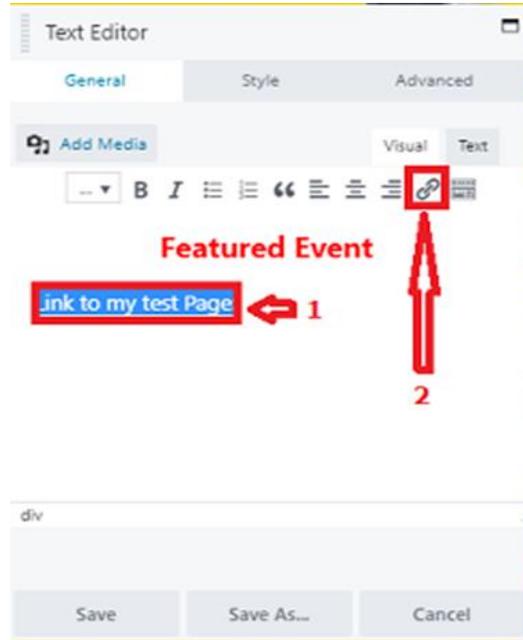


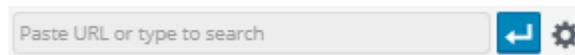
# Beaver Builder Editor

## Adding and testing active links

**1:** Once you are within the BB Visual editing session add the text that you want to display and then highlight that text.



**2:** Click on that link icon to bring up the following popup box:

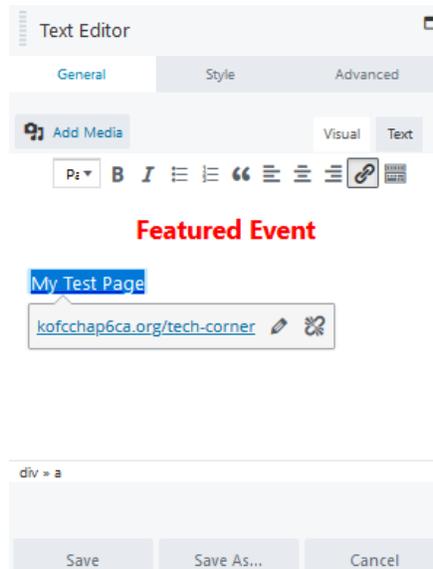


The above text search box allows you to try and search for the item that you want to link to.

Example: I typed in **My Test-Page** and got the following results:

<p><b>Insert/edit link</b> x</p> <p>Enter Destination URL</p> <p>URL <input type="text" value="../wp-content/Docs/my test page"/></p> <p>Link Text <input type="text"/></p> <p><input checked="" type="checkbox"/> Open link in a new tab</p> <p>or link to existing content</p> <p>Search <input type="text"/></p> <p>No Search term specified. Showing recent items</p> <ul style="list-style-type: none"><li>Tech-Corner page</li><li>District 50 page</li><li>District 51 page</li></ul> <p><input type="button" value="Cancel"/> <input type="button" value="Add Link"/></p>	<p><b>Notice</b> in the image at the left that the search engine reported <b>No Search term ...</b> but below that message you can find pages that the search engine offers as its best guess.</p> <p>Now click on "Tech-Corner" and the "URL" address text box will be updated and display:</p> <p><a href="http://kofcchap6ca.org/tech-corner/">http://kofcchap6ca.org/tech-corner/</a></p> <p>At this point you have a URL. Click on the <b>Update</b> button at the bottom left.</p>
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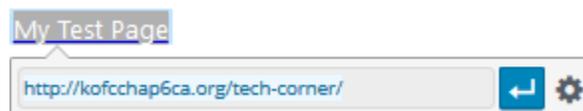
3- After you clicked on the Update button you will see the following results:



4- Here you should verify the URL by **Clicking** on the link displayed in the Text box. This will open a new tab on your browser and display that page **OR** a message like: **Oops! That page can't be found.**

5. Once you have successfully added the link Click on the **Save** button at the bottom left of that window.

6- If you were unable to successfully get a valid URL to that document of page you will need to **Click** on the **Pencil** icon to bring up:



Continue on the next page:

7- Now you need to click on the **Gear** icon to bring up:

### Insert/edit link ✕

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

Tech Corner	PAGE
GA-Pablo	PAGE
District 51	PAGE
Assembly 2949	PAGE

8- Here you will need to know the full path of where that page or document is. This is where you will need to go to the FileZilla (FTP program) app and find the full path to the page or document.

FileZilla is covered in another document.

**Note** that the **Open link is a new tab** check box is checked. This is not the default but I personally like to have it checked as it provides for a better user experience.