

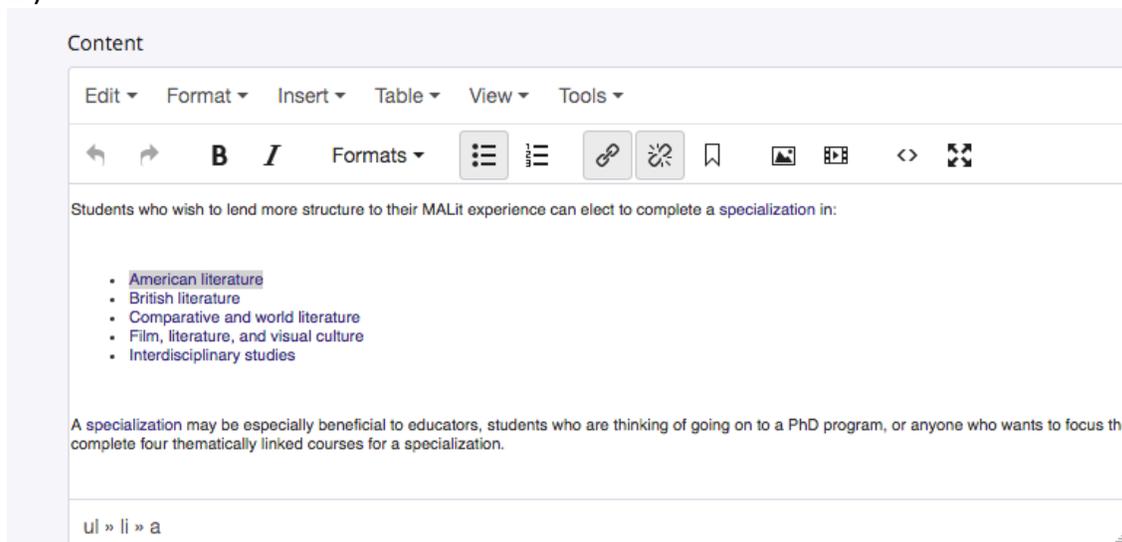


## Creating a hyperlink

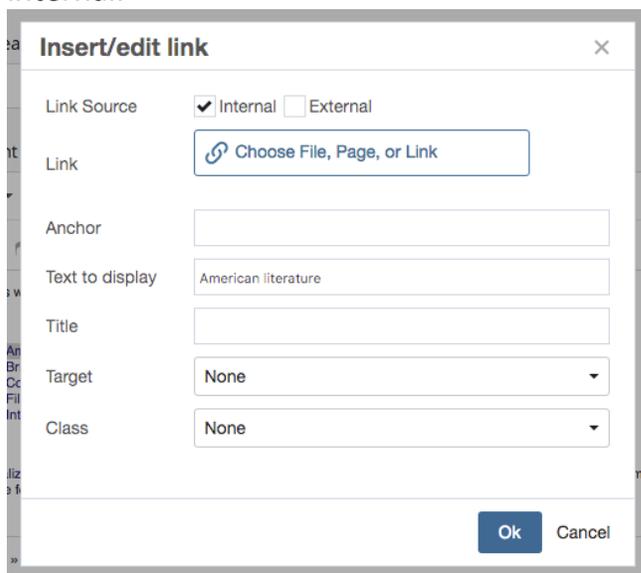
This document outlines the steps for creating a text link in an existing web page.

1.) Select the text that you want to be included in the link

2.) Click on the link icon from the WYSIWYG buttons



3.) Choose the page you would like to link to. If it's within the SPS site, choose internal.

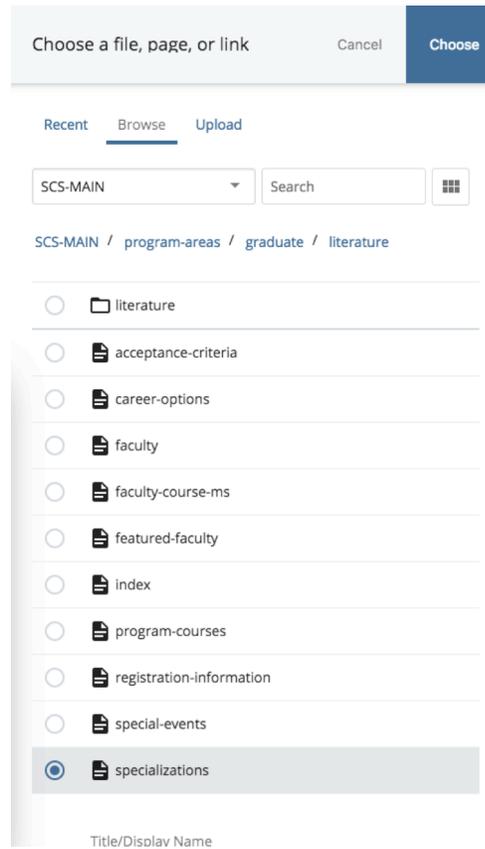


4.) Navigate to the page you want to link to.

Hint: in most cases, you'll use "Browse" to navigate through the folders to the correct page. But if you're making repetitive updates, Cascade will remember where you've been in the "Recent" window.

5.) Click on "Choose", then "OK"

6.) If you're finished making edits, submit the workflow for approval.



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### Additional Resources:

Northwestern University Cascade Help site: <http://www.northwestern.edu/cascade-help/>

For assistance, contact [spswebtechsupport@northwestern.edu](mailto:spswebtechsupport@northwestern.edu)