

## **Creating a hyperlink**

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

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- 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.

Insert/edit link ×		
Link Source	✓ Internal External	
Link	S Choose File, Page, or Link	
Anchor		
Text to display	American literature	
Title		
Target	None	•
Class	None	•
	Ok C	ancel

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.

Choose a file, page, or link	Cancel	Choose		
Recent Browse Upload				
SCS-MAIN T	rch			
SCS-MAIN / program-areas / graduate / literature				
🔿 🖿 literature				
acceptance-criteria				
Career-options				
faculty				
faculty-course-ms				
featured-faculty				
index				
program-courses				
C Pregistration-information				
Special-events				
● specializations				
Title/Displav Name				

## **Additional Resources:**

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

For assistance, contact spswebtechsupport@northwestern.edu