

Managing Links

There are four types of links in the CMS:

- **External Links**
Links to content outside the CMS (Blackboard, MaineStreet, Yahoo!, etc.)
- **Internal Links**
Links to **Content Types** created within the CMS (Pages, Webforms, Galleries, etc.)
- **Links to files within the CMS**
Links to files (PDFs, spreadsheets, documents, etc.) that have been uploaded to the CMS
- **Links to Anchors**
Links to sections within a single page

Exceptions

Some content types (such as Staff and Faculty pages, Slideshow Images, etc.) have fields for links which must be entered manually, and which are not validated by the system

- External links must be fully qualified
 - Remember to include the "http://..." prefix
- Internal links must use the external facing URL
 - "http://usm.maine.edu/...", **NOT** "http://cms.usm.maine.edu/..."
 - To get the external facing URL, open an IE browser window and navigate to the desired content **without logging in**