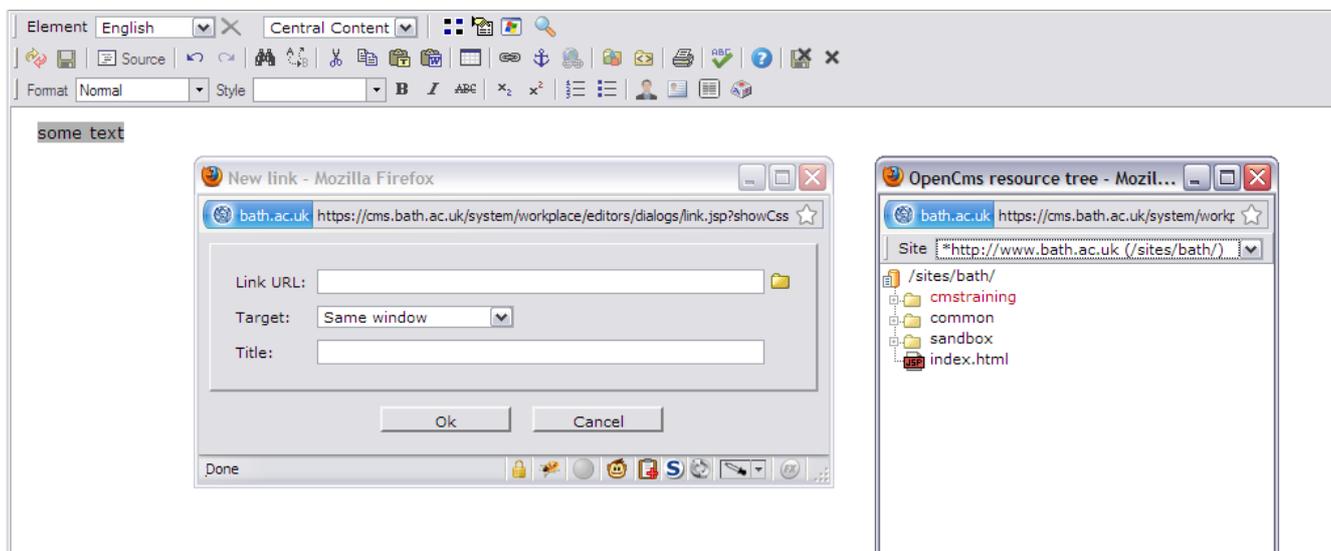


# Creating links

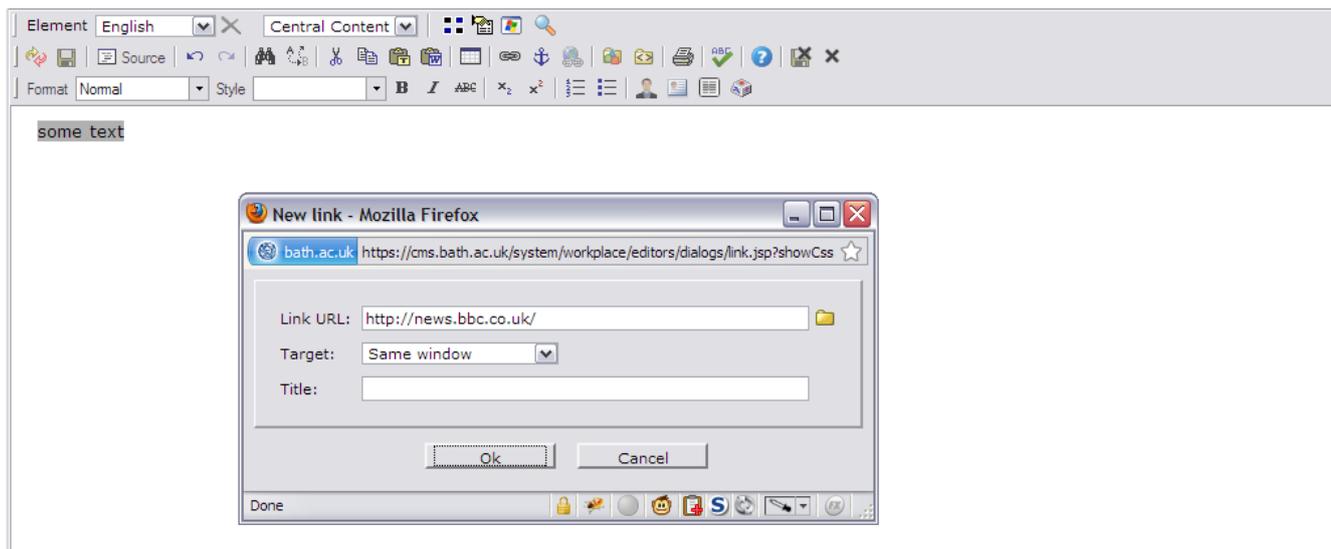
## Adding internal links

1. Highlight the text you want to be a link
2. Click on the link button 
3. Click on the browse folder button 
4. Select the file or folder you want to link to from the directory tree in the pop-up window



## Adding external links

1. Highlight the text you want to be a link
2. Click on the link button 
3. Copy the URL from the address bar of the external site you want to link to
4. Paste it into the Link URL box
5. Click **OK**



### Please note

When you are linking to the homepage of a folder (usually index.html) you should not include index.html in the link, e.g. just link to /sandbox/examplefolder/ and not to /sandbox/examplefolder/index.html

## Link colours

Link colours are determined by the CSS stylesheet. Visited links will be a different colour from unvisited links. This is standard practice on the web, and you should not under any circumstances try to override it. Be careful when copying links from other web-pages, which may have font tags around them. If in doubt, create a new link. (Type the text into the CMS page; right-click on the link in your browser and select "copy link location" from the context menu.)

The CMS lets you add links to other pages in the content of any page. The CMS processes these links in different ways. When you add a link to a page and save the page, the CMS looks at where the link is pointing to and processes it according to that location.

Links which point to an external domain (something other than [www.bath.ac.uk](http://www.bath.ac.uk)) are treated as external and are left as they are.

Links which point to any page starting with <http://www.bath.ac.uk/> will be treated as internal links. This is because the CMS knows that pages are published from the CMS to that address.

However, the CMS treats internal links as resources that exist in the CMS when actually there are currently many things outside of the CMS on the web server that are on the [www.bath.ac.uk](http://www.bath.ac.uk) site.

The implications of this are that the links to these resources will not work properly within the CMS.

Firstly, when previewing pages in the CMS, any links to pages under [www.bath.ac.uk](http://www.bath.ac.uk) but outside the CMS will not work because pages in preview mode will go to [cms.bath.ac.uk](http://cms.bath.ac.uk)

Secondly, when you publish a page the CMS will check to see if these resources exist in the CMS and if they do not it will report that the link is broken. You can safely ignore this if the page does exist because when the page exists outside the CMS.