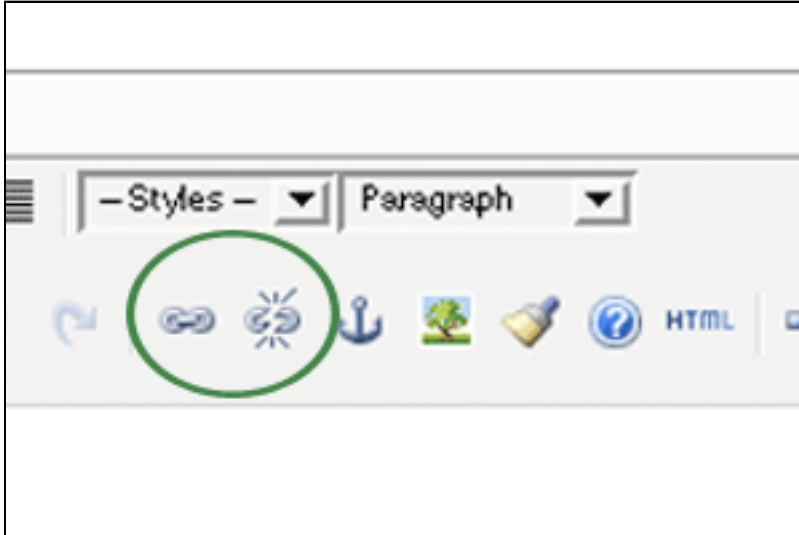


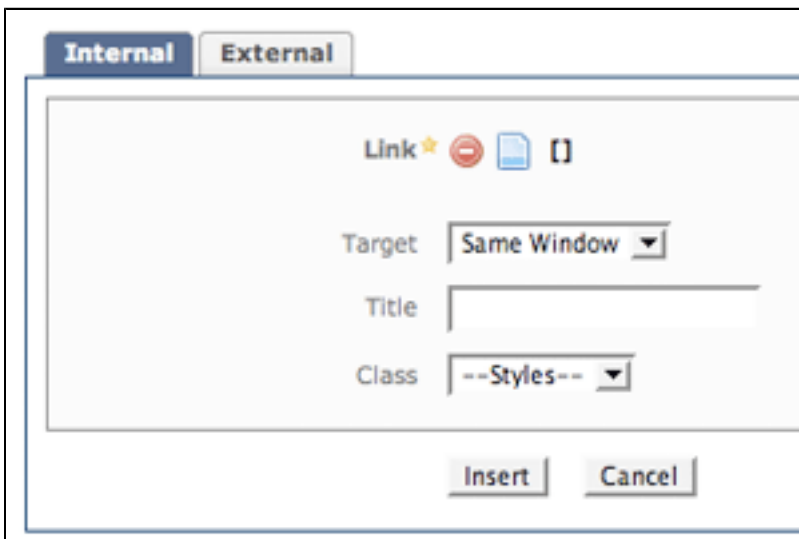
## CONTENT MANAGEMENT SYSTEM DOCUMENTATION

### Working with Links



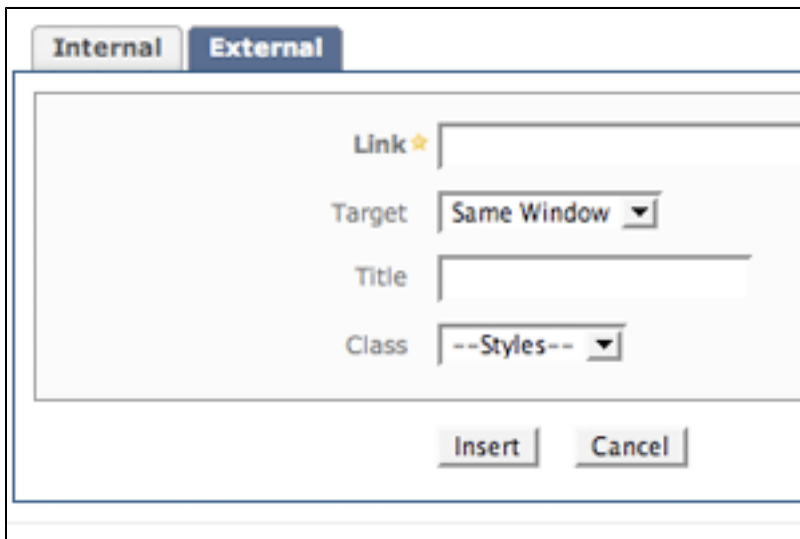
1. Highlight the word or words you wish to hyperlink, then click the Insert hyperlink icon. 2. A link chooser window will appear.

Additionally, you can break the links by highlighting over the link you created and clicking on the broken link image.



3. If you are linking to an internal page or asset, navigate to and select the page you wish to link by

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clicking on the blue page icon. That will bring up a window with the CMS directory.



The image shows a dialog box for inserting a link. At the top, there are two tabs: "Internal" and "External", with "External" selected. Below the tabs, there are four input fields: "Link" with a yellow star icon, "Target" with a dropdown menu showing "Same Window", "Title", and "Class" with a dropdown menu showing "--Styles--". At the bottom of the dialog box, there are two buttons: "Insert" and "Cancel".

4. If you are linking to an external page, type in the full URL you wish to link (i.e. <http://www.educause.edu>). 5. Check the Text being linked and amend it if necessary. 6. Choose how the link will be loaded in a window. 7. Click Submit to insert the hyperlink. 8. Save the hyperlink in the page by selecting Submit on the page.

## Office of Information Technology

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