



BROWN CIS IT Service Center


Portal > Knowledgebase > Web and Online Media > BrownSites for Student Groups > Edit Content > Insert and Edit Links

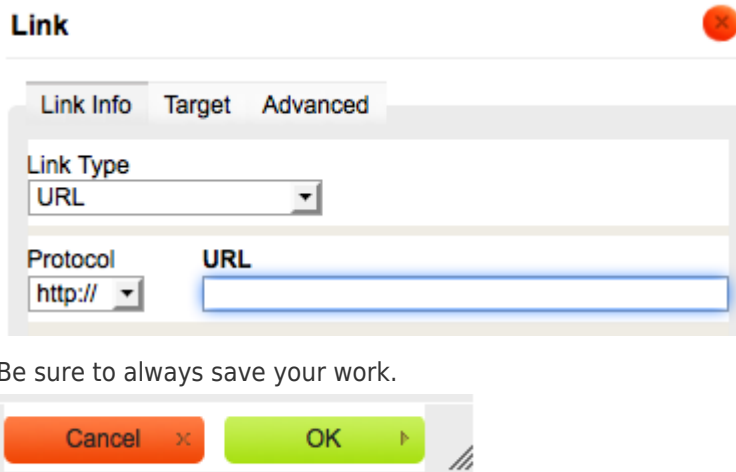
Insert and Edit Links

Stephanie Obodda - 2016-01-27 - 0 Comments - in Edit Content

Both images and text can be turned into links. How you create the link depends upon what you are linking to.

To insert a URL link:

1. In the Page Content section, highlight the text or image you wish to turn into a link.
2. Click the "Link" button in the WYSIWYG editor. 
3. Use the menu in the pop-up window to select the page you wish to link to.



Link

Link Info Target Advanced


Link Type
URL

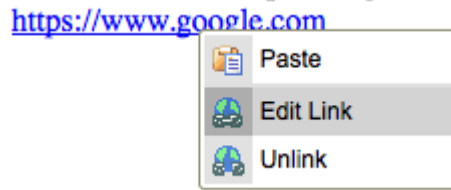
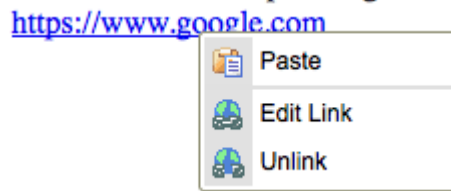
Protocol URL
http://

Cancel OK

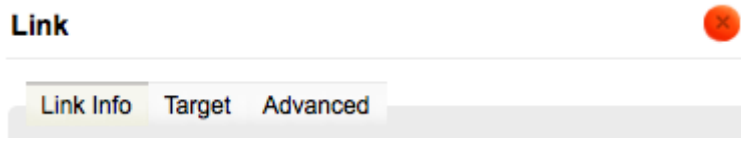
4. Be sure to always save your work.

To edit a link:

1. If you want to change the link settings, you can click (do not highlight) the link in the Edit screen and then click the "Link" icon in the WYSIWYG editor. 
2. Another way to access the link options is to right-click or control-click the link in the Edit screen. This will give you a small drop-down menu that gives you easy access to editing the link.



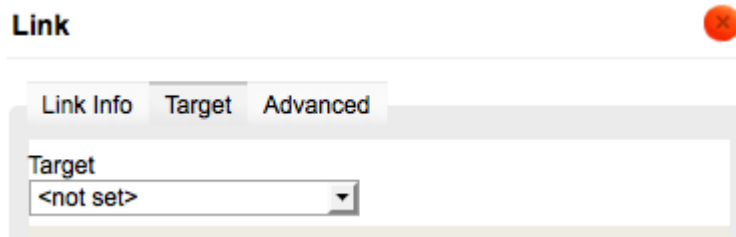
3. This will open the "LINK" dialog box. From here, you can edit the **Link Info**, **Target**, and **Advanced** settings.



4. **Link Info:** ##

Link Type = URL

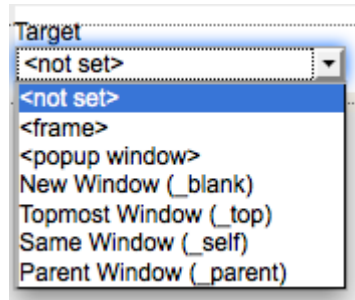
1. **Protocol** = http://
2. **URL** = the website's URL that you want to link to



5. **Target:** ##

You can set the target location for your link on the "Target" page.

1. Use the drop-down menu to see target location options.



6. **Advanced:**

Link




Link Info	Target	Advanced
Id	Language Direction	Access Key
<input type="text"/>	<not set>	<input type="text"/>
Name	Language Code	Tab Index
<input type="text"/>	<input type="text"/>	<input type="text"/>
Advisory Title	Advisory Content Type	
<input type="text"/>	<input type="text"/>	
Stylesheet Classes	Linked Resource Charset	
<input type="text"/>	<input type="text"/>	
Relationship	Style	
nofollow	<input type="text"/>	


Advanced settings are

for users that have highly particularized link needs.

To link to a file on your site:

1. You must first [attach the file](#).
2. Open the manage content window and select the "MEDIA" tab to view your attached files.
3. Right-click (control-click for Mac users) the file name for the item you wish to link to and select 'Copy Link Location.'
4. In the Page Content section of the page or article you wish to add this link to, highlight the text or image you wish to turn into a link.
5. Click the "Link" in the WYSIWYG editor. 
6. **Link Type** = URL
7. **Protocol** = http://
8. **URL** = Paste here the URL you copied in Step 3.

To link to an email address:

1. Highlight the text or image you wish to turn into a link.
2. Click the "Link" button in the WYSIWYG editor. 
3. **Link Type** = Change the link type from the default "URL" to "E-mail"
4. **E-mail Address** = email address you wish to link to.
5. **Message Subject and Message Body** allow you to specify the subject and body text of the email.

Link Info Advanced

Link Type
E-mail



E-Mail Address

Message Subject

Message Body

To create an anchor link:

Creating an anchor link begins by designating the landing point, then creating the link.

1. Enter the text or image you want to anchor **to**. (the landing point)
2. Highlight the subheading or key text that will serve as your landing point.
3. Click the "Anchor" button in the WYSIWYG editor. 
4. Give the anchor a descriptive name (**ONLY** use lowercase, alpha-numeric characters; no spaces).
5. The next step is to create the link that will get your to your landing point. Enter the text you want to link **from** (the link---usually near the top of the web page).
6. Click the "Link" button in the WYSIWYG editor. 
7. **Link Type** = Link to anchor in the text. the anchor name you created in Step 4)

Link Info Advanced

Link Type
Link to anchor in the text
URL
Link to anchor in the text
E-mail

8. Select the anchor name that you created in step 4.

Select an Anchor

By Anchor Name By Element Id

Tags

Web Services