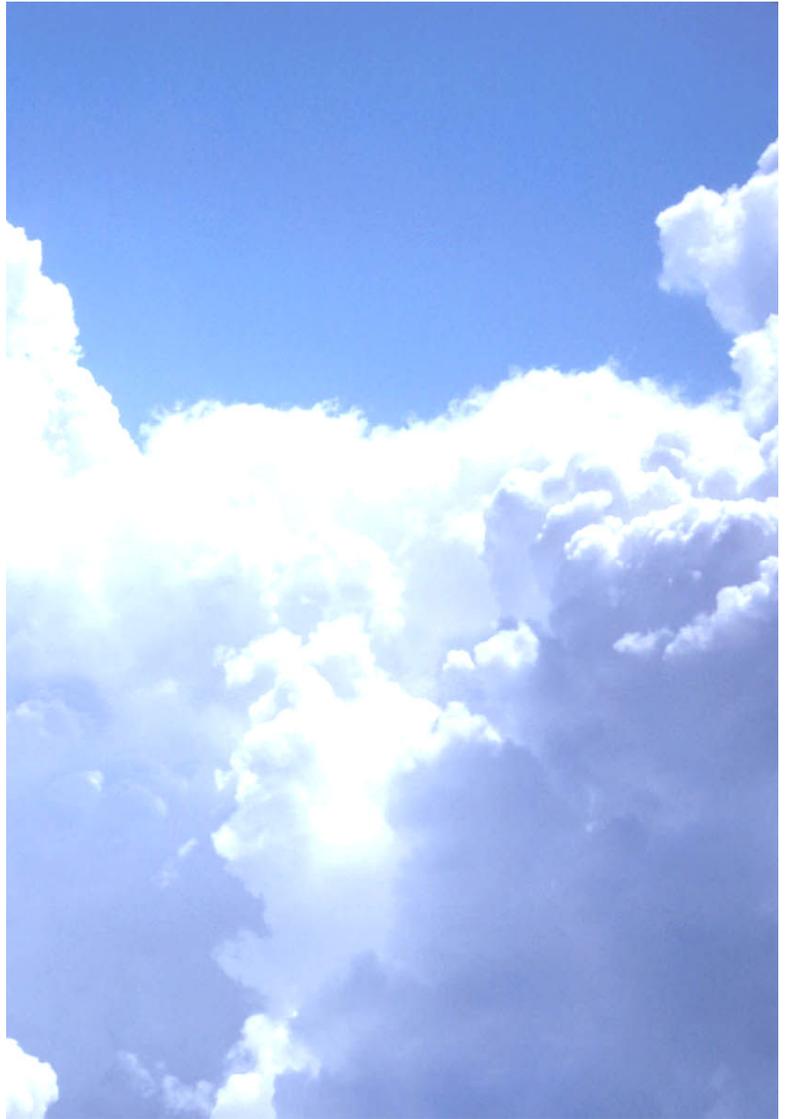


**Linking to Another Webpage
In Joomla 1.5**



Getting Additional Help

You may find many answers at Dreamscape Multimedia's online Support Area, where you will find:

- a knowledgebase for answers to common questions,
- the ability to submit a support ticket, and
- your Client Area, for updating your account and billing information.

To gain access to the Client Area, go to: <http://www.dreamscapemultimedia.com/hosting/>

You may also call us directly at (517) 394-3000. Select option 2 for Support.

Logging into the Joomla admin area

In this tutorial, we assume the domain we use is your_domain_name.com and Joomla's admin panel is at:

`http://your_domain_name.com/administrator`



Please, make sure to change your_domain_name.com to the real domain name of your website, when following this tutorial.

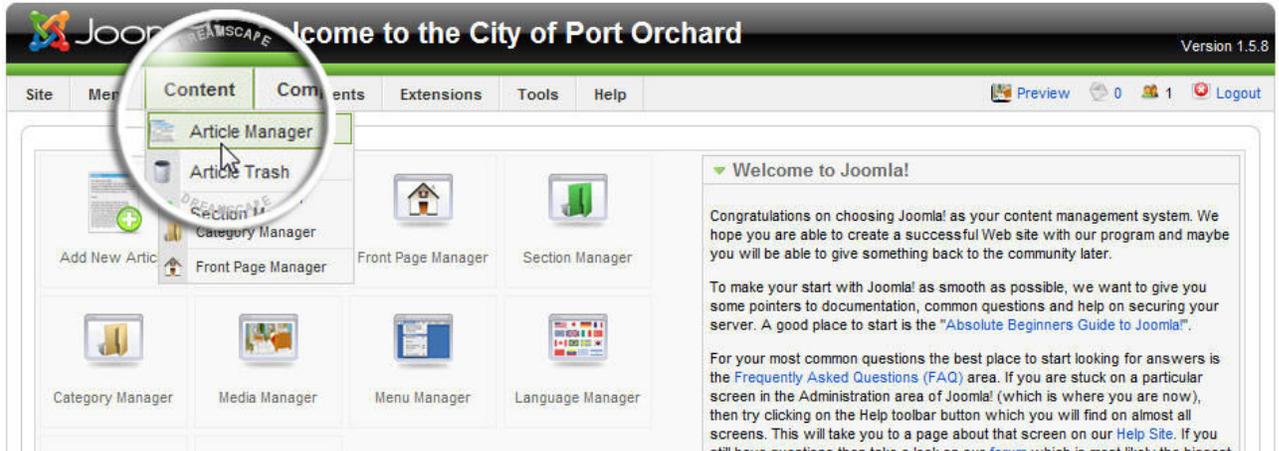
Please, enter your login information in the Joomla! Administration Login screen:

A screenshot of the Joomla! Administration Login interface. The page has a white background with a blue header "Joomla! Administration Login". Below the header, there is a text prompt: "Use a valid username and password to gain access to the Administrator Back-end." and a link "Return to site Home Page". On the left side, there is a large, detailed illustration of a silver padlock. On the right side, there is a login form with three input fields: "Username", "Password", and "Language" (which is a dropdown menu currently set to "Default"). Below the "Language" field is a "Login" button with a green arrow icon.

(Joomla 1.5 admin interface)

Step 1

First, move your mouse above the [**Content**] tab in the navigation bar. You will be presented with a list of the available links. Click on the link titled [**Article Manager**]. See image below.



And then, on the Article Manager page click the [**New**] link in the toolbar. See image below.



Now you should see the Article editor page. (For a visual reference, see image in Step 3.)

Since our focus is on to create a link to another page we will bypass the top options and begin inside the text editor.

Step 2

In our example we will create a link to the front page of your website.

Type the following text into the editor:

Here is a link to the home page of our website.

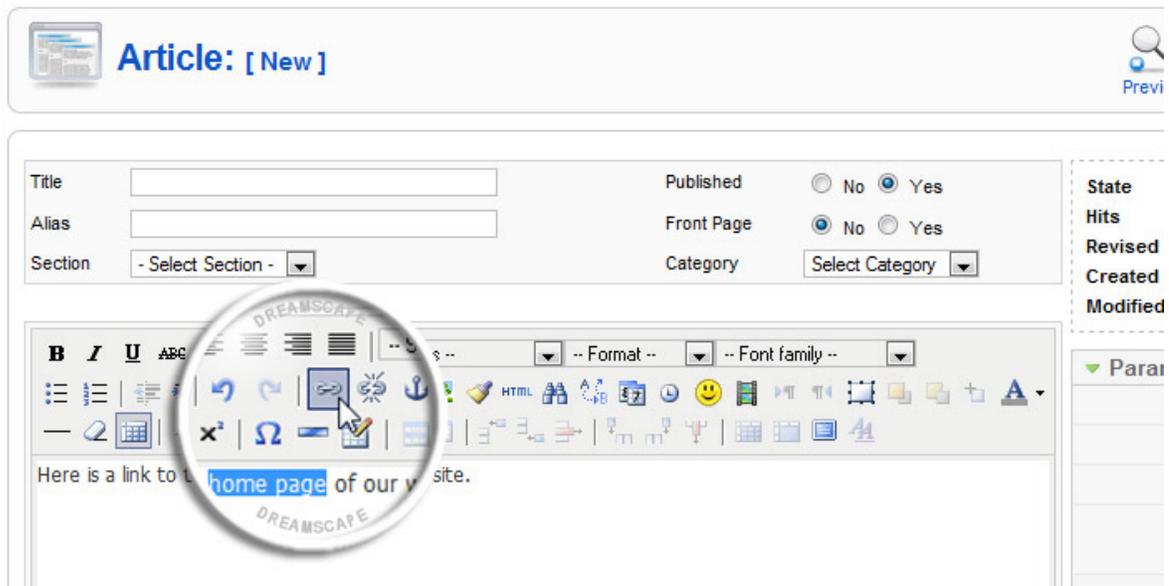
Next, select the words “home page” with your mouse. We will use these words as the text for the link. Make sure the words are highlighted like this:

Here is a link to the **home page** of our website.

Step 3

The editor toolbar is located directly above the text you just typed . This toolbar offers several options for editing your article. If you are familiar with Microsoft Word or other text editing software, then you may notice several similarities.

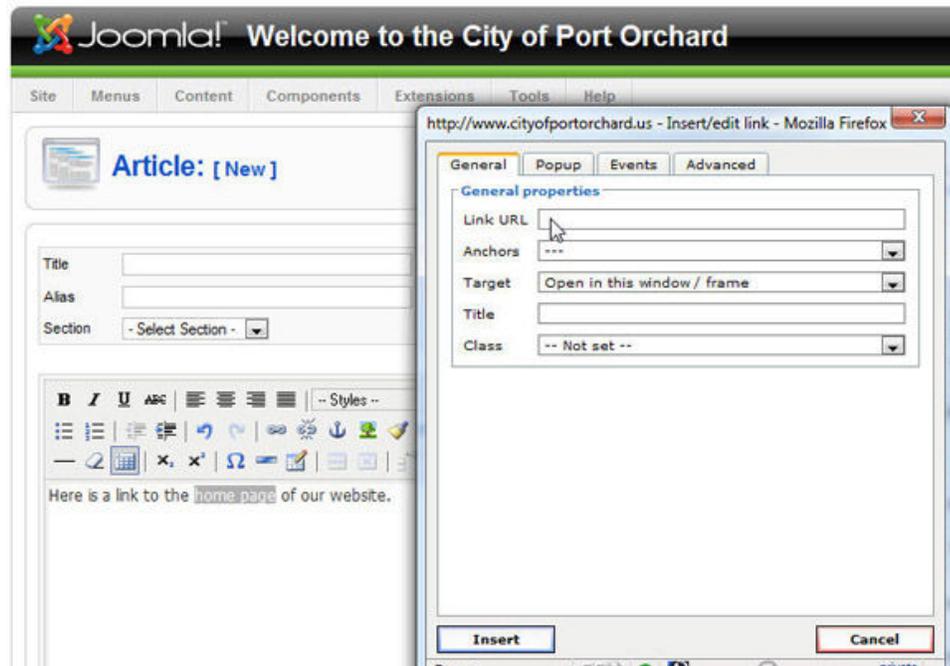
To create a link we need to **click the link icon**, which looks like a link from a chain. Refer to the picture below.



Note: The link icon can only be selected when text is highlighted.

Step 4

A new window should have popped up. See the image below.



This popup window allows you to enter several properties for the link. For our example link we only need to fill in one property.

First, make sure you are on the [**General**] tab as displayed in the previous picture.

The first property is **Link URL**. This is where you enter the location of the web page you are linking to.

To create a working link you must know the address or file name of the web page you are linking to. For your website the file name of the home page is: **index.php**

Next, type **index.php** into the **Link Url** field.

And then click the [**Insert**] button on the bottom left corner of the popup.

The popup window will close, and the words in the text editor should now look like this:

Here is a link to the [home page](#) of our website.

Tips For Creating Links

It is important to understand that there are two basic types of links: **internal** links and **external** links. Below is a brief description of each as well as an example.

Internal Link:

An internal link simply refers to a web page or document on your website.

Example:

The link we created in the steps above is considered an internal link. Now suppose you needed to

create a link from **index.php** (*your home page*) to contacts page on your website.

First you must know the URL or path to the web page. The easiest way to find this information is to go to the page you want to link to, and then look in the address bar of your browser. For instance, if you click [**Contacts**] on the navigation bar of the Port Orchard website the **URL** that would be displayed in the address bar is:

<http://www.cityofportorchard.us/index.php/contacts>

To find the **path** just remove <http://www.cityofportorchard.us/> from the URL.

So the path to the **contacts** page would be:

index.php/contacts

If you followed the instructions above, then all you need to do is place the **URL** or **path** in the **Link URL** field described in **Step 4**.

Important: The **path** option can **ONLY** be used with internal linking.

External Link:

An external link refers to a web page or document that is **NOT** located on your website.

Example:

Suppose you wanted to create a link to Google from your home page.

Again, you need to know the **URL** of the website or web page you want to link to. The **URL** for Google is:

<http://www.google.com>

If you followed the instructions above, then all you need to do is place the **URL** in the **Link URL** field described in **Step 4**.

Important: You **MUST** use include the **http://** portion of the URL to make the external link correctly function. If you just type www.google.com into the **Link URL** Joomla will popup a message asking if you want to include the **http://** to the link. Always click [**OK**] if this occurs.

Path Reference Guide

Below are two common internal paths that you may encounter when creating links.

Path to Articles:

<index.php/name-of-the-article>

Important: The path to Joomla articles will **ALWAYS** begin with **index.php/**

Note: All spaces in the article title are automatically replaced with the dash “-” character.

Path to PDF files:

<docs/name of the PDF.pdf>

Important: The path to PDF files **DOES NOT** begin with **index.php/**