

Linking In the Body Text

For Internal Links (pages created within the CMA):

1. Hi-lite the title or text you want to link
2. Click on the “Insert Link” button at the top of the page
3. You will now be able to browse for the page you want to link to by using specific search criteria (keyword, content category, user id, type of page, etc.)
4. Put in your search criteria and click “search”
5. Find the page you want to link to in the list provided and click on the title of the page
6. The text you hi-lited will then change color and be underlined, indicating that it has been linked
7. To make link a pop-up: select “target frame” drop down and select “new window”.

For External Links/faculty profiles/email option:

1. Hi-lite the title or text you want to link
2. Click on the small Earth icon in the tool bar (this is the hyperlink icon)
3. Copy/paste the link in form the actual outside page or type it in.
4. To make link a pop-up: select “target frame” dropdown and select “new window”.
5. For email linking: select “Type” dropdown and select <mailto:> option. In “Link” type email address.
6. Click “OK”
7. The text you hi-lited will then change color and be underlined, indicating that it has been linked

Create Body Text

