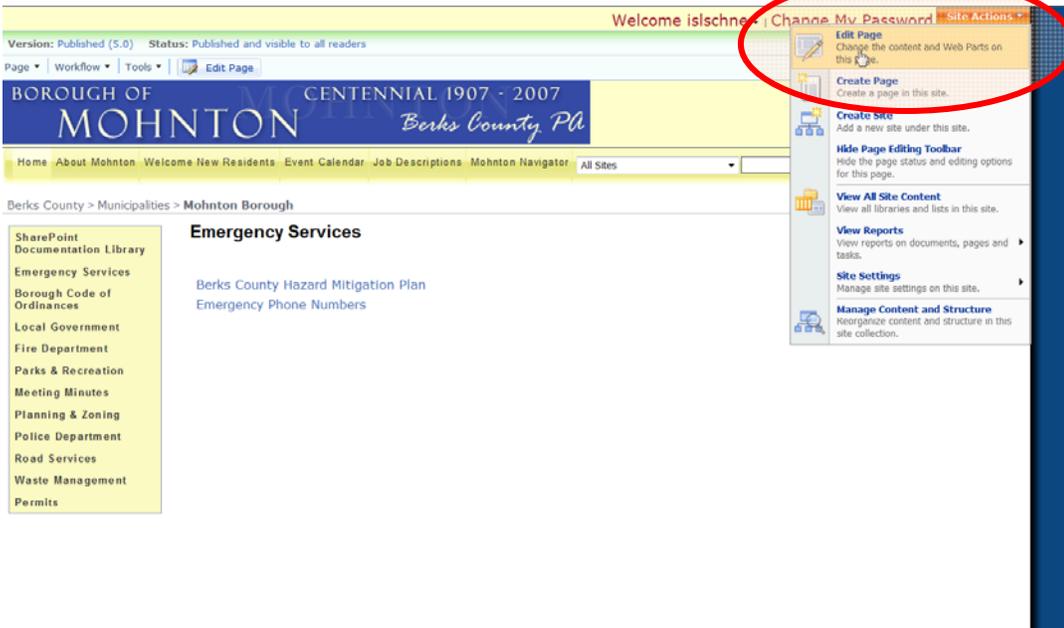
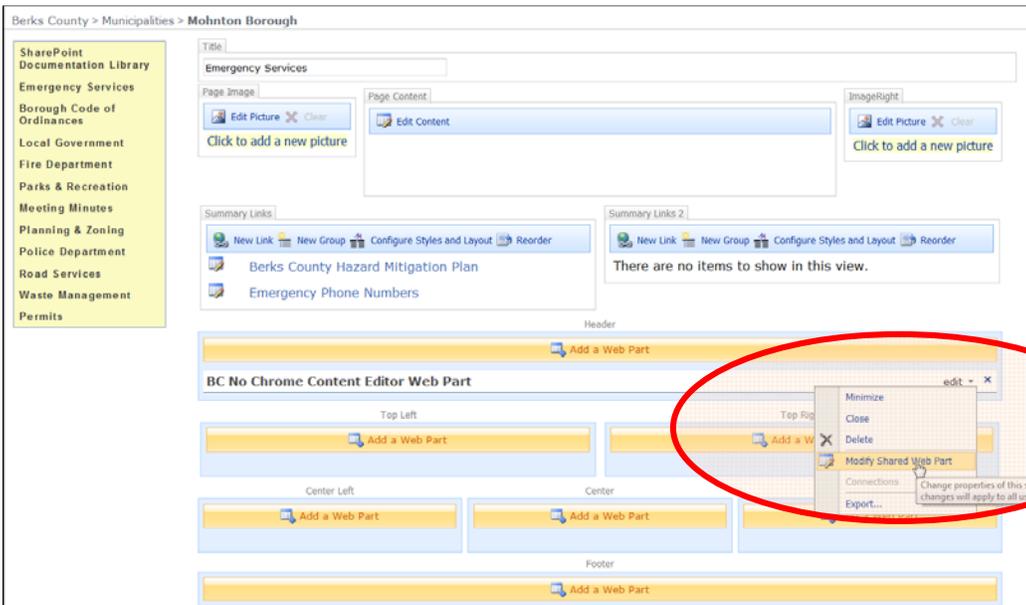


# Creating a Link in SharePoint

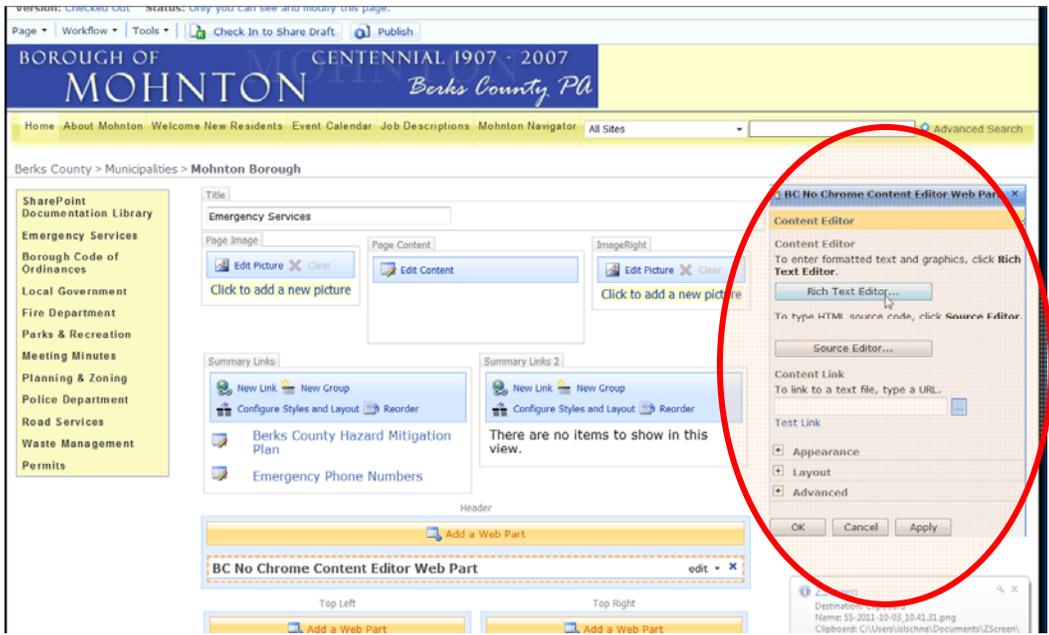
Go to the page where the link is to be created and click “Site Actions=>Edit Page”



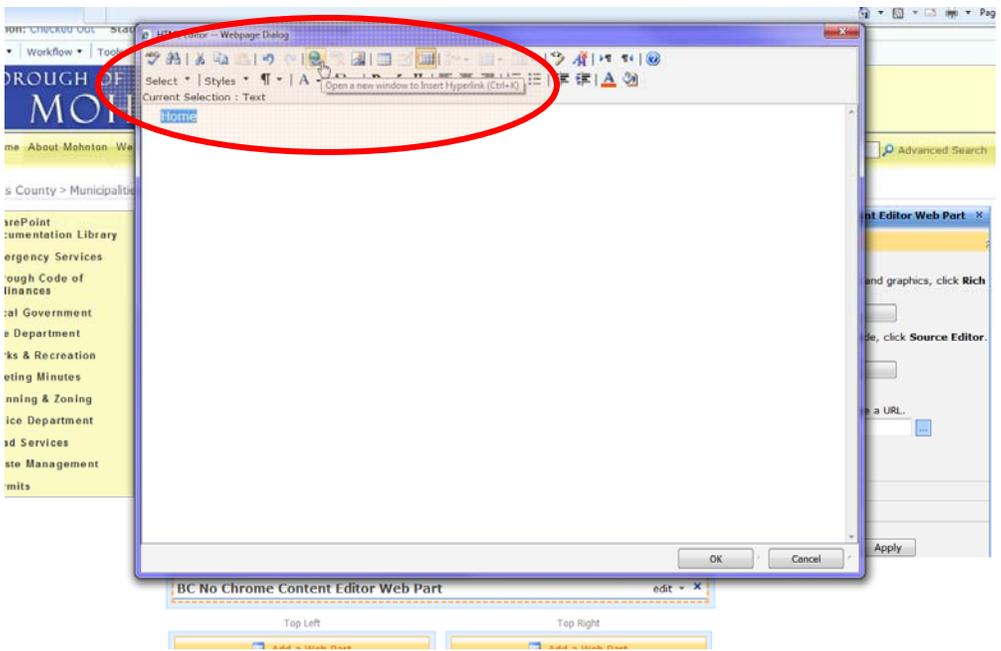
Find (or create) the web part or content edit where you want the text link to be. Click “Edit=>Modify Shared Web Part”



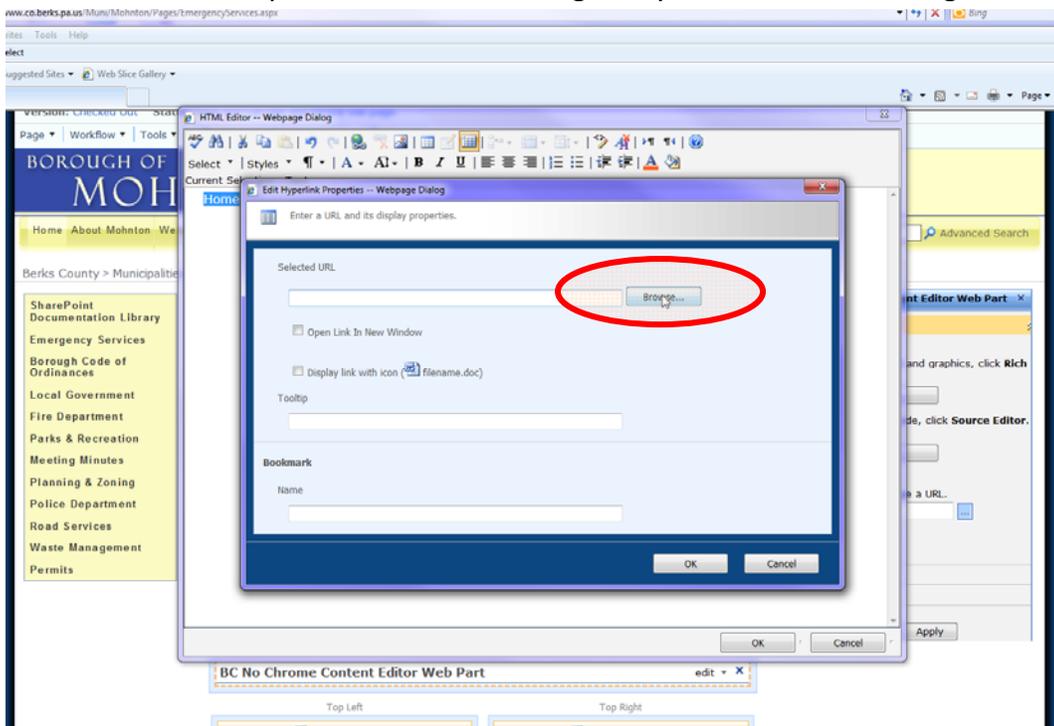
A gray box/panel will open on the right side of the screen. Click “Rich Text Editor” to open the content editor screen.



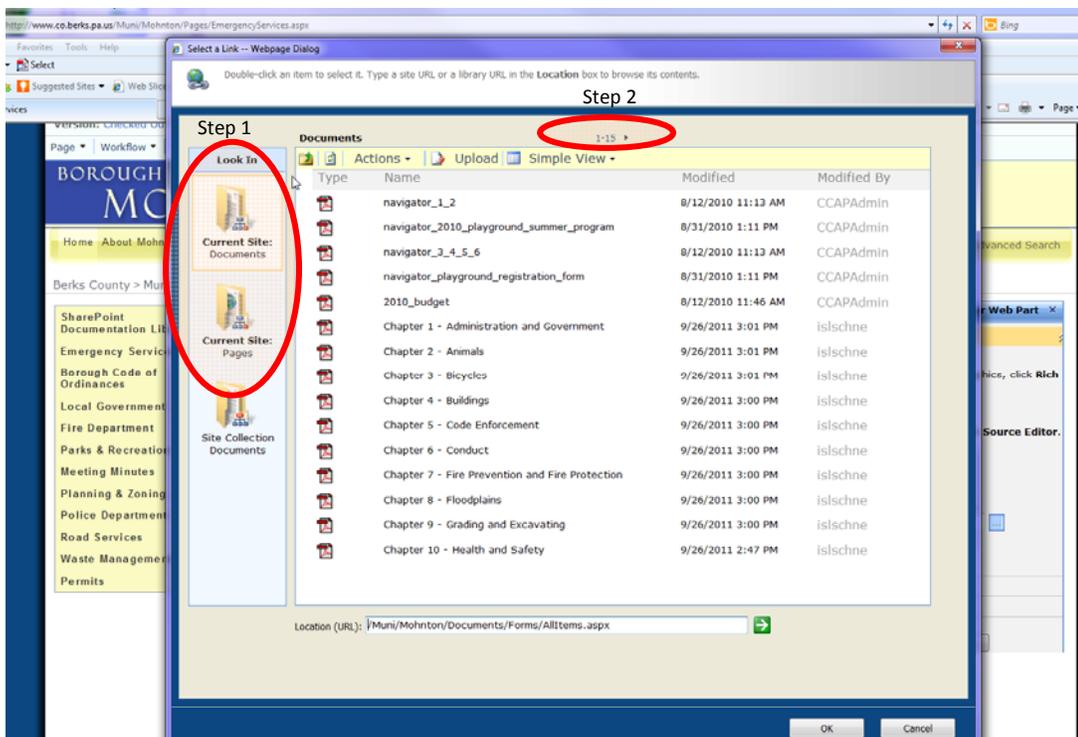
The “HTML Editor – Webpage Dialog” box will open (this is the content editor box, similar to the old website). Type the text you want to link and highlight it. Then click the “Open a new window to Insert Hyperlink (Ctrl+k)” which is the  button on the toolbar.



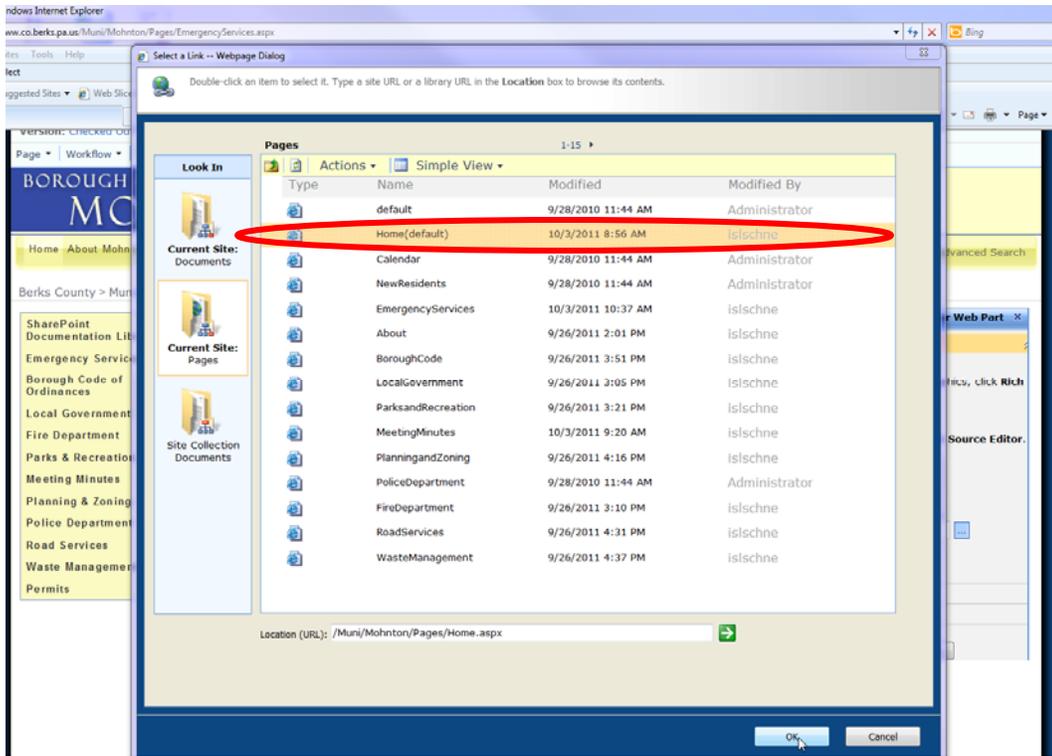
A new window will open. Click “Browse” to get to your Documents or Pages library to link the information.



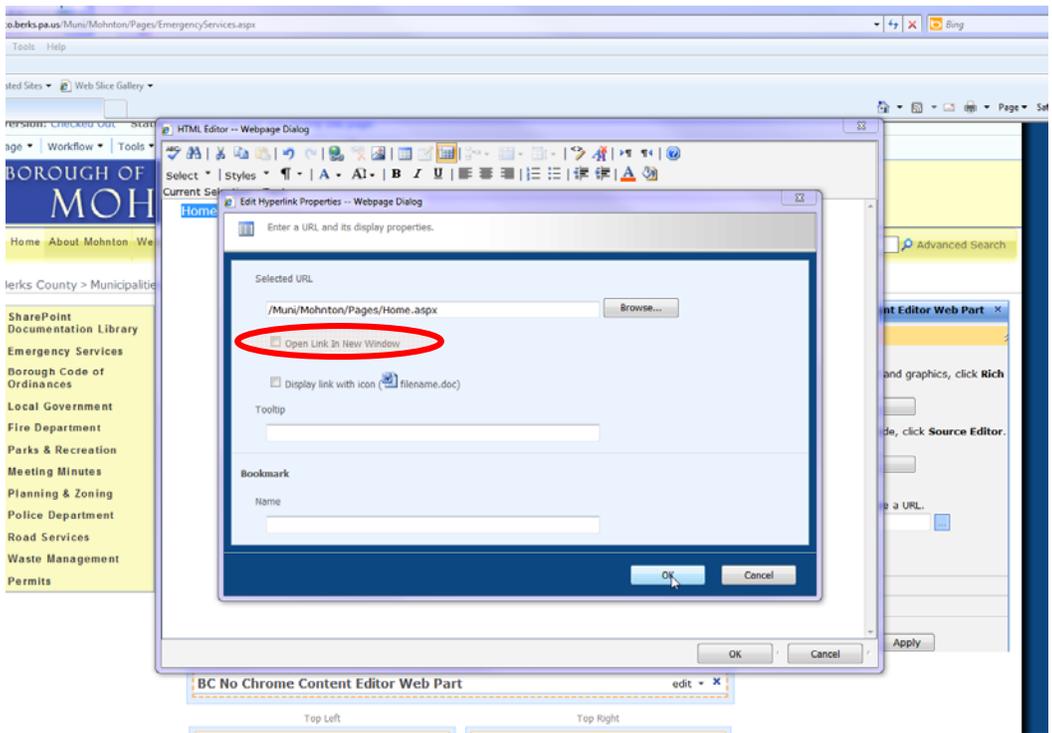
Decide whether you are linking to a page you created or a document you have uploaded. Then click on the appropriate button in the left column (Step 1) (either Current Site: Documents or Current Site: Pages). Once the appropriate library opens, you can search for your link. If it is not on this screen, look above to see if there are more pages, i.e., 1-15 (Step 2), then click the “>” for more documents/pages.



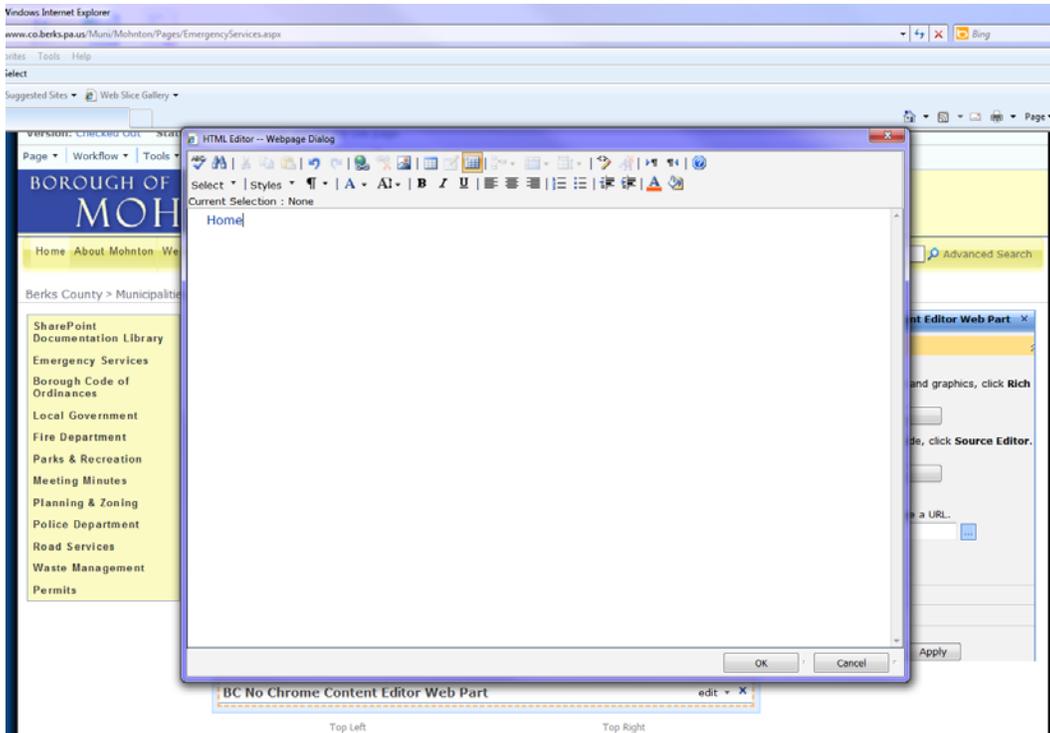
Choose the document/page by clicking on it and click “OK”.



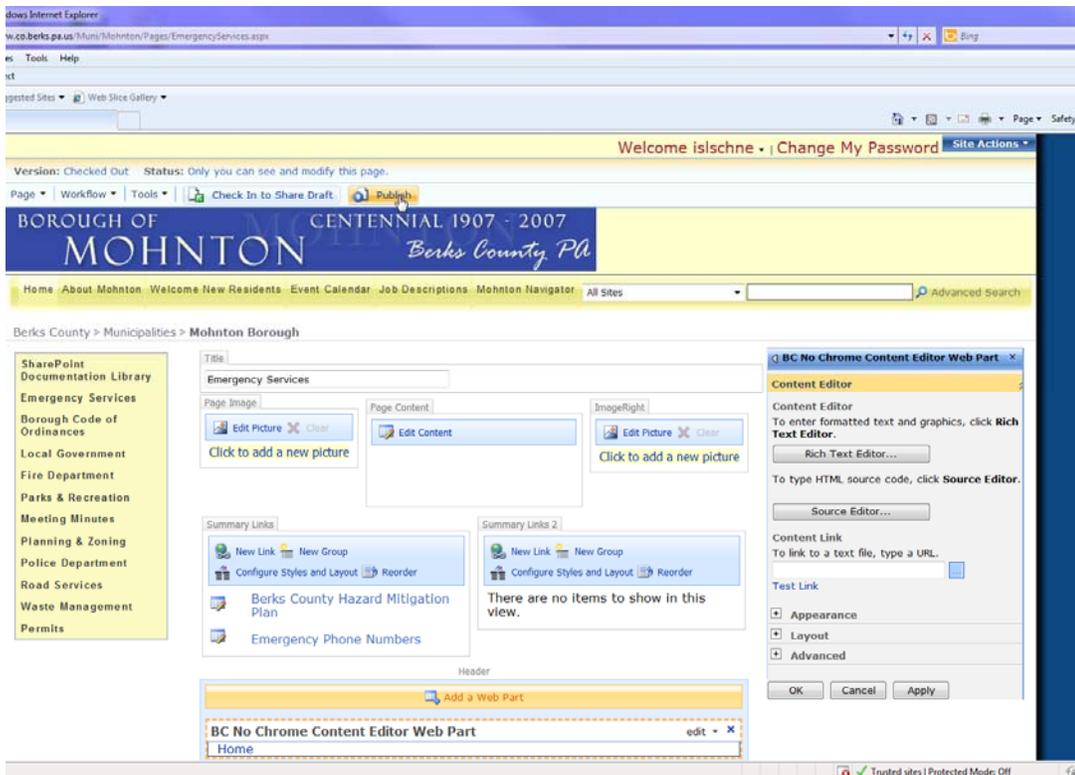
The path to your document/page is displayed in the “Selected URL” box. If this is a PDF file or a link to an outside website, click the box next to “Open Link In New Window” so that a new window opens for the user. Then click “OK” to accept the dialog box.



You should now be back in the “HTML Editor – Webpage Dialog” box and the text should be linked. Click “OK” to accept the dialog box.



Click “Publish” at the top of the screen to accept the changes to the web page.



The link appears on the page.

The screenshot shows a web browser window with the URL [www.co.berks.pa.us/Muni/Mohnton/Pages/EmergencyServices.aspx](http://www.co.berks.pa.us/Muni/Mohnton/Pages/EmergencyServices.aspx). The page header includes a welcome message for 'islschne' and a 'Change My Password' link. Below the header, the page title is 'BOROUGH OF MOHNTON CENTENNIAL 1907 - 2007 Berks County, PA'. A navigation menu includes links for Home, About Mohnton, Welcome New Residents, Event Calendar, Job Descriptions, Mohnton Navigator, and All Sites. The main content area is titled 'Emergency Services' and lists links for 'Berks County Hazard Mitigation Plan' and 'Emergency Phone Numbers'. A left sidebar contains a list of categories, with 'Home' circled in red.

Version: Published (6.0) Status: Published and visible to all readers

Page | Workflow | Tools | Edit Page

BOROUGH OF MOHNTON CENTENNIAL 1907 - 2007 Berks County, PA

Home | About Mohnton | Welcome New Residents | Event Calendar | Job Descriptions | Mohnton Navigator | All Sites | Advanced Search

Berks County > Municipalities > Mohnton Borough

**Emergency Services**

- SharePoint Documentation Library
- Emergency Services
- Borough Code of Ordinances
- Local Government
- Fire Department
- Parks & Recreation
- Meeting Minutes
- Planning & Zoning
- Police Department
- Road Services
- Waste Management
- Permits

Berks County Hazard Mitigation Plan

Emergency Phone Numbers

Home