

ACTIVITY 5-3

Creating an Email Link

Data Files:

career.html

Scenario:

You want site visitors to be able to post their queries or send feedback about the website to the site administrator.

What You Do	How You Do It
<p>1. Create an email link.</p>	<ul style="list-style-type: none">a. In the FILES panel, double-click career.html to open it.b. In the document window, in the fourth paragraph, click after the comma in the text "Global Company," and press the Spacebar.c. In the INSERT panel, click Email Link to open the Email Link dialog box.d. In the Text text box, type contact use. In the E-Mail text box, click and type careers@ourglobalcompany.comf. Click OK to create the email hyperlink.g. Save the file.
<p>2. Verify the email link.</p>	<ul style="list-style-type: none">a. On the Document toolbar, click the Preview/Debug in browser button and choose Preview in IExplore.b. Click the contact us email link to open the email application.c. The email program on your computer will begin to open to send the email.d. Close the New Message window.e. Close the Internet Explorer window.
<p>3. True or False? Email links can be created only for text.</p> <p>_____ True _____ False</p>	