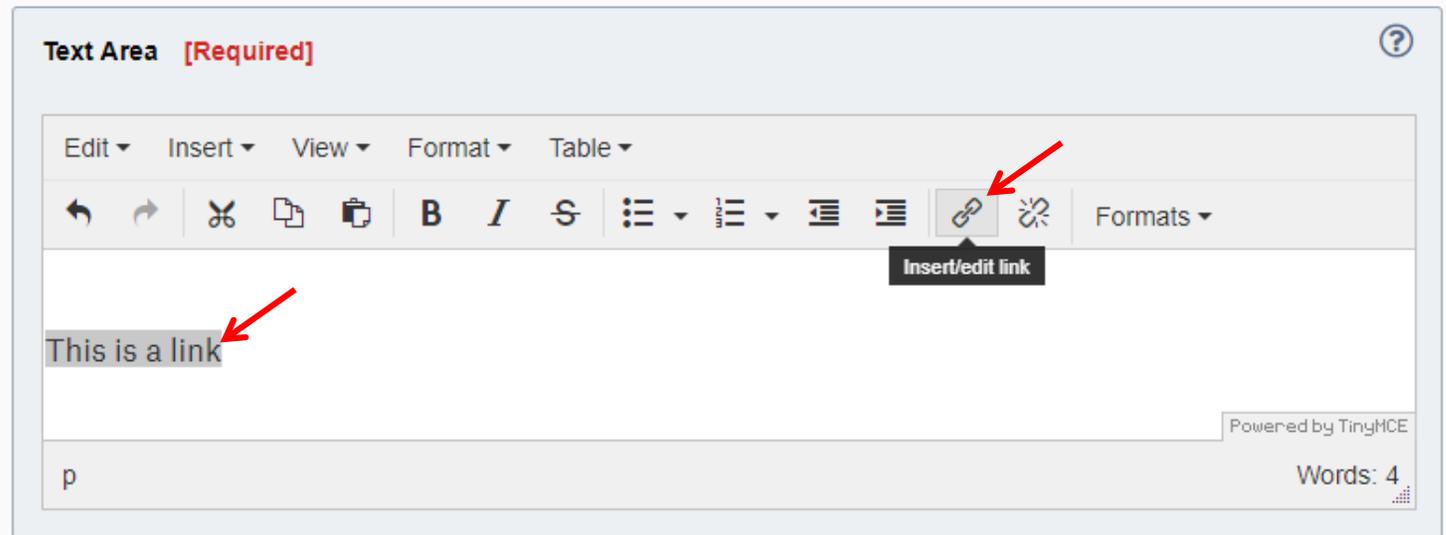


## Inserting a Link

In the text area in which you want to insert a link:

highlight the text you want to be a link.

Click the Insert/Edit Link icon

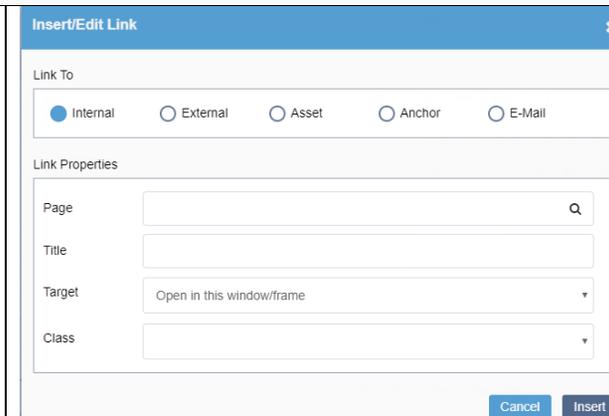


The screenshot shows a 'Text Area [Required]' editor window. The text 'This is a link' is highlighted in the main text area. A red arrow points to this text. Another red arrow points to the 'Insert/edit link' icon in the toolbar. The toolbar includes menus for Edit, Insert, View, Format, and Table, along with various icons for undo, redo, cut, copy, paste, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a 'Formats' dropdown. A 'Powered by TinyMCE' logo is visible in the bottom right corner of the editor area, and a 'Words: 4' counter is also present.

### Insert/Edit Link

In this window, you have several choices in the “Link to” menu. You can insert a link to a(n)

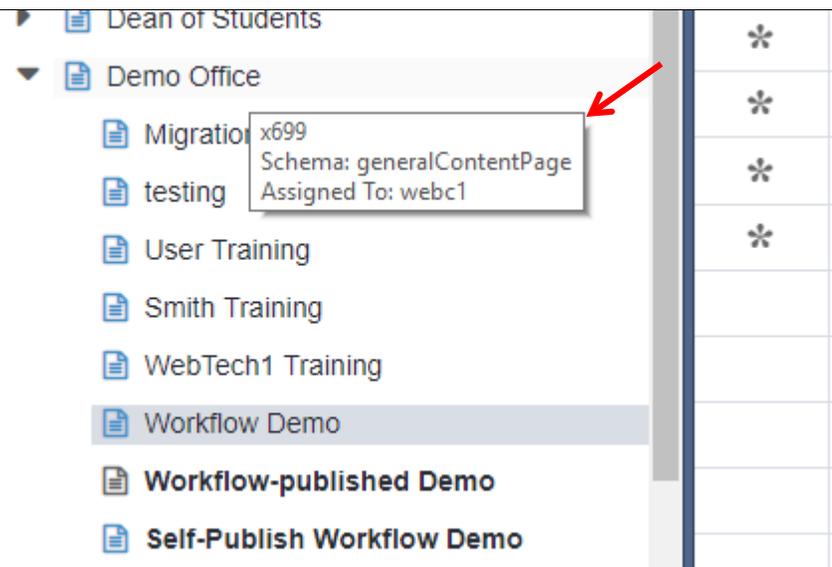
1. Internal page (this is a page within the Ingeniux system.)
2. External page (any page outside of Ingeniux, or other locations on the web like Google or Facebook)
3. Asset (PDF, image, or other file that has been loaded to the asset tree)
4. Anchor (don't use this unless absolutely necessary – consult Web office)
5. E-mail (link to someone's email address)



The screenshot shows the 'Insert/Edit Link' dialog box. It has a title bar with the text 'Insert/Edit Link' and a close button. The 'Link To' section contains five radio buttons: 'Internal' (selected), 'External', 'Asset', 'Anchor', and 'E-Mail'. The 'Link Properties' section contains four input fields: 'Page' (with a search icon), 'Title', 'Target' (with a dropdown menu showing 'Open in this window/frame'), and 'Class' (with a dropdown menu). At the bottom right, there are 'Cancel' and 'Insert' buttons.

### Internal Link

Before beginning, check the XID of the page you want to select by hovering over the page you are attempting to link and looking for the popup that appears. Make note of this number for the next step.



### INTERNAL LINKS

Select Internal on the Link To menu.

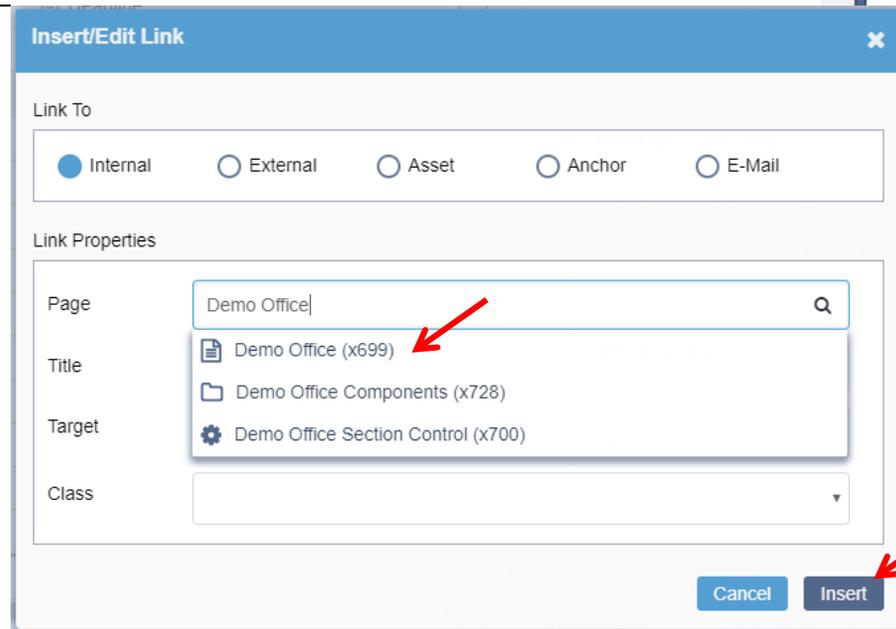
There are two ways to setup an internal link.

#### INTERNAL LINKS - Option 1.

Under Link Properties, type the name of the page you want to link to.

The list of pages with that name will appear. Select the correct page (noting that there may be several pages with the same or similar name). To assure you select the correct page, make sure the page has the XID that you made note of above.

Select it and click Insert



### INTERNAL LINKS - Option 2

Under Link Properties, type the XID of the page you want to link to.

The page with that number will appear.  
Select it and click insert.

**Insert/Edit Link** [X]

Link To

Internal  External  Asset  Anchor  E-Mail

Link Properties

Page: x699 [Q]

Title: Demo Office (x699)

Target: Open in this window/frame [v]

Class: [v]

Cancel Insert

### External Links

Select External under Link To menu

Paste (by copying a URL from a browser and CTRL+V) or type the URL in the URL window.

Click insert

**Insert/Edit Link** [X]

Link To

Internal  External  Asset  Anchor  E-Mail

Link Properties

External: www.google.com

Title: [ ]

Target: Open in this window/frame [v]

Class: [v]

Cancel Insert

## Asset Links

Select Assets under Link To menu

Click the Select Asset Icon

**Insert/Edit Link**

Link To

Internal  External  Asset  Anchor  E-Mail

Link Properties

Asset   Select Asset

Title

Target

Class

in the Select an Asset window:

Find the asset you want to link.

Click select

**Select an Asset**

Search for assets

#	Name	Size (KB)	Type	Date Modified
1	EOPQuickRefGuide.pdf	284.75	Document	5/15/19 2:08 PM

In the Insert/Edit Link window:

Add a title to describe your asset.

Click Insert button

The screenshot shows the 'Insert/Edit Link' dialog box with the 'Asset' radio button selected. The 'Link To' section has 'Asset' selected. The 'Link Properties' section contains the following fields: 'Asset' with the value 'a/4546', 'Title' with 'EOP Emergency Operations Guide', 'Target' with 'Open in this window/frame', and 'Class' which is empty. A red arrow points to the magnifying glass icon next to the 'Asset' field. At the bottom right, there are 'Cancel' and 'Insert' buttons, with a red arrow pointing to the 'Insert' button.

### Email Links

Select E-mail under Link To menu

Type or paste (CTRL+V) the email address

In the title, write Email <name>

Select Insert

The screenshot shows the 'Insert/Edit Link' dialog box with the 'E-Mail' radio button selected. The 'Link To' section has 'E-Mail' selected. The 'Link Properties' section contains the following fields: 'E-Mail' with the value 'webmaster@kutztown.edu', 'Title' with 'Email Webmaster', 'Target' with 'Open in this window/frame', and 'Class' which is empty. Two red arrows point to the 'E-Mail' and 'Title' fields respectively. At the bottom right, there are 'Cancel' and 'Insert' buttons, with a red arrow pointing to the 'Insert' button.

