**You have four options for links:**

Internal path = any page within your site

URL = any external website (ex: uihealthcare.org, gme.medicine.uiowa.edu, uiowa.edu, aamc.org)

Link to anchor in the text = for longer pages that jump down to a section (not recommended unless absolutely necessary - see [example](https://www.medicine.uiowa.edu/pathology/about-us/departmental-history))

E-mail = a person’s e-mail address

**Internal Path Example**

**Step 1:** Highlight the text you want to link, and then click the Link (chain) icon.



**Step 2:** Open a new tab of the page you want to link the text to.

**Step 3:** Once you get to the page you want to link the text to, click Edit.



**Step 3:** Scroll down and click URL Path Settings.



**Step 4:** Copy the URL Alias.



**Step 5:** Go back to the original page that is ready to add a link. It should look like this.



**Step 6:** Under Link, paste the link from the other page.



**Step 7:** Click OK.

**Step 8:** The Link should appear within the body of text.

**Step 9:** Scroll down and save the page.



**URL Example**

**Step 1:** Highlight the text you want to link, and then click the Link (chain) icon



**Step 2:** Go the external page you want to link to by opening a new tab in your browser. Copy the full URL.



**Step 3:** Go back to the page you’re editing and make sure that URL is selected from the Link Type drop-down. Then paste your external URL into the URL field. Click OK, and your link will appear. Be sure to save your page.



**E-mail Example**

**Step 1:** Highlight the text you want to link, and then click the Link (chain) icon.



**Step 2:** Choose E-mail from the Link Type drop-down. Then type or copy the person’s e-mail address as seen below. Click OK and your link will appear. Be sure to save your page.

