
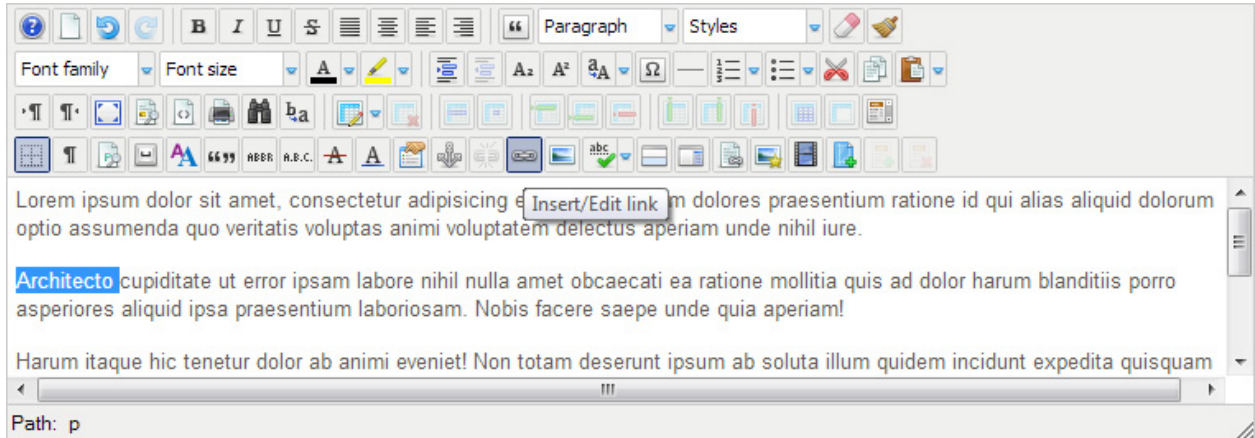
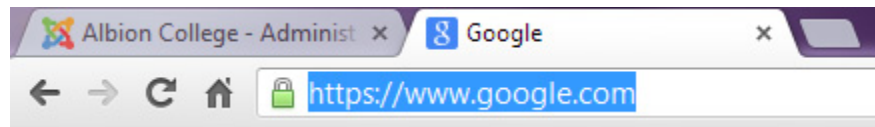


Linking within an Article

1. Highlight the text you would like to make a link and click the **Insert/Edit Link** button 



2. There are two types of links, Internal and External links.
 - a. External links – these links go to anything that is NOT under www.albion.edu. If your link is not external see section 2.b Internal links
 - i. Browse to the page you want the links destination to be and copy the URL that appears in the address bar



- ii. Paste that address into the field labeled *URL*

The screenshot shows the Joomla! Link dialog box with the following details:

- Link : 2.2.9.1** (Title bar)
- Link** (Active tab)
- URL**: <https://www.google.com/>
- Text**: Architecto
- Links** section: Search... Search
- Browse** section: Contacts, Content, Menu, Weblinks
- Attributes** section:
 - Article Anchors: ---
 - Target: --Not Set--
 - Title: (empty)
- Buttons: , ,

- iii. Because this is an external link, we want to keep users on our website. So in the *Attributes* section, in the field labeled *Target* click the dropdown and select “Open in new window”

The close-up shows the 'Attributes' section with the 'Target' dropdown menu open:

- Article Anchors: ---
- Target: Open in new window (highlighted), --Not Set--, Open in current window / frame, Open in parent window / frame, Open in top frame (replaces all frames)
- Title: (empty)

- iv. Click the **Insert** button to insert
- b. Internal links – any link under www.albion.edu. These links are different because of the way Joomla! builds links. There are two different ways to link to internal pages

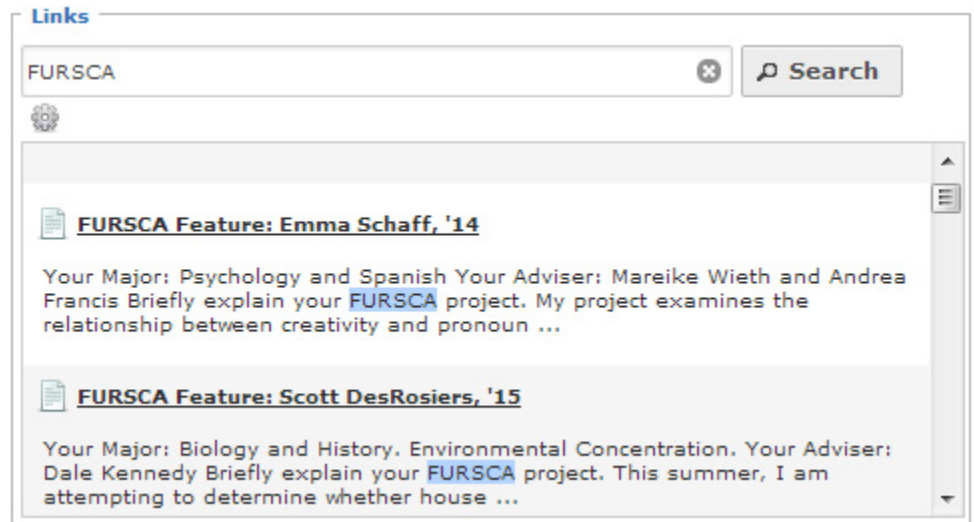
i. Search by page text

1. Copy unique text from the page. The page *Title* is usually the best bet. Paste that text into the **Search...** box in the *Links* section and click search



The screenshot shows a search box labeled "Links" containing the text "FURSCA". To the right of the search box is a "Search" button with a magnifying glass icon. Below the search box is a gear icon for settings.

2. Browse through the results to find your page.

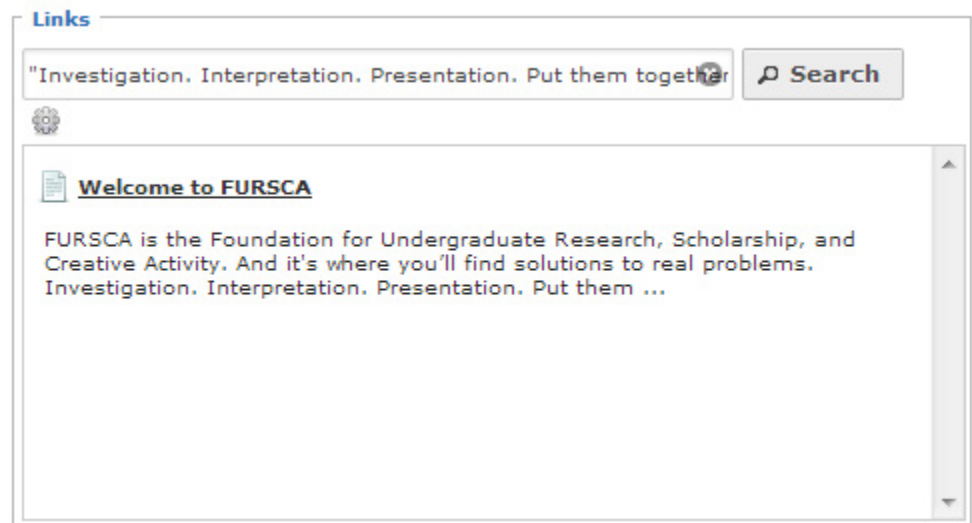


The screenshot shows the search results for "FURSCA". The search box still contains "FURSCA". Below the search box, there are two search results, each with a document icon and a title:

- FURSCA Feature: Emma Schaff, '14**
Your Major: Psychology and Spanish Your Adviser: Mareike Wieth and Andrea Francis Briefly explain your FURSCA project. My project examines the relationship between creativity and pronoun ...
- FURSCA Feature: Scott DesRosiers, '15**
Your Major: Biology and History. Environmental Concentration. Your Adviser: Dale Kennedy Briefly explain your FURSCA project. This summer, I am attempting to determine whether house ...

3. If searching by the title is returning too many results, try searching on some paragraph text. Placing it in quotes helps narrow down the search.

Investigation. Interpretation. Presentation. Put them together and you have one of the highest forms of learning. At the Foundation for Undergraduate Research, Scholarship, and Creative Activity (FURSCA), we pair students with faculty mentors to develop and carry out research and other creative projects. Our programs are open to students in every discipline.



The screenshot shows the search box labeled "Links" containing the text: "Investigation. Interpretation. Presentation. Put them together". To the right of the search box is a "Search" button with a magnifying glass icon. Below the search box is a gear icon for settings.

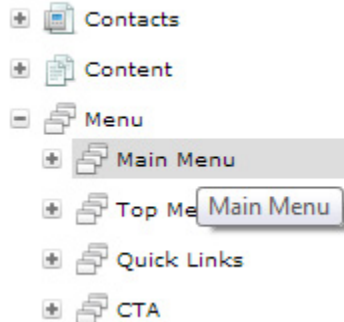
The search results show a single result with a document icon and the title **Welcome to FURSCA**. The text of the result is: "FURSCA is the Foundation for Undergraduate Research, Scholarship, and Creative Activity. And it's where you'll find solutions to real problems. Investigation. Interpretation. Presentation. Put them ..."

- ii. Search through the menu structure – we can browse to the page we want by navigating down through the menu structure. The menu structure is the navigation (or set of links) that can be found along the top of the website (shown below)



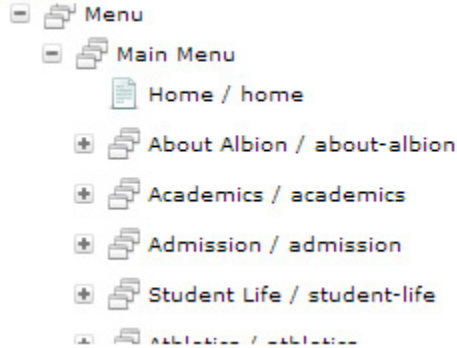
1. Click on **Menu** in the *Browse* section to expand the selection

Browse



2. Click Main Menu, this mirrors the navigation found at the top of the website

Browse




3. Continue browsing down until you find the page you want. Be sure to click the title of that page. You will see the link appear in the *URL* field as Joomla! populates that field for you.

URL

.Text

Links



Browse

- Institutional Data / institutional-data
- FURSCA / fursca**
- Elkin Isaac Research Symposium / elkin-isaac-symposium-1
 - Faculty Publications / elkin-isaac-symposium-2
 - Student Publications / elkin-isaac-symposium-3
 - Contact Us / contact-us
- Library / library

4. Click the **Insert** button