

OIT Web Services | CommonSpot Help Guide

Guide to Creating Links

<http://www.ohio.edu/web/help/docs/links/guide-creating-links.cfm>

Part of a web page is the links that go to other pages. This guide will cover how to create links in the rich text editor. You will need to navigate your browser to the **manage** subsite for this task (i.e., <http://author.oit.ohio.edu/yoursite/manage>)

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1. Navigate your browser to http://author.oit.ohio.edu/subsite_name/manage
2. Click Content from the left oriented drop down menu (older sites may be labeled Page Content)
3. Click [Edit] for the page you want to link the document on (older sites may be labeled [E])
4. Highlight the text you would like to have linked.
5. Click on the Link button



6. Next, either type in an unregistered link in the text field provided, or click on the "Get Link from Server..." button found in the dialog. If a link has already been set from the server, the text field will be grayed out and can be cleared out by pushing the "X" button located next to the "Get Link from Server..." button.
 1. **[Note]:** To add an email link, you must click "Get Link from Server..." and follow the below instructions.
7. Select **Page or Bookmark on Page** from the **Type:** drop down menu

Insert Formatted Text Block Link



Please choose which of the following link types you wish to insert:

Link Action | Mouseover Action | Link Window Properties

The link's properties are currently set to the following:
Type: No Link

To change the link action, select the appropriate link type below, then specify the action.

Type:

- No Link
- Page or Bookmark on Page**
- Bookmark on Current Page
- Uploaded document
- Registered URL
- Page Set
- New Page from Template
- New Uploaded File
- Image
- E-mail Link
- Scheduled Element
- Pop-Up Menu
- Unregistered URL or Relative Internal URL

Link to an existing page, previously uploaded file or registered URL.

Click either the 'Choose from current subsite...' or the 'Choose...' button to select a CommonSpot page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Bookmark...' button and select the named element.

Display the link with the following properties:
Link Display:

Save Cancel

8. Click on the **Choose...** button

Insert Formatted Text Block Link



Please choose which of the following link types you wish to insert:

Link Action | Mouseover Action | Link Window Properties

The link's properties are currently set to the following:
Type: No Link

To change the link action, select the appropriate link type below, then specify the action.

Type:

Link to an existing page, previously uploaded file or registered URL.

Click either the 'Choose from current subsite...' or the 'Choose...' button to select a CommonSpot page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Bookmark...' button and select the named element.

Display the link with the following properties.
Link Display:

Save Cancel

9. Click on **Saved Searches** and then select **Search for Pages in Current Site**

Choose Page - Saved Searches



The saved searches for pages, uploaded documents and registered urls in this site are listed below.

[Quick Find](#) | [Advanced Search](#) | **Saved Searches**

Date restriction:

Search:

Select Date Options

[Select All](#) [Deselect All](#)

Name ^	Description	Owner	Date	Shared	Actions
★ <input type="checkbox"/> Search for Document from Manage Interface	Locates documents that have been uploaded to the subsite by you or anyone in your access group. Document types searched are limited to Word, Excel, Powerpoint, and PDF.	Heightland, Toni	2011-07-08	✓	
★ <input type="checkbox"/> Search for Pages in Current Site	Returns all commonspot pages and registered URLs from the current subsite	Heightland, Toni	2011-07-08	✓	
★ <input type="checkbox"/> Search for Uploaded Files from Manage Interface	Locates files of any type that have been uploaded to this subsite by you or anyone within your access group.	Heightland, Toni	2011-07-08	✓	

[Add New Saved Search](#)

3 items found.

Close

10. Select the page you want to link to, highlight it and click **Use Highlighted Page** at the bottom of the window. Observe the highlighted text is now linked to the page you selected.