

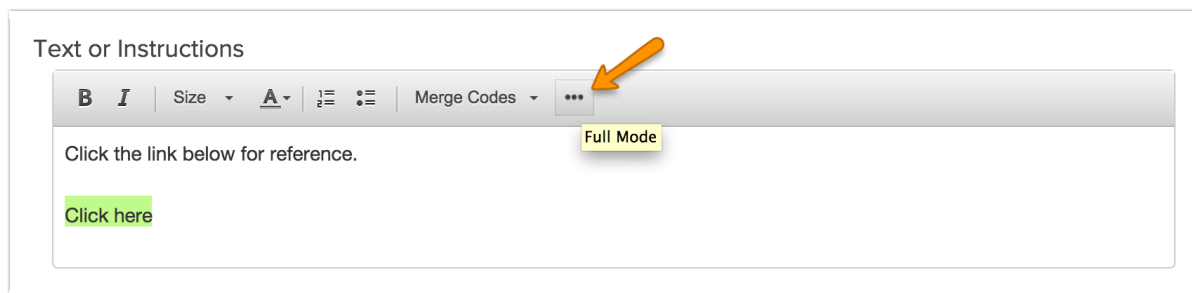
# Make Sure Links Open in a New Tab/Window

It is fairly common for survey builders to link to [external websites](#) or [documents](#) within a survey. It's a good idea when doing so to open the website or document in a new tab or window to prevent respondents from navigating away from your survey unexpectedly.

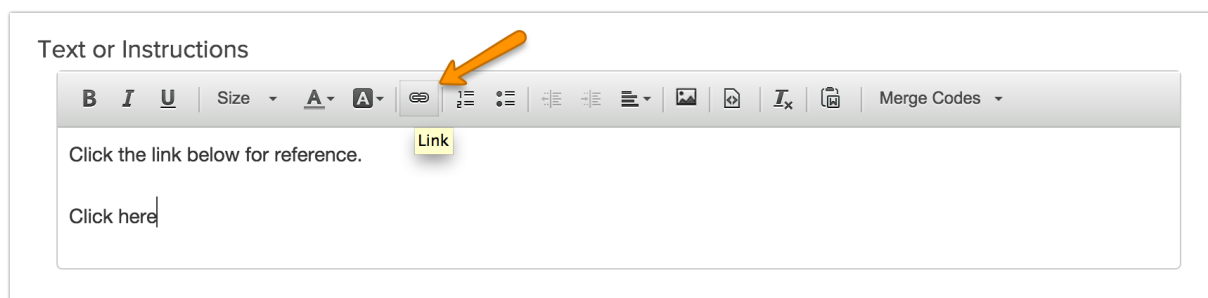
## Create Links Using the HTML Editor That Open in a New Tab/Window

After entering the text for your link, highlight the text you want to be clickable and click the **Full Mode** button on the editor toolbar.

Not seeing this option? The editor might be turned off in your account. Learn how to [Turn the HTML Editor Back On](#).

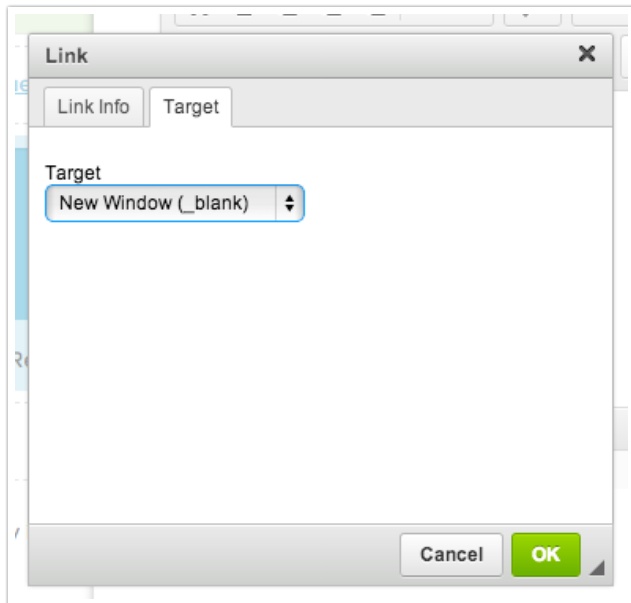


Click the **Link** button on the editor toolbar.



In the link editor place the URL to the website you would like to link to in the **URL** field.

On the **Target** tab of the link editor select **New Window (\_blank)** from the dropdown. This will open the document in a new tab or window (depending on the respondent's browser settings) and will prevent them from navigating away from the survey unexpectedly. Click **OK** and **Save**.

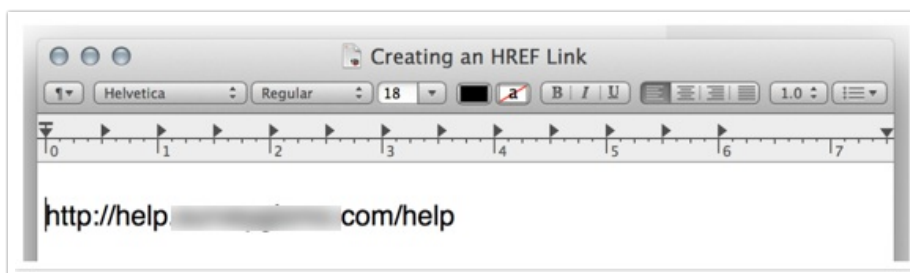


## Making Sure Links Created Using HTML Open in a New Tab/Window

There are a couple of places within SurveyGizmo where you might want to put a hyperlink where the editor that we used above to create a link is not available e.g., answer options. This does not mean that you cannot create a link! It just means you'll need to use some HTML code to do so. We'll walk you through the steps below; it's not scary, we promise!

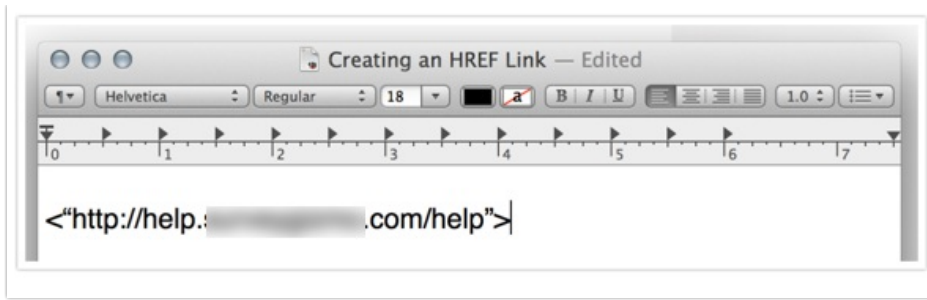
We recommend constructing your link to your document in a plain-text editor. Then, you can paste it where you want it within SurveyGizmo.

Start by pasting the URL you wish to link to in your plain-text editor.

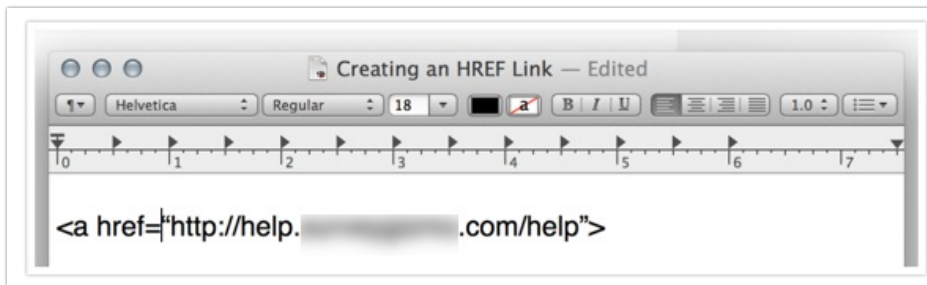


Next, put quotes around your link followed by open and closing carets.

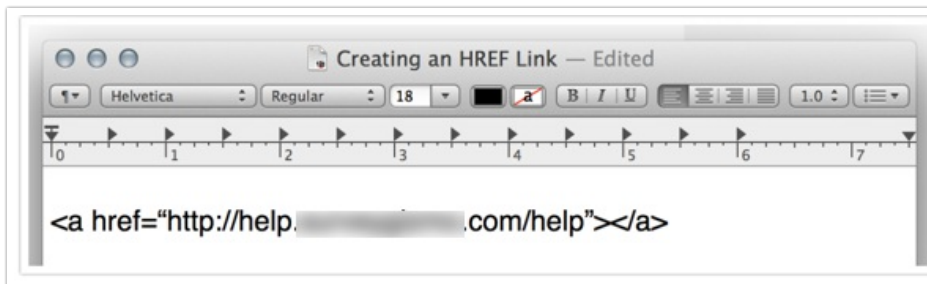
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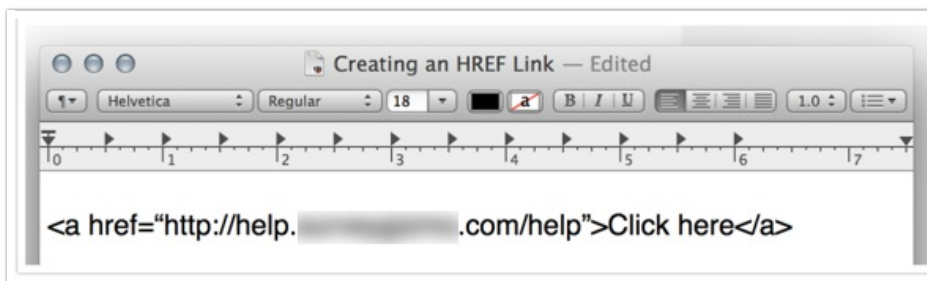
Inside your opening caret add: **a href=**



After the closing caret add the closing a tag:

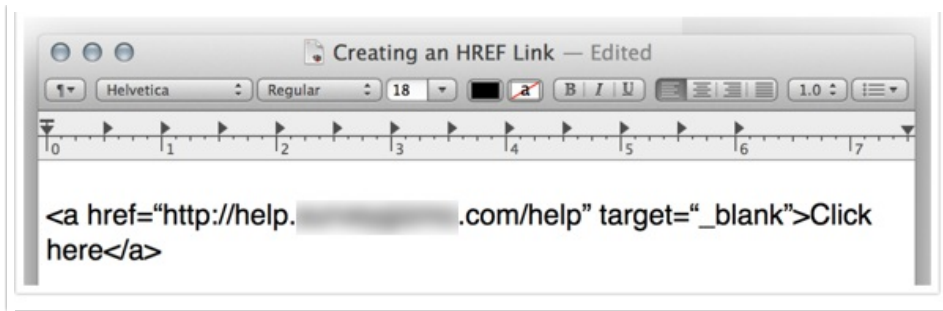


Inside the first closing caret and second open caret, enter what you wish your link to read. For example, "Click here." You can also just place the URL here again; this will display the URL as clickable.



Finally, we'll need to add an attribute to ensure that the link opens in a new tab so your respondents are prevented from navigating away from the survey unexpectedly. To do so, add the following attribute between the second double quote and the closing caret: **target="\_blank"**

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Clean My HTML:

Automatically verify and fix this question's HTML

## Use Embed Code from File Library

If you are linking to a document our embed codes include the HTML attribute necessary to open the document in a new tab/window. Learn more in our [Link to a Document Tutorial](#).

Title

Book Zero

Caption

Caption

File URL:

// [redacted] .s3.amazonaws.com/library/193520/BOOKZEROV1.pdf

Embed Code:

```
<a href='\"http:// [redacted] .s3.amazonaws.com/library/193520/BOOKZEROV1.pdf\" target='\"_blank\">Book Zero</a>
```