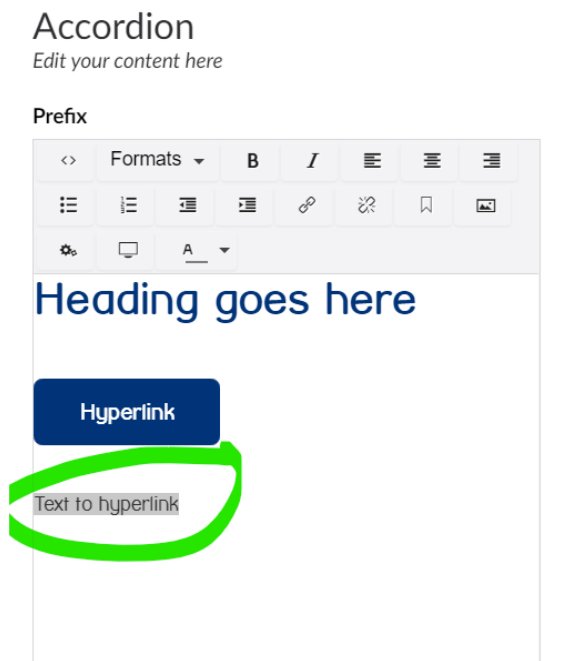


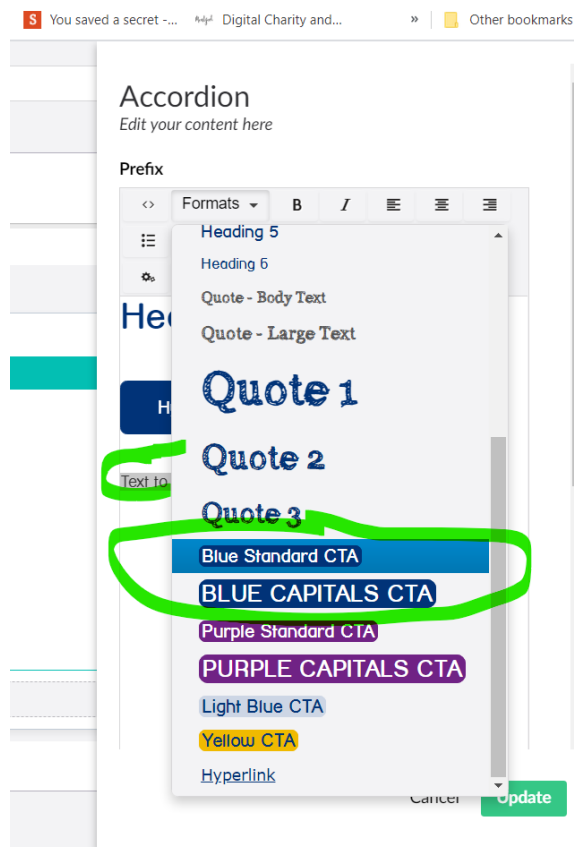
## Training tricks and tips

### Creating hyperlinks in the Rich Text Editor V1

- 1 - Delete the current buttons or create new ones then delete them
- 2 - type text and if you need to do text below the button do a return
- 3 - Highlight text



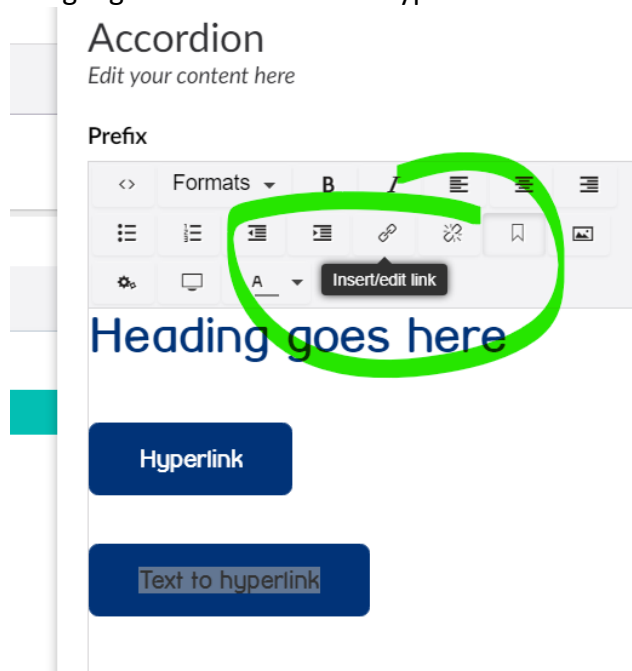
- 4 - Select the button format



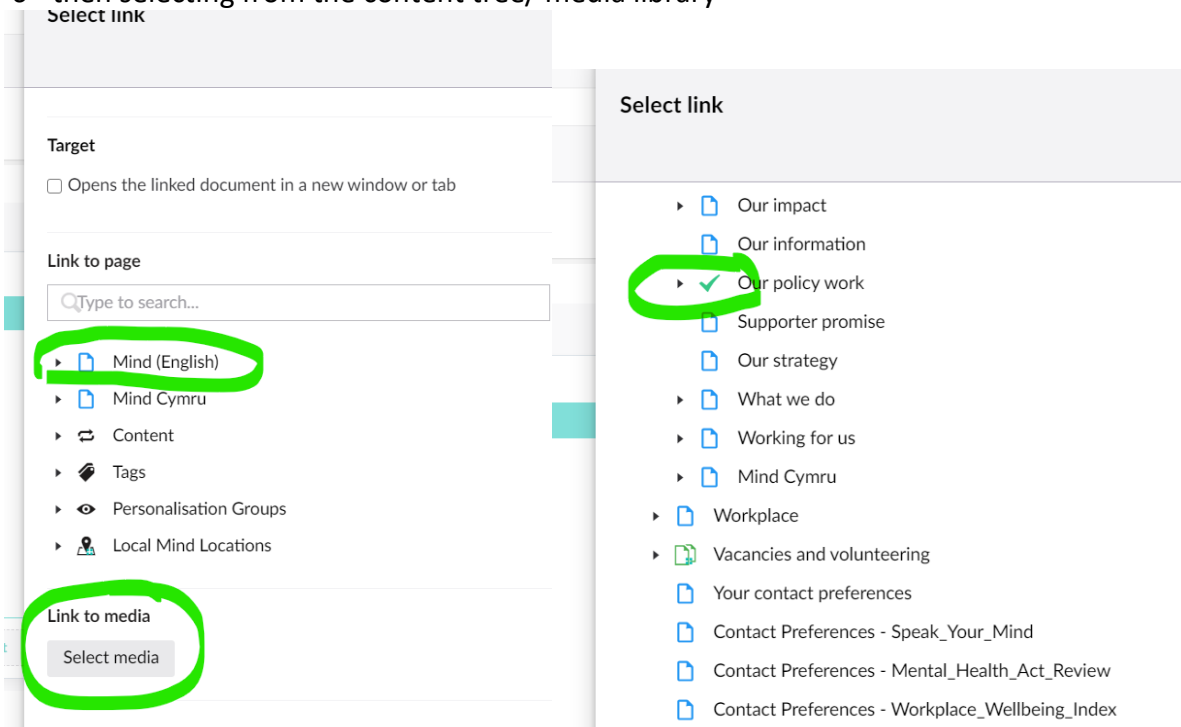
# Training tricks and tips

## Creating hyperlinks in the Rich Text Editor V1

5 - keep the text highlighted and select the hyperlink icon



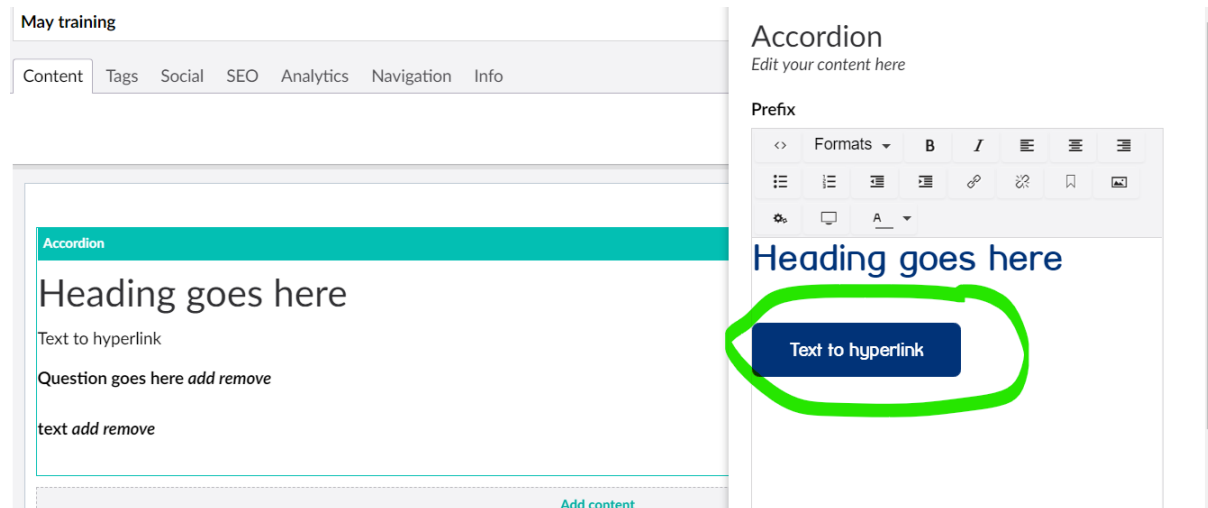
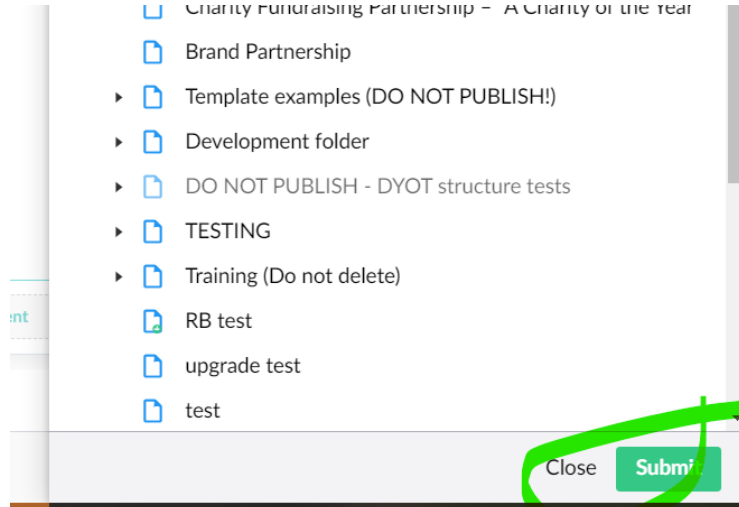
6 - then selecting from the content tree/ media library



# Training tricks and tips

## Creating hyperlinks in the Rich Text Editor V1

### 7 - Submit the link so it is created



### 8 - Save your work and preview it should now work.

Heading goes here

Text to hyperlink

- Question goes here +
- text +

Note: If you do it in the wrong order the hyperlink drops off, it's a quirk of the system.