

# LAB REPORTING USING CHEM-WIKI

## IV. Making page edits using the Visual Toolbar:



Note: If your toolbar does not appear as above, click 'Floating Toolbar'



### (PART 3) Creating Links

>> There are 3 basic ways to create links on Chem-Wiki:

- ✓ Links to new pages,
- ✓ Links to existing Chem-Wiki pages
- ✓ Links to existing external pages.

**Important Note:** All links are created by clicking on the 'link icon' (shown on right) when you have the text **selected** that you wish to make into a link.

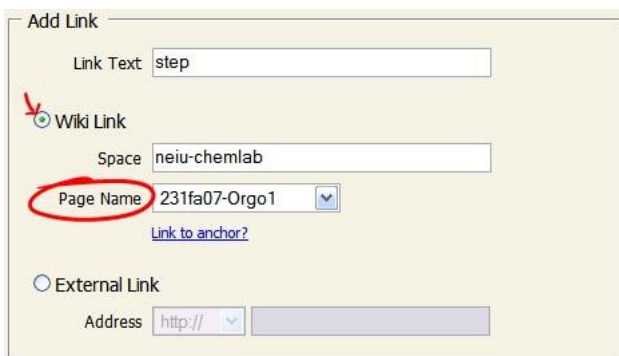


#### (A) Creating a link to a New Chem-Wiki Page (that you want to create):

1. Click the link icon and select 'Wiki Link'
2. Make sure that the 'Page Name' drop down menu is set to 'New Page...'
3. Follow the **Naming Convention** when creating a new page. The details are always available on the Chem-Wiki site under '*Tutorials*'.
4. Click OK



#### (B) Creating a link to a page that exists on the Chem-Wiki site:



1. Click the link icon and Select 'Wiki Link'
2. Use the 'Page Name' drop-down menu to select the name of the existing page. *Remember*, all of your pages will begin with your course information followed by your username followed by the title you have given the page. If you are having trouble with the drop down menu you can follow the instructions given to create an external link.
3. Click OK

(C) Creating a link to a page outside of the Chem-Wiki site:

1. Click the link icon and Select 'External Link'
2. Copy the link location into the 'Address' bar *exactly*.

Remember, letter case often matters, especially when creating links to other wiki pages (including Wikipedia).

3. Click OK

Add Link

Link Text:

Wiki Link

Space:

Page Name:

New Page Name:

[Link to anchor?](#)

External Link

Address:

### Important Note - External Links to Internal Pages

This method can also be used to create links to pages *within* the Chem-Wiki site when the drop-down menu becomes too cumbersome due to either a long page name or browser incompatibility.

In the 'Address' bar simply add: [neiu-chemlab.wikispaces.com/](http://neiu-chemlab.wikispaces.com/) followed by the name of the page. Just be sure to pay close attention to letter-case and, as always, obey the Naming Convention!

>> Don't be afraid of making mistakes in links. You can always go back and *edit* a link you have made by **selecting** the link and clicking on the 'create link' icon again.

>> To *remove* a link you have created from text on a page, **select** the entire link and click the 'break link' icon.

>> For information about creating links within a page, or links to a specific location on a page please see the "Creating Anchors" section of the tutorial.

