

# 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.

The screenshot shows the 'Insert/Edit Link' dialog box. At the top, there are two radio buttons: 'Internal' (which is selected) and 'External'. Below this is a 'Link' field with a search icon and a magnifying glass icon. Underneath are four input fields: 'Anchor', 'Target' (a dropdown menu currently set to 'Same Window'), 'Title', and 'Class' (a dropdown menu currently set to '--Styles--'). At the bottom of the dialog are two buttons: 'Insert' and 'Cancel'.

- Use the radio buttons to select Internal or External.
  - Internal - linking within Cascade
  - 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.