Editing a Pre-existing Link to the Course Catalog

To update links in your Sharepoint website that point to the old dynamic course catalog do the following:

1. Open the page in your browser with the link to the catalog that you need to edit and click the Edit icon



Figure 1

- 2. Select the text the visitor clicks on to view your catalog listing
- 3. Select the Format tab under Link Tools and delete the URL currently listed from the URL field

			Editing	Tools	Link Tools	
Site Actions 👻 📄	🛊 📝 Brows	e Page	Format Text	Insert	Format	
	Ձ URL:	/AcadAff/Cat	alog%20PDf 📝 Open i		n new tab 📄 Display Icon	
	Description:					
Select Remove Link Link	쵫 Bookmark:					
Link	I	Properties			Behavior	

Figure 2

4. In a separate browser tab (Ctrl + T) open the <u>destinations page</u> and begin to type the name of the destination you want to link to. For example, consider the **Religious Studies Minor** listing on the destinations page:

Religious Stu	dies
Heading:	Religious Studies
Desination:	Religious_Studies
Page:	183
URL:	
http://www.uw	sp.edu/AcadAff/Catalog PDF/currentcatalog.pdf#nameddest=Religious_Studies
Heading:	Philosophy Major with Concentration in Religious Studies
Desination:	Philosophy_Major_with_Concentra
Page:	173
URL:	
http://www.uw	sp.edu/AcadAff/Catalog PDF/currentcatalog.pdf#nameddest=Philosophy_Major_with_Concentra
Heading:	Religious Studies Minor
Desination:	Religious_Studies_Minor
Page:	183
URL:	
http://www.uw	sp.edu/AcadAff/Catalog PDF/currentcatalog.pdf#nameddest=Religious_Studies_Minor
Heading:	Courses in Religious Studies
Desination:	Courses in Religious Studies

Information about the Religious Studies Minor can be linked to directly by copying the URL:

http://www.uwsp.edu/AcadAff/Catalog PDF/currentcatalog.pdf#nameddest=Religious Studies Minor

5. Copy the URL for this destination and paste the URL into the URL field

Note: these URLs can also be utilized in any electronic handouts or brochures that require a direct link to specific parts of the UWSP Catalog

6. Check the Open in new tab checkbox as the link needs to be opened in its own tab



Figure 3

7. Click Save and Close

		Editing		Tools	Link Tools	
Site Actions 👻 📋	🔹 📝 Brows	e Page	Format Text	Insert	Format	
Select Remove Link Link	SURL:		talog%20PDf	📝 Open in	new tab 📄 Display Icon	
Link	Properties				Behavior	

Figure 4

8. Test the link

Inserting a new Link to the Course Catalog

1. Open the page in your browser that you wish to add a link to the catalog in and click the Edit icon



Figure 1

- 2. Select the text the visitor will click on to view your catalog listing
- 3. Select the Insert tab from Editing Tools



4. Under Link select From Address by clicking and holding the arrow under Link

					Editi	ng Tools	
Site Acti	ons 👻 📋	🌢 🧏 I	Browse	Page	Format Te	ext Insert	
Table	Picture	Video and Audio	Q. Link	Upload File	Reusable	Web Existin Part List	
Tables	M	ledia	From SharePoint			Web Pa	
			From Address		nents	Teaching &	

Figure 3

- 5. In a separate browser tab (Ctrl + T) open the <u>destinations page</u> and begin to type the name of the destination you want to link to
- 6. Copy and paste the URL for the destination into the Address field of the Insert Hyperlink dialog box

Insert Hyperl	ink	□ ×
Text to display:	catalog	
Address:	Paste URL here	
	OK Cancel	

Figure 4 7. Click OK

8. Check the **Open in new tab** checkbox as the link needs to be opened in its own tab



Figure 5

9. Click Save and Close

Site Actions 🔻 🐋 📝 Browse Page			Editing Tools		Link Tools	
			Format Text	Insert	Format	
Select Remove Link	SURL:	/AcadAff/Catalog%20PDF		👿 Open in new tab 🥅 Display Icor		isplay Icon
Link	Properties				Behavior	

10. Test the link

NOTE: Links to the catalog should always open in a new window to allow the PDF to open to the destination specified.