

Working with Links

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Linking to a page on [swarthmore.edu](#)

1. Highlight the text you want as your link text.
2. From the **Editor Toolbar**, use the **Link** icon (looks like a chain) to begin the process.
3. A pop-up window will appear. Begin typing the title of the [swarthmore.edu](#) page that you'd like to link to.
4. The pop-up will attempt to suggest relevant pages to you. Select the appropriate page.
5. Click the green **OK** button.

Linking to external content and documents

1. Highlight the text you want as your link text.
 - a. If linking to a document be sure to include the type of document as part of the link, e.g. 2014-15 Swarthmore Financial Aid Request form [pdf]
2. From the **Editor Toolbar**, use the **Link** icon (looks like a chain) to begin the process.
3. A pop-up window will appear.
4. Locate the dropdown menu labeled **Link Type**. Choose the **URL or link to document** option.

Link to External Content/URL

1. Paste the URL in the field labeled **URL**.
2. Click the green **OK** button.

Link to a document

1. In the pop-up window, find and click the **Browse Documents** button.
2. A new window will appear which allows you to:
 - a. upload new documents
 - b. view existing documents associated with your site
 - c. navigate to another swarthmore.edu site's document directory
3. Use the **Upload** button in the upper left corner to upload new documents, or select an existing document in the right menu.
4. Click the **Insert** button.

Linking to content within the current page ("Anchor" links)

From time to time it may be useful to link from one location of your page to another. For example your page may contain multiple sections, which refer to one another. An "Anchor" link can be used to "jump to" the referenced section without leaving the page.

Create the "Anchor"

1. Place your cursor in the location you'd like the link to "jump to".
2. From the **Editor Toolbar**, use the **Flag** icon to begin the process.
3. A pop-up will appear prompting you to provide an **Anchor Name**. Observe the following practices when creating the anchor link:
 - a. Make sure there are no spaces
 - b. If the anchor name contains multiple words, they should be separated by dashes or underscores (alternately, one could use "camelCase")
 - c. Although text can be upper or lower case or a mixture of the two, lower case is optimal
4. Click the green **OK** button.

Link to the "Anchor"

1. Highlight the text you want as your link text.
2. From the **Editor Toolbar**, use the **Link** icon (looks like a chain) to begin the process.
3. A pop-up window will appear.

4. Locate the dropdown menu labeled *Link Type*. Choose the *Link to anchor in the text* option.
5. A new set of options will appear.
6. Locate the dropdown menu labeled *By Anchor Name* option. From the dropdown, select the anchor name created in the previous steps.
7. Click the green *OK* button.

Removing a link

1. Highlight the link that should be removed.
2. From the *Editor Toolbar*, click the *Unlink* icon (looks like a broken chain).