

# 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**