

## NYU Law–Web Help: Linking to the NYU Law Website

### TOPICS:

Links to static NYU Law pages  
Links to NYU Law applications



There are two possible ways to link to pages within the law school website. These ways are dependent on the types of URLs of the pages themselves.

**Determine what type of URL you are linking to within the website.** Do this by navigating to the page first and looking at the beginning of the URL. Once noted, return to the editor form of the page in which you are adding the link.

1. If the beginning of the URL starts with <http://www.law>, it is static and needs to be linked the following way:
  - a. In the editor screen, highlight the text you want to link and select the hyperlink icon from the toolbar. 
  - b. Choose the first radio button in the hyperlink wizard, "Link to a section" and select "Next".
  - c. Use the folder tree to find the section you want to link to. All folders with a plus sign can be opened to display subfolders. Select "Next" once you have selected a folder.
  - d. The confirmation page will show an internal dynamic URL. You do not need to open link in a new window since this is another section of the same website. Click "Finish".
2. If the beginning of the URL starts with <http://its.law>, it is an application page and can be copied and pasted directly into the third radio button field in the hyperlink wizard.
  - a. Click "Next" and then "Finish".

### Tips to Remember:

1. Do not use the option to "Open link target in new window" for NYU Law Website internal links. *This is a general guideline. Use your discretion when your content is more suitable in a separate window.*
2. All links are added using the hyperlink icon in the editor form page. 
3. All links can be removed using the "remove hyperlink" icon. 
4. All links are functional in the preview window of the editor. You can test your links there before updating your page.