

How to Link to the Course Catalog

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

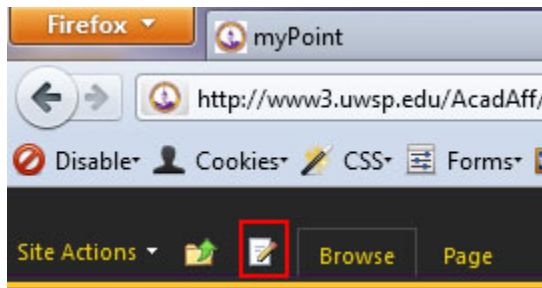


Figure 1

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

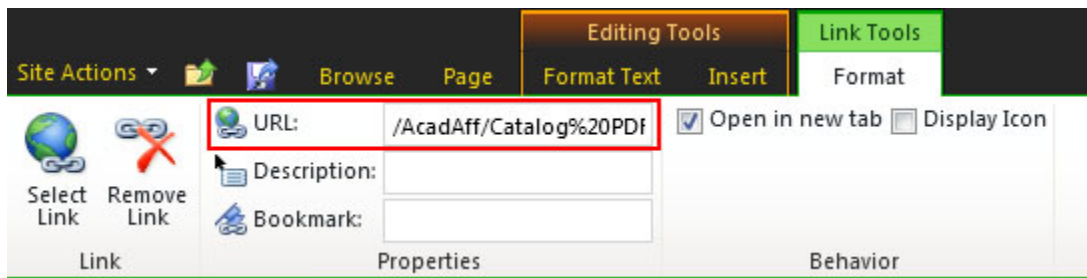


Figure 2

4. In a separate browser tab (Ctrl + T) open the [destinations page](#) 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 Studies	
Heading:	Religious Studies
Desination:	Religious_Studies
Page:	183
URL:	http://www.uwsp.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.uwsp.edu/AcadAff/Catalog PDF/currentcatalog.pdf#nameddest=Philosophy_Major_with_Concentra
Heading:	Religious Studies Minor
Desination:	Religious_Studies_Minor
Page:	183
URL:	http://www.uwsp.edu/AcadAff/Catalog PDF/currentcatalog.pdf#nameddest=Religious_Studies_Minor
Heading:	Courses in Religious Studies
Desination:	Courses_in_Religious_Studies
Page:	183

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

- 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

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

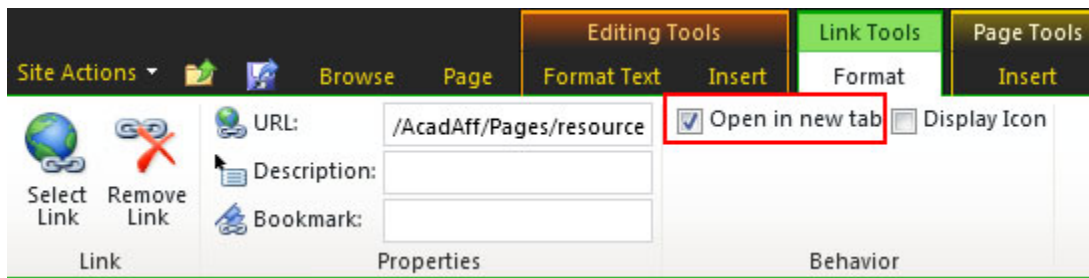


Figure 3

- Click **Save and Close**

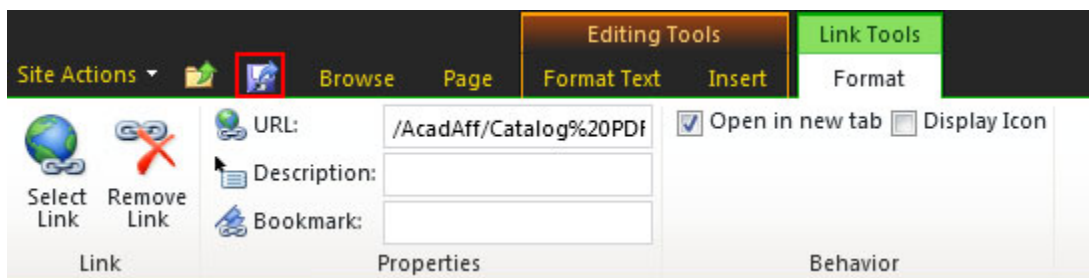


Figure 4

- Test the link

Inserting a new Link to the Course Catalog

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

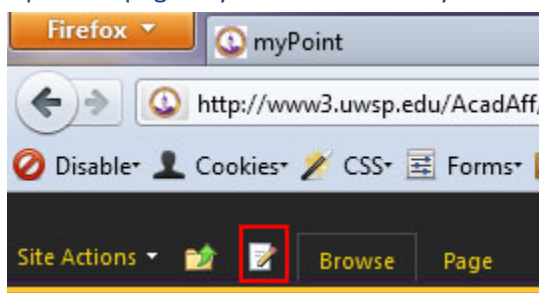


Figure 1

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

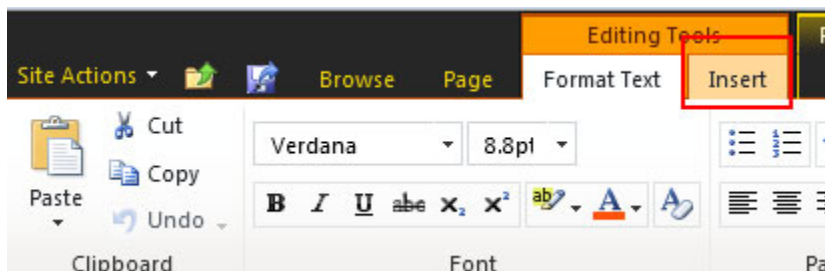


Figure 2

- Under **Link** select **From Address** by clicking and holding the arrow under **Link**

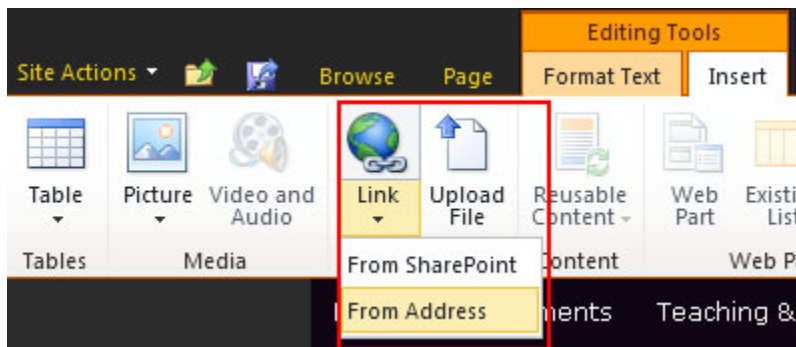


Figure 3

- In a separate browser tab (Ctrl + T) open the [destinations page](#) and begin to type the name of the destination you want to link to
- Copy and paste the URL for the destination into the Address field of the Insert Hyperlink dialog box

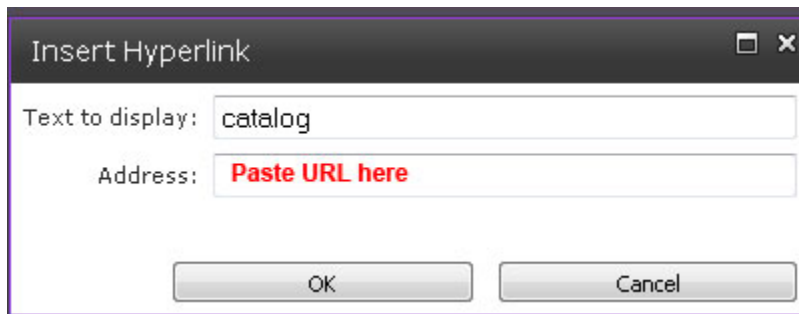


Figure 4

- Click **OK**
- Check the **Open in new tab** checkbox as the link needs to be opened in its own tab

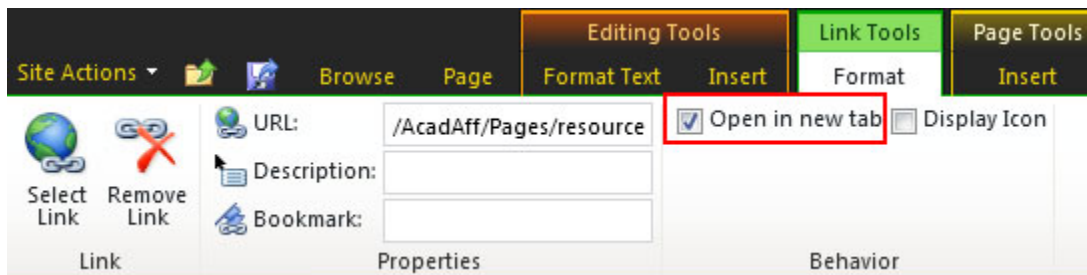
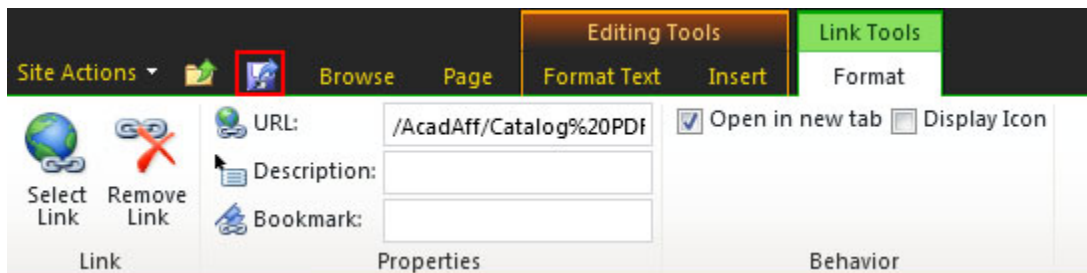


Figure 5

- Click **Save and Close**



- 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.