

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

TOPICS:


Links to static NYU Law pages
Links to NYU Law applications



In order to accommodate the different applications running in the NYU Law School Website, you must properly link pages within the law school website one of two ways. This document will establish the differences between the two methods and instruct you on how to successfully link your page to others within the site.

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.

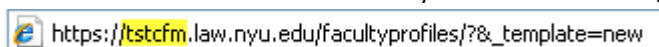
Determine what type of URL you are linking to within the website. Do this by navigating to the page first and looking at the beginning of the URL*. Once noted, return to the editor form of the page in which you are adding the link.

1. If the beginning of the URL starts with <http://www.law> (www1.law.nyu.edu or ecmappdlv02.law.nyu.edu) 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> (devcfm.law.nyu.edu, or tstcfm.law.nyu.edu), it is an application page and must be "translated" to a more dynamic URL using the Link Conversion Tool.

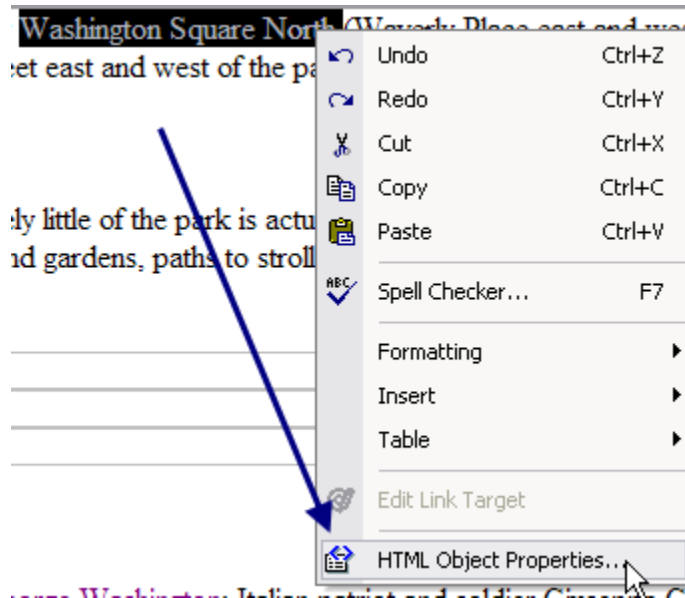
This might be easier if you open two browser windows.

 - a. In the editor screen, highlight the text you are linking.
 - b. Right click on the text and select "HTML Properties" from the menu.

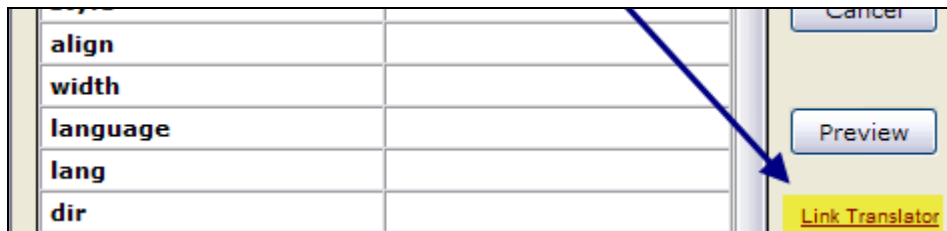
*URLs are found in the address bar of your browser. The beginning of the URL is illustrated here:



NYU Law –Web Help: Adding Hyperlinks



- c. The "Object Properties" window will display. The "Link Translator" is located on the right-hand side of the window. Click on the link.



- d. Follow the three steps in the Link Launcher window.

Link Conversion Tool

This tool will convert a link to a dynamic application (eg. faculty profiles) into the right format for use on the NYU Law Web Site.

Step 1: Paste the link you want to convert here



Step 2: Click this button

Step 3: Copy this URL and paste it into the Stellent Link Wizard

- e. Return to the editor screen and click on the "create hyperlink" icon.
f. Use the 3rd radio button to paste in your newly converted URL.
g. Click "Next" and then "Finish".

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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.