

Create an Internal Link

Create a link to an object within digitalbrain

When you are working within digitalbrain you may want to make a link to your 'favourite' pages within digitalbrain.

There are 2 steps to creating links:

STEP 1 - copy the url of the object you wish to link to

STEP 2 - create the link and paste the copied url.

STEP 1 - copying the url

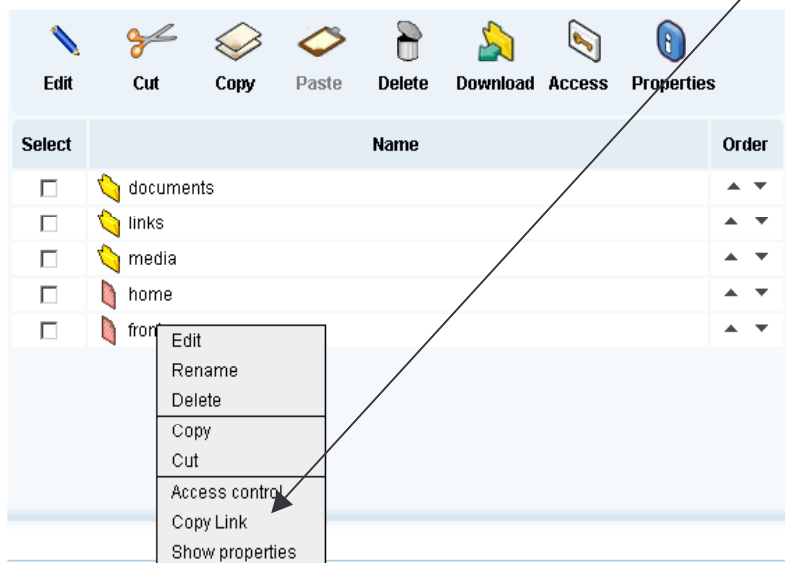
1. Go to the page or object (e.g. course, community, calendar etc) within digitalbrain which you want to make a link to and either:


- Highlight the URL of the page and copy it (ctrl + C or right mouse click)



OR

- In folder view, right mouse click onto any object and choose 'copy link' from the drop down menu.

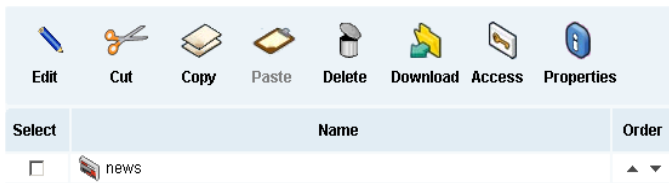


2. Click on the homepage icon  in the toolbar to return to your homepage.

STEP 2 Creating the link and pasting the URL

Go into any folder from where you would like a link to be stored

3. To create the link, click the  New button.



4. Select 'Link' and click **next**.



cancel

next

5. Enter a descriptive name for the link and click **next**.
6. In the next box, paste in the URL that was copied in step 1 above by pressing 'Ctrl' and 'V', or right click with the mouse and select 'Paste'.

New >  Link

Step 1: Where would you like to link to?

Please enter an address (or cut and paste one from another web browser).
e.g. <http://www.digitalbrain.com/>

cancel

done

7. Click **done** to save the link.

The link will now be stored in the specified folder and may simply be clicked onto to go to the linked location quickly.