout** tab, click **Right** for the horizontal alignment, and click **OK**.

10. **Save** your work, and then close the **contact.htm** file.

You've filled three pages with basic content. Excellent job! The remaining tasks for this walkthrough involve populating the gallery pages with images and information. You'll accomplish those tasks by importing XML data, as described in the remainder of Chapter 10 in the *Easy Web Design* book.