Inserting Links in the Editor

1) Highlight the text you want to turn into a link.
2) Click on the insert tab.
3) Click on the library book, the window labeled “cms400 Library” will pop up.
4) Click on ‘Research projects.’
5) There’s a little dropdown here that probably says ‘images’ when you open the window, click the dropdown and select ‘Quicklinks’ as shown below.
6) The titles in this area are the titles of the research projects as you entered them in the research project folder, Click on the one that you’re trying to link to. And it will highlight yellow as shown below.
7) Click the button labeled ‘INSERT.’

It may give you a little popup asking you which ‘alias’ or ‘url’ you’d like to use, you can just click ‘ok’ or ‘apply’ if it does.