

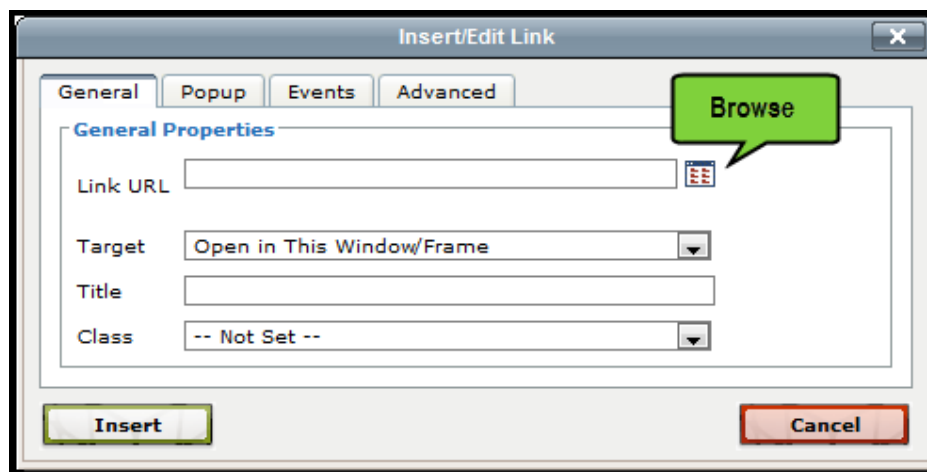


LINK A DOCUMENT

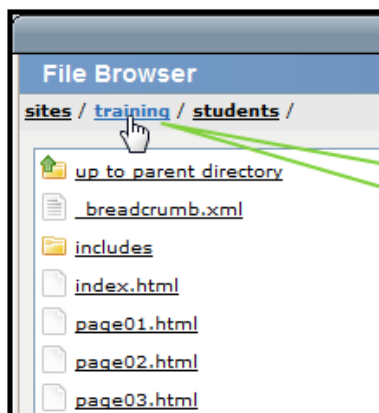
To link a document in a webpage the steps are very similar to inserting an image, except documents are stored in the **Documents** folder instead of the Images folder.

1. In the WYSIWYG Editing page, **type the text** you want to link to a document
2. **Highlight the text** (hold down the left mouse button and drag)
3. Click the Insert/Edit Link icon 
4. In the resulting pop-up window, enter the Link URL to the document (make sure you have permission from the author if using an outside source) or click the **browse button**  next to the “Link URL” field to select a document on the production server that has already been uploaded.

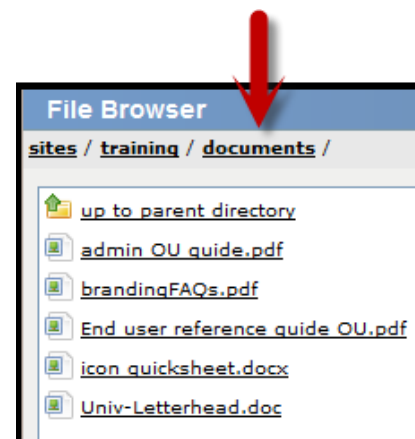


5. If browsing for a document in the File Browser, **you must first navigate to the documents folder** of the page you are editing. To do this make sure the breadcrumb at the top of the file browser reads “sites/ <college or division>/<department>/documents”. The documents folder will appear in the college or division folder and each department will have a documents folder as well. Navigate to the appropriate documents folder i.e. sites / kremen / lee / images.

**NOTE: If you do not select the documents folder you will not be able to select or upload a document*



**Using the breadcrumb,
Navigate to the
department or
college/division to find
the documents folder**



- Once you find the desired document, click “**Select File.**”
- The **Target** is where the linked item will appear for the user upon clicking the link. The best practice for accessibility is to set the **Target** field to “Open in This Window/Frame” and enter a **Title**. If you would rather have the hyperlink open in a new window, change the **Target** to Open in New Window (blank), but be sure to mention in the **Title** field that the page opens in a new window.
- If the document is large, be sure to inform users that the **file size is in parentheses**. As a user may not want to open a large file due to cell phone data limitations or slow Internet speeds.
- Click **Insert**.

