

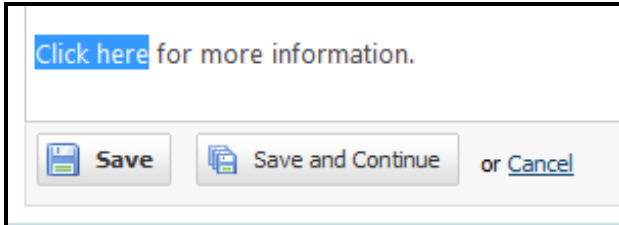
PBworks User Manual: Editor Toolbar:Links

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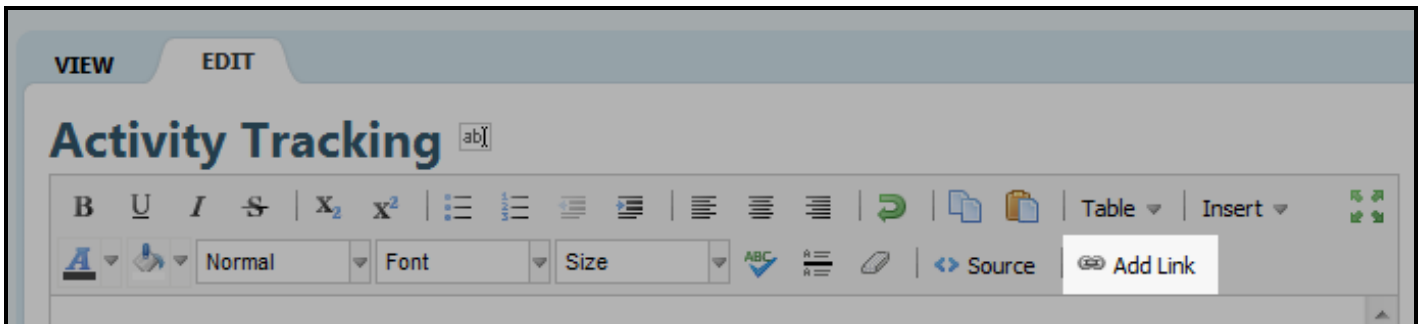
 [<toc> Table Of Contents](#)

How do I link to an existing workspace page, file, email address, or website?

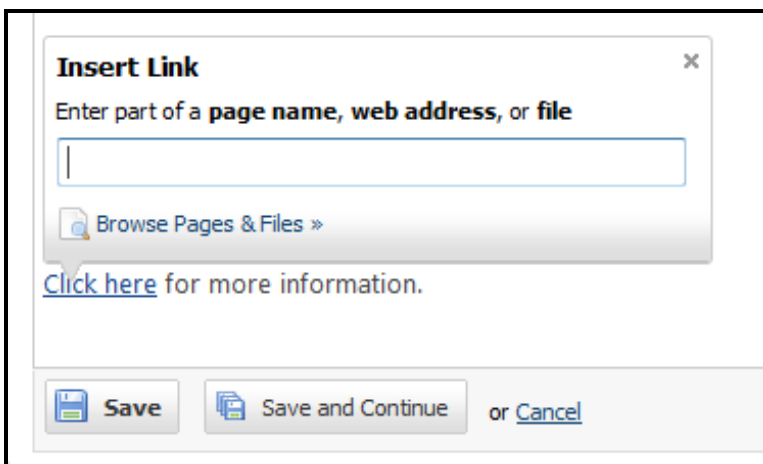
1. Highlight a word you wish to use as the link to the page. This is actually optional, but if you want to control the text that will be clicked on, you should first select the text.



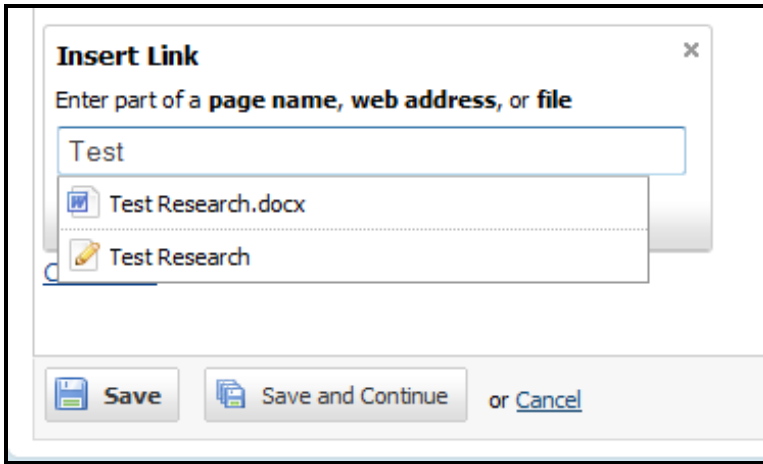
2. Click on the "Add Link" button in the toolbar (see image below). You can also use the keyboard short-cut of Ctrl+L, which will do the same thing.



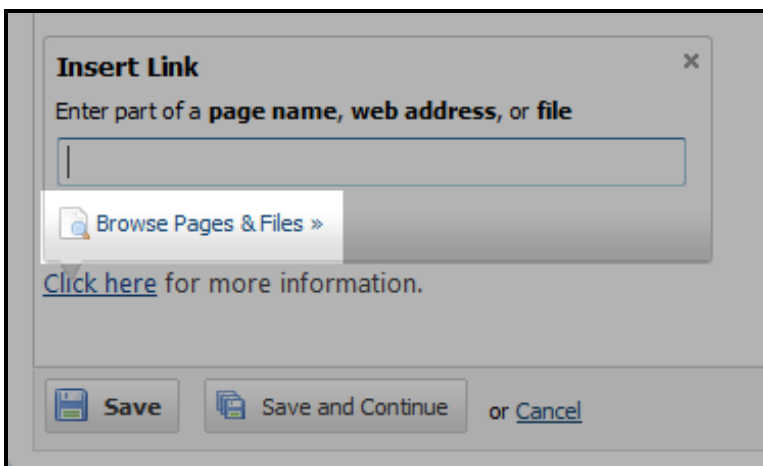
3. You will see a pop-up appear which will give you a single field to insert the content of the link. If you're trying to link to an external website, email address, or workspace page that doesn't yet exist, just type the website name, email address, or new workspace page you want to link to into this field and press enter.



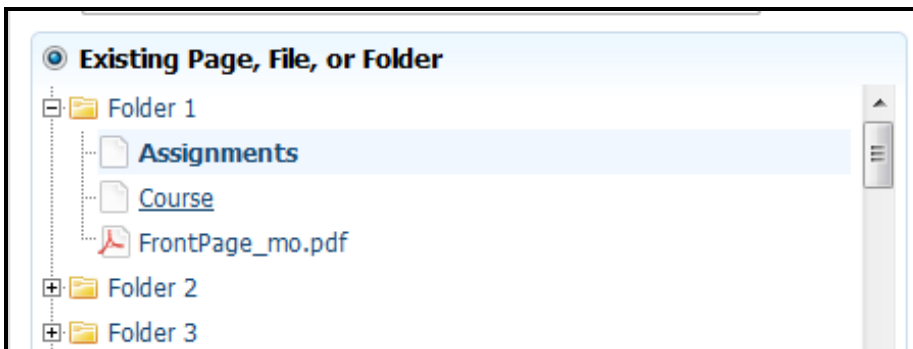
As you type, suggestions for the content will appear. If the you're trying to link to an existing page or file, you can click on any of these suggestions and the link will be created. The icons in the auto suggest will let you know if you're about to link to a page or file.



4. If you don't know the name of the page or file you need to link to (or need to link to a folder), click the "Browse" link in the bubble to browse for the page, file, or folder.

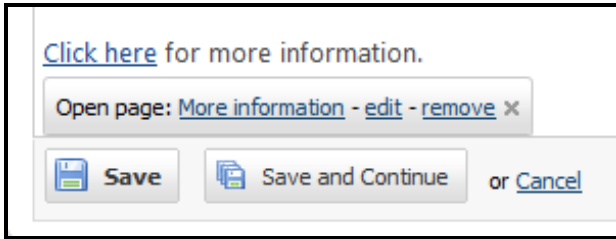


The link editor is displayed, which will show you a list of available pages, files, and folders that you can link to. Click on the page, file, or folder you need the link to go to, and then click the "Insert Link" button. To view the contents of a folder, click the "+" icon next to the folder.

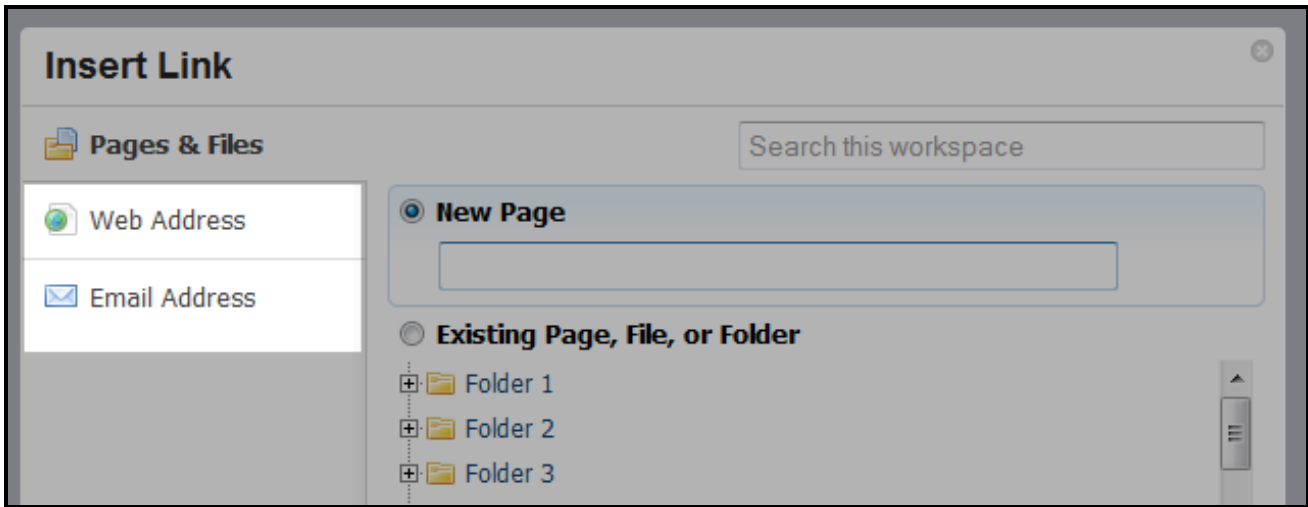


How do I edit a link?

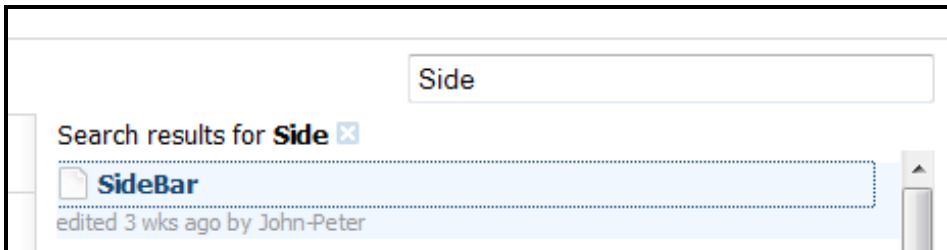
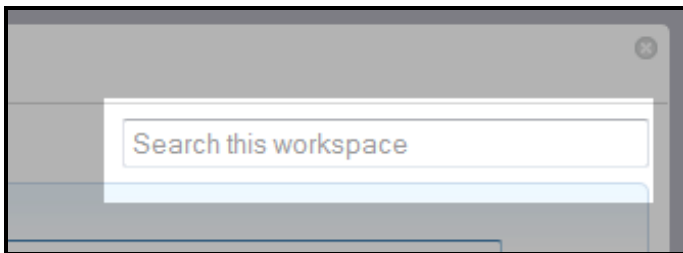
1. While in edit mode, click on the link itself. Because you're in edit mode, clicking the link will not take you to the page, but instead provide you with a bubble to edit the link.



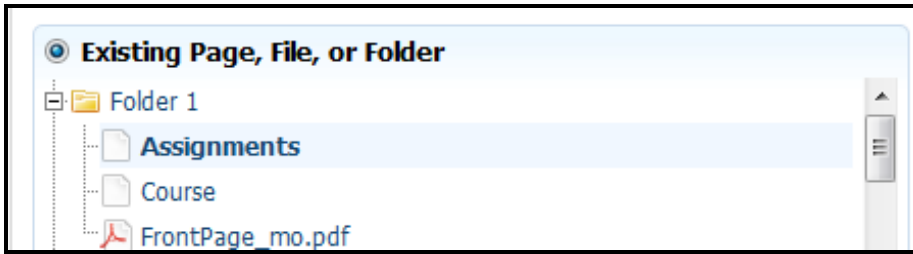
2. There are four clickable options in this bubble.
 - o **Page name:** If you click on the name of the page the link points to, the page will open in a new tab in your browser (so you don't lose your edit session).
 - o **Edit:** If you click the "edit" link in the bubble, the link editor will appear, which is described in detail in the next step.
 - o **Remove:** If you click the "remove" link in the bubble, the link will be removed from the text.
 - o **"X" icon:** Clicking the "X" icon will not change anything about the link, but will make the bubble disappear.
3. When you click "edit" the link editor will appear. If you need to change the link to an external website or email address, click the option to do so and provide the new information. Then, click the "Edit link" button to set the changes.



If you don't immediately see the content you need to link to, you can use the "Search this workspace" bar to search for pages and files. Click directly on the results of the search, and then the "Edit Link" button, to set the link:



If the link already points to a valid page, file, or folder on the workspace, that will be shown in the link editor. You can click on another page, file, or folder to have the link go to a different page.



Anchor Links

Automatic

The Table of Contents plugin is available on all workspaces to automatically create an outline of any workspace page. The TOC plugin will create a structured list of anchor links which are defined by the text's format. The text for the "Heading 1" format is on the top of the list, and "Heading 2" will be a sub-category of "Heading 1". For more information on the Table of Contents plugin, [click here](#).

Manual

If you're interested in a horizontal Table of Contents or are just looking to add some links to same-page content, you can add HTML anchor links to a page, using the HTML/Javascript plugin. Just click "Insert Plugin" in the editor and choose "HTML/Javascript" in the PBworks magic category. Then insert the HTML for an anchor link into the HTML plugin (see image below), using the following HTML tags to create an anchor point:

```
<a name="anchor_name">Target Text</a>
```

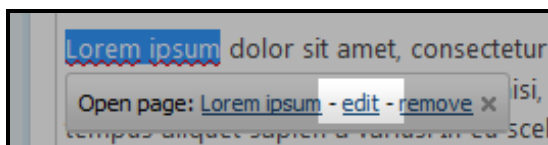
- The **anchor_name** will be used in the link to tell your browser where to go. Short, one-word anchor names are ideal.
- The **Target Text** refers to the actual text content of the page to which you are attaching the "anchor". When a user clicks on a finished anchor link, his/her browser will move its focus to the **Target Text**, so that it appears at the top of the page.

Once you have the anchors inserted, you can create links that point to the anchor name that you identified previously, using this format:

```
http://workspacename.pbworks.com/PageName#anchor\_name
```

How do I force a link to open in a new window?

When editing the page, placing the cursor on a link or selecting it will cause the link bubble to appear. Click edit, to edit the properties of the link.



Then, check the highlighted box to force the link to open in a new window. Click the "Edit Link" button when done, and save the changes on the page.

