Understanding Internal Vs. External Links

An internal link is one going to a page you can browse to and view within Cascade. If you're a www.tamuc.edu user, this means pages in any www.tamuc.edu site. Any other links are considered external.

Links

Insert/Edit Link

- Highlight the word or words you wish to turn into a hyperlink. This will activate the Insert/edit Link.

- Use the radio buttons to select Internal or External.
  - o   Internal - linking within Cascade
  - o   External - linking outside of www.tamuc.edu

- In the **Link** field, browse or search for the internal page to which you'd like to link, or if linking to an external page, include the full URL for that page (including the "http://", etc.)
- You may choose how a link opens for the user. In the **Target** dropdown there are two options. To open your target window on top of the page you are visiting select **Same Window** or select **New Window** if you would like the link to open a new tab/window.