

Linking instructions

To add links to your page content in the “Body” section of the RWU site:

A) Identify location link

1. For links to RWU pages, first navigate to the page you wish to link to
 - a. Choose edit from the admin navigation
 - b. Note the node number in the address bar/url. For example, in <http://www.rwu.edu/node/249/edit>, 249 would be the node number.
2. For links to PDF files, prepare a copy of the file on your hard drive or server
3. For links to off-site content, use your web browser to navigate to the page and copy the entire URL (web address)

B) Return to the page in which you would like to create the link

C) Choose edit

D) Highlight the text you would like set as a link. Then click the link icon in the tool bar.

1. **to link to internal RWU pages**, enter the node number using this format: /nodenumber and Click OK. (In our example, this would be /node/249.)
2. **to link to a PDF file:**
 - a. Click on the “Browse Server”. This will open a new window where you may upload your file.
 - b. On left of the browse/upload window, click on the appropriate directory
 - c. At top left corner of the window, click on “Upload”.
 - d. Browse your hard drive/server to locate the PDF file to upload.
 - e. Click upload again.
 - f. Double click on the file name on the right side of the window. The link will be placed in the URL field and close the browse/upload window.
 - g. Choose the target. Click the Target tab and from the drop down select “New Window (_blank)”. This should be used for all links to PDF files.
 - h. Click OK
3. **to link to off-site content**
 - a. paste the complete URL into the URL field box.
 - b. Choose the target. Click the Target tab and from the drop down select “New Window (_blank)”. This should be used for all off-site
 - c. Click OK

E) Save your newly edited page.

F) Test your link to be sure it works OK.