

Creating a Link to Another File on the Web Site - Mozilla Firefox

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Creating a Link to Another File on the Web Site

You can create a link to another file (contributor data file or native document) on your site or another site in the content server. To create the link, highlight the text that you would like to turn into a link and open the Create Hyperlink wizard.

To create a link to another file on your site, perform these tasks:

1. Highlight the text (or image) that you would like to turn into a link.
2. Click **Create Hyperlink** () in the Insertion toolbar.
3. On the first screen of the Create Hyperlink Wizard, click **Link to a data file or native document**.
4. Click **Next**.
5. Choose one of the following options for the file that you will link to (see [Considerations When Creating a Link to a File](#)):
 - To select an existing file in the content server, click **Choose > Existing**. Then, in the content server, click **Select** beside the file you want to use.

Detail of Select button >

 - To create a new file from scratch, click **Choose > New** and select the type of file from the available list.

New file type expanded drop-down list ▼



Then, in the content server, assign the appropriate metadata to the file and click **Assign Info**.

- To select an existing file on your computer, click **Choose > Local**. Then, browse to the file, click **Open**, and follow the steps to check the file into the content server.

6. This returns you to the Choose Region Content dialog box, where you see the details of the file assigned to the region (Content ID, Title, Author, etc.). To open the Content Information page for this file, click **Document Info**.
7. Click **Next**.
8. Choose the section where you would like this file to appear on the web site (see [Understanding Target Sections](#)).

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