

# Adding a Link

## 1. Create a Link

To create a link, you need to start with some text (or an image) in the content area.

### Default Content

Left Side Navigation

✕

sub.cba.faculty:/inc/left-navigation-default

Expanded Left Side Navigation ID

ID of Menu Section from Left Side Navigation, space separated

Horizontal Banner (YOU MUST SPECIFY THE ALT ATTRIBUTE OR YOUR IMAGE WILL NOT DISPLAY)

960x450 pixels

Horizontal Banner ALT

Page Header Text \*

Page Sub Header Text

Content Header Text

Page Content \*

Edit ▾ Format ▾ Insert ▾ Table ▾ View ▾ Tools ▾

↶ ↷ **B** *I* U ☰ ☷ ☹ ☺ Formats ▾ ☰ ☷ ☹ ☺

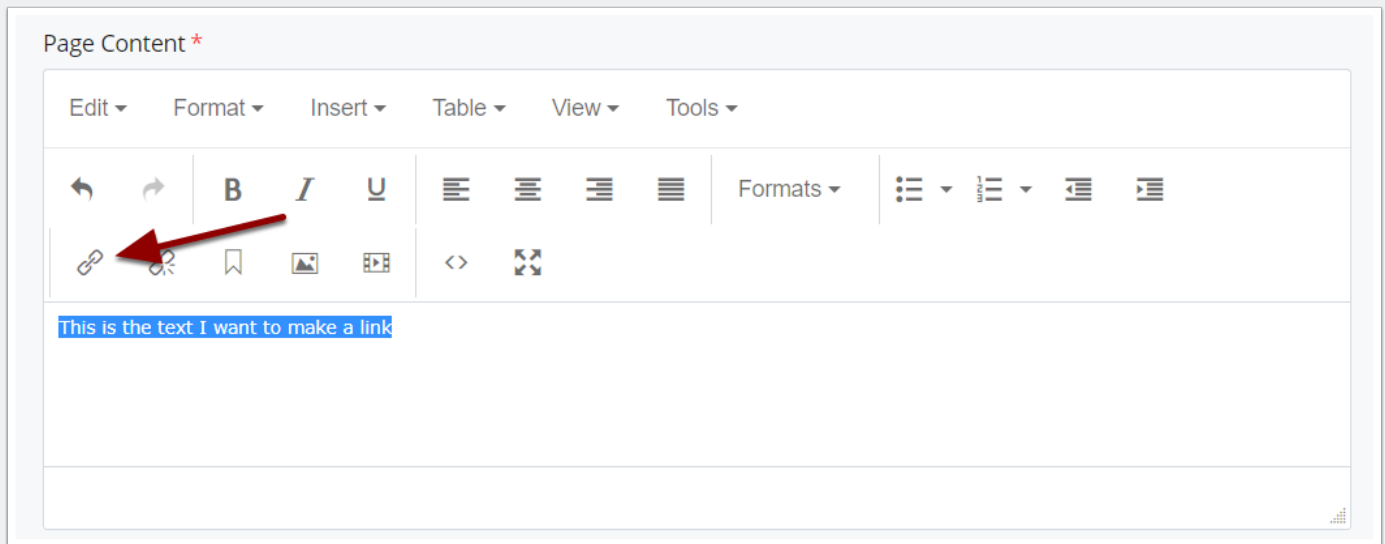
🔗 🗑️ 📌 🖼️ 📄 <> 🔄

This is the text I want to make a link

# Adding a Link

## 2. Highlight the Text

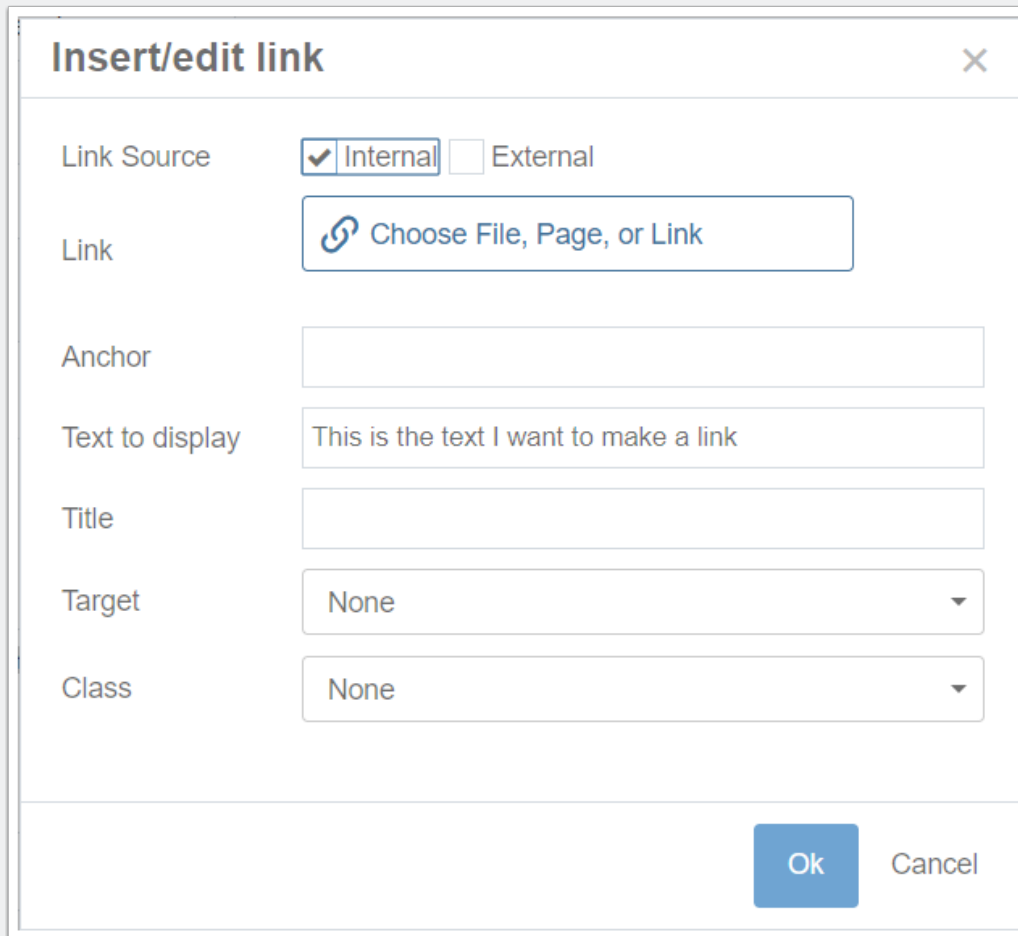
Highlight the text that you want to become the link and click on the chain icon.



# Adding a Link

## 3. Insert/Edit Link Dialog Box

You have the choice to create an internal link or an external link. Internal links are pages that are in Cascade that you have access to. External links would be other websites that you cannot get to from within Cascade.



The image shows a dialog box titled "Insert/edit link" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

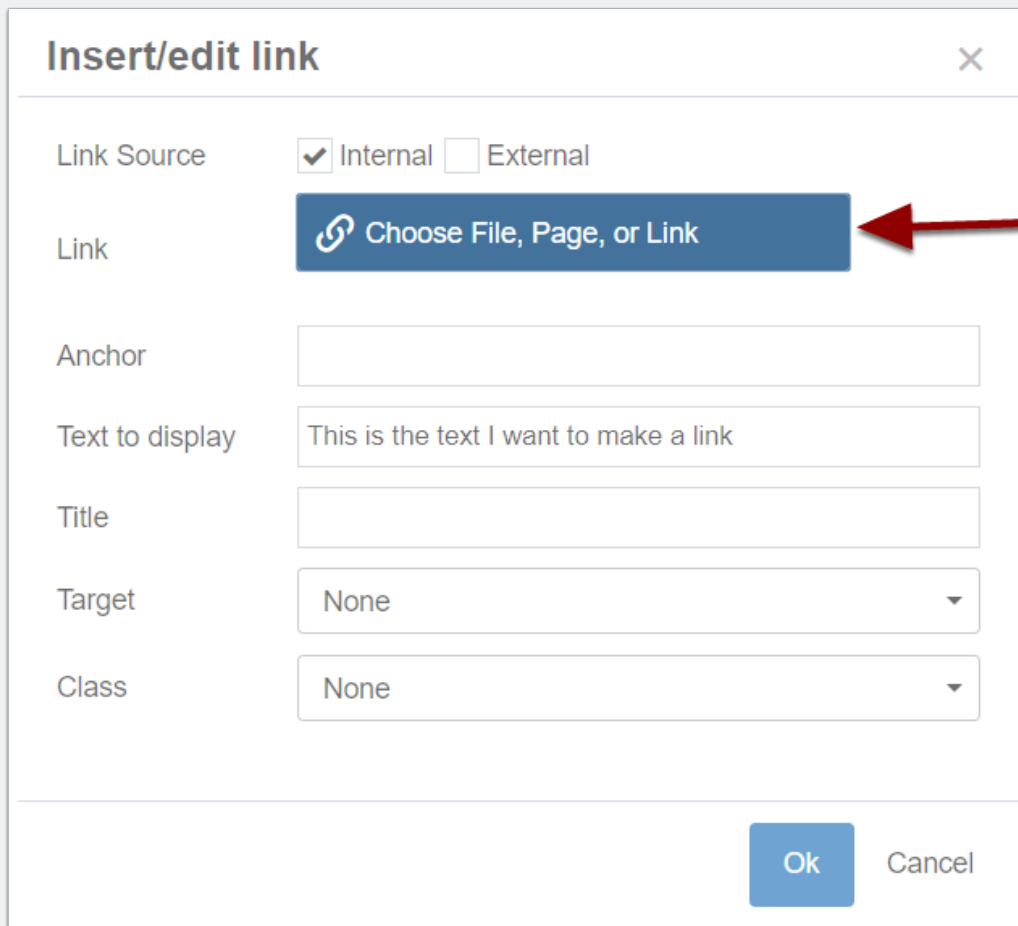
- Link Source:** Two radio buttons, "Internal" (checked) and "External" (unchecked).
- Link:** A button with a chain link icon and the text "Choose File, Page, or Link".
- Anchor:** An empty text input field.
- Text to display:** A text input field containing the placeholder text "This is the text I want to make a link".
- Title:** An empty text input field.
- Target:** A dropdown menu with "None" selected.
- Class:** A dropdown menu with "None" selected.

At the bottom right of the dialog are two buttons: "Ok" (highlighted in blue) and "Cancel".

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## 4. Internal Link

Internal links are the best way to manage your links in Cascade. If a file is renamed or moved, Cascade will keep track of it. You will need to republish any page that the link is a part of, but Cascade will automatically change the link location if needed. To begin, search for a file by clicking the Choose File, Page, or Link button.



**Insert/edit link** ×

Link Source  Internal  External

Link  Choose File, Page, or Link 

Anchor

Text to display

Title

Target  ▼

Class  ▼

# Adding a Link

## 4.1 Find the page or file you want to link to

You can link to any page or file that you have access to. Select your choice from the list below. If it is in another site, you can navigate to Browse, then use the global dropdown [1] to navigate to that site.

# Adding a Link

Choose a file, page, or link Cancel Choose

Recent Browse Upload

group.cascade7 1

group.cascade7 / [\\_cascade](#)

- [\\_cascade](#)
- [\[Enter Display Name\]](#)
- [\\_ga](#)
- [\\_javascript](#)
- [\\_javascript](#)
- [\[Insert Title Here\]](#)

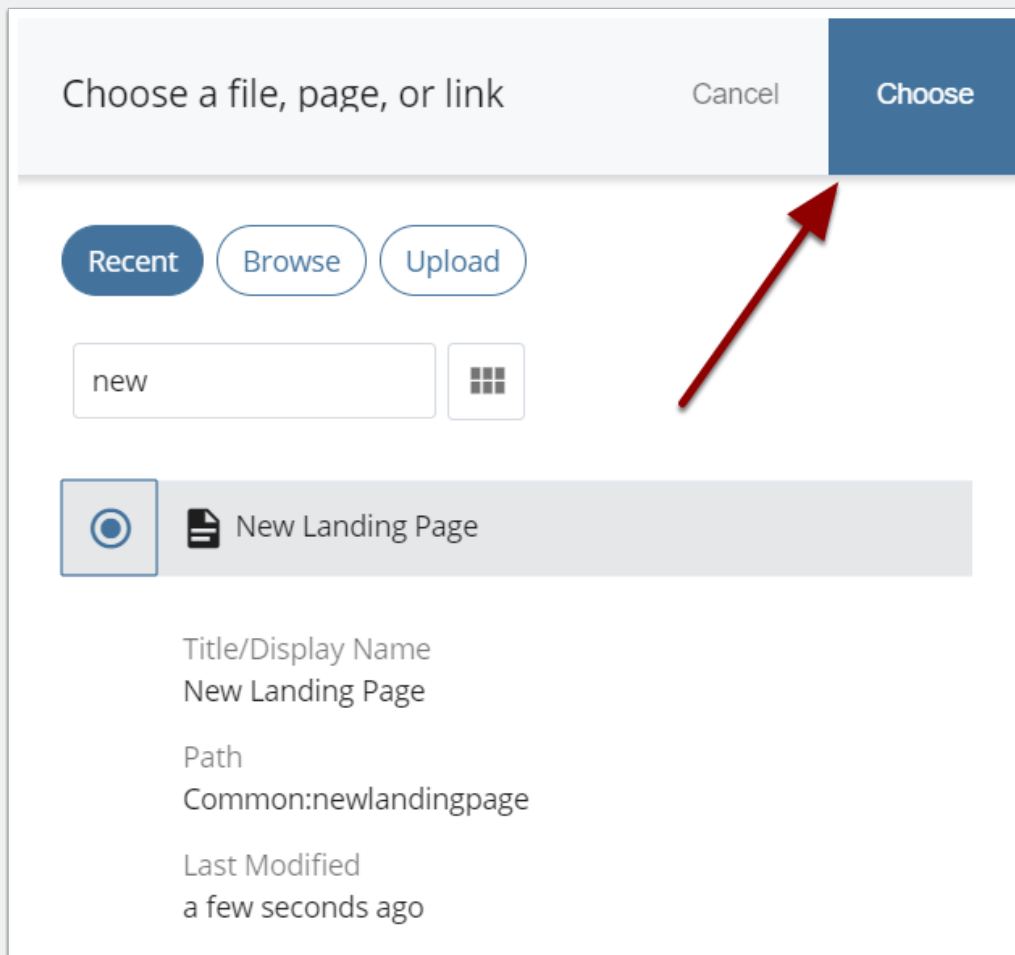
Title/Display Name  
[Insert Title Here]

Path  
group.cascade7:\_cascade/ContentPage

Last Modified  
a few seconds ago

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## 4.2 Confirm your selection



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## 5. External Link

If you click on External link, the link text box will let you type in a web address. Be sure to use `http://` when going to another website. If you want to create an email address you can use `mailto:email@sample.com` format to create an email link.

### Insert/edit link ✕

Link Source  Internal  External

Link

Anchor

Text to display

Title

Target  ▼

Class  ▼



# Adding a Link

## 5.1 Relative Links

If you are linking to a site that is part of Cal Poly Pomona, you should use a relative link. This means you do not use `http://` and the university web address. This is important because of the domain name change from `csupomona.edu` to `cpp.edu`. Example: If your site is `www.cpp.edu/~mysite` then the relative link would be `/~mysite`. This will prevent you from having to update the links on your site in the event of a domain change.

### Insert/edit link ✕

Link Source  Internal  External

Link

Anchor

Text to display

Title

Target

Class

# Adding a Link

## 6. Add a descriptive title to the link

Make sure you use a descriptive Title for the link. If it is to an external site you can use the website name as the title. Then click on Ok.

**Insert/edit link** ✕

Link Source  Internal  External

Link


Anchor

Text to display

Title

Target  ▼

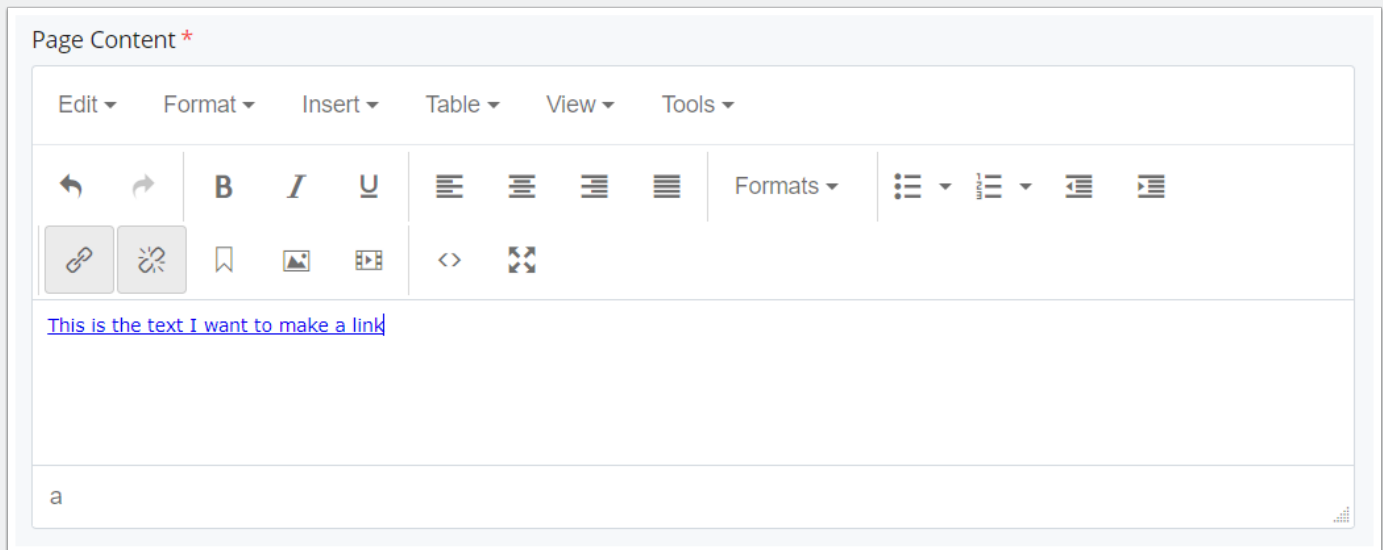
Class  ▼



# Adding a Link

## 7. The Link is complete

You will notice that the text is now blue and underlined. This means the link has been created.



The screenshot shows a rich text editor interface titled "Page Content \*". The top menu bar includes "Edit", "Format", "Insert", "Table", "View", and "Tools". The main toolbar contains icons for undo, redo, bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, increase indent, link, unlink, bookmark, insert image, insert video, source code, and full screen. The text area contains the text "This is the text I want to make a link" which is blue and underlined. Below the text area is a small input field containing the letter "a".