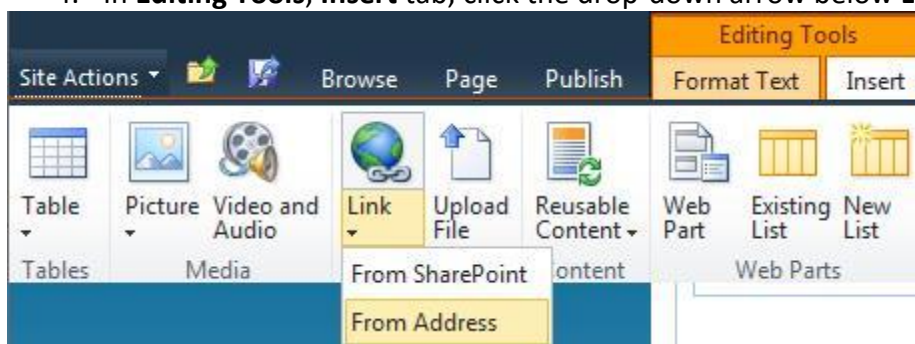


How to Insert a Link in SharePoint 2010

You can insert a link to several different objects in SharePoint, including web pages, documents, and images both within your SharePoint site files, and outside your web site.

To insert a link in the content of your website:

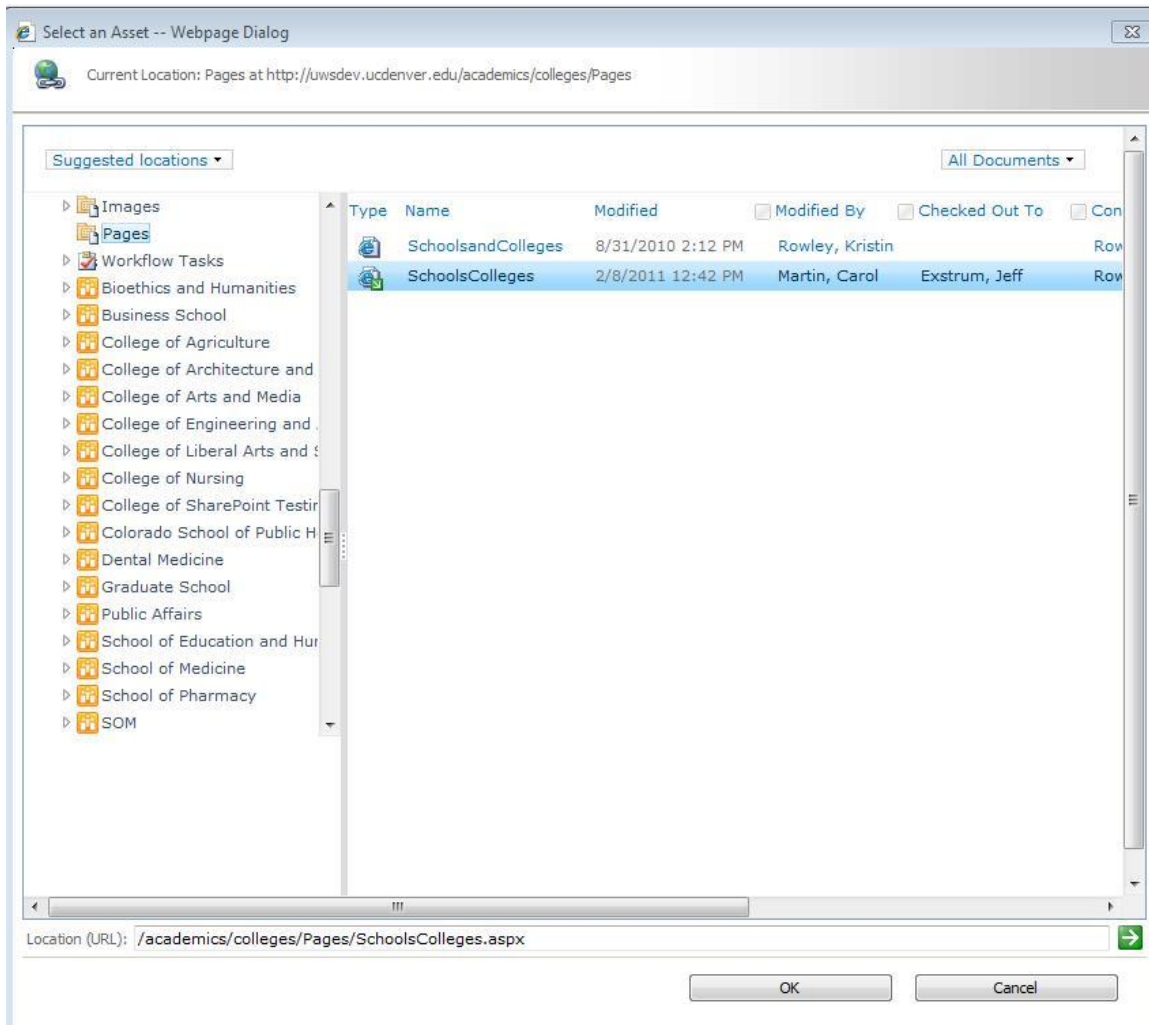
1. Navigate to the page where you want to insert the link
2. In the **Page** tab, **Edit** group, click **Edit**
3. Select the text you want to link
4. In **Editing Tools**, **Insert** tab, click the drop-down arrow below **Link**



5. From the **Link** menu, select either:
From SharePoint to browse to an existing web page, image, or document in the SharePoint site files
Go to step 6 to insert a link **From SharePoint**.
or
From Address to link to an external web page, image, or document
Go to step 8 to insert a link **From Address**

6. When **From SharePoint** is clicked, the **Select an Asset** window opens. Navigate to the file location for the web page, image, or document in which you want to link.

NOTE: Source content (documents and/or images) must be uploaded to the appropriate folder in your site files and check in before you link to it. If you have a new document to publish to your site, See [How to Upload an Image or Document](http://www.ucdenver.edu/uws) at www.ucdenver.edu/uws to ensure the document is correctly added to your SharePoint files prior to building your link.



7. Click on the source file you want to link to and then click **OK**
SharePoint inserts a link to the internal file you choose, and the text you highlighted is formatted like a live link.
Go to step 10.

NOTE: The file **From SharePoint** you link to must be uploaded to a folder in SharePoint site files and checked-in before users can access the link. Most documents already in the site files are ready to go, but if you want to link to a *new* document or image, you must upload and check-in the file for the link to work.

8. When **From Address** is clicked, the **Insert Hyperlink** window opens. The text you highlighted in step 3 appears in the **Text to Display** field. Type or copy and paste the web address into the **Address** field.

How to Insert a Link



NOTE: You can also link to an e-mail address using the **Insert Hyperlink** window. Type **mailto:** followed by an e-mail address, with no spaces, For example, **mailto:sharepointuser@ucdenver.edu**.



9. Click **OK**

SharePoint inserts a link to the external web address you chose, and the text you highlighted is formatted like a live link.

10. Put your cursor on the new link, and then click the **Format** tab in **Link Tools**.

Link Tools functionality appears in the ribbon.

11. In the **Properties** group, **Description** field, type a description for the link. For example, type "link to Google" if the link goes to www.google.com.

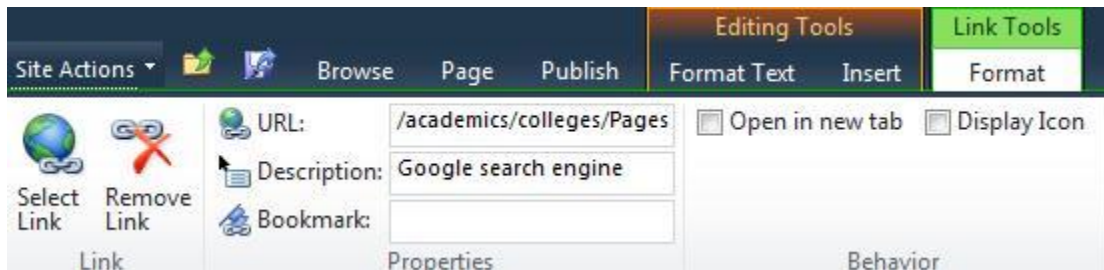
NOTE: Adding text in the **Description** field not only enables SharePoint to display pop-up text when users hover over your link, but it is also essential to inform users with disabilities where the link will take them. Make it a habit to fill out the **Description** field for every link you insert.

12. In the **Page** tab, **Edit** group, click **Check In** to create a permanent version of your changes.

How to add a link title

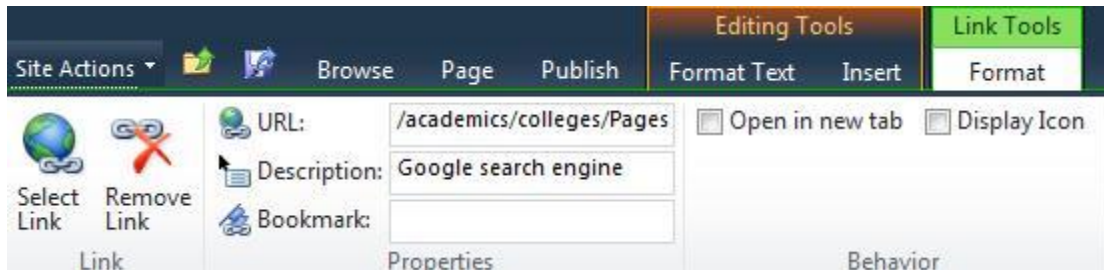
Link Description (link title tag)

Text added to the description field, will be displayed when a visitor slowly rests or drags the cursor arrow over the hyperlinked text. Like alternate text, this content will help search engine with relevancy ranking in search results.



Open in new tab or window

This option allows you to direct the link in a browser window separate from the current page. This functionality is the same as the HTML “blank” attribute. Best practice suggests using this option sparingly.



How to Insert a Link