

Glenville State University – Drupal Tutorials

How to Create Links

Last Updated: July 1, 2026 (By: Josh Chambers)

Linking properly is important to both connect content correctly on the website and properly inform users about what they are clicking.

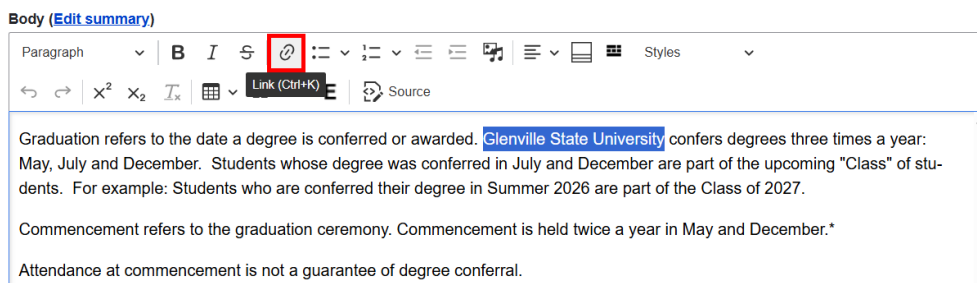


All links, **excluding links to uploaded documents**, should be made using the Link functionality. Linking to documents is done using the Link button.

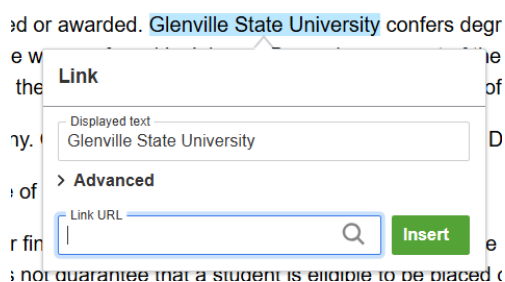
First, type out and/or highlight the text you wish to link. This text should be descriptive of what you are linking to. For example, if you are linking to the Current Students page, the link should say that. If you are linking to an external website or document, the linked text should say what it is.

Never simply link non-descriptive text such as “click here,” nor should you simply just paste the entire URL and link that.

Once you have the text you wish to link, select it and click the Link icon in the editor toolbar:



That opens the link editor pop-up for the selected text:



If you are linking to a page within the GSU website, type in the title of the page. For example, “GSU Foundation.” This will present to you a list of pages (hopefully only one) that you can select:

The screenshot shows a 'Link' dialog box with the following elements:

- Displayed text:** A text field containing 'Glenville State University'.
- Advanced section:** A dropdown menu showing 'Link URL' with a search icon.
- Search results:** A list of search results for 'GSU Foundation'. The first result is 'GSU Foundation' by josh.chambers | Mon, 06/28/2021 - 15:29, categorized as 'Content - Landing Page'. The second result is 'GSU Foundation Donor Survey' by josh.chambers | Wed, 03/25/2020 - 09:00, categorized as 'Content - Basic page'.
- Insert button:** A green button labeled 'Insert'.

Each option will show the page title, the author, when it was originally published, and the page type that it is. Most of the pages you will likely be linking to are Basic pages and Landing pages.

Click on the option you want, and it will put the internal address into the Link URL field. This behavior is expected. You can then click insert.

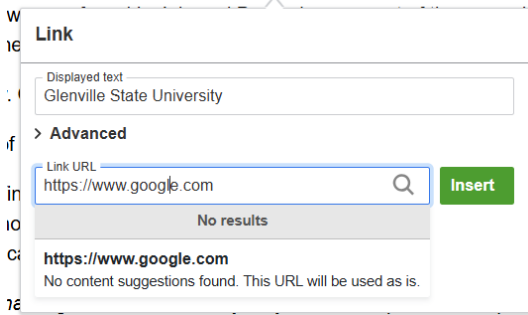
The screenshot shows the 'Link' dialog box with the following elements:

- Displayed text:** A text field containing 'Glenville State University'.
- Advanced section:** A dropdown menu showing 'Link URL' with a search icon.
- Link URL field:** A text field containing the internal address '/node/30386'.
- Insert button:** A green button labeled 'Insert'.

If for some reason the list of pages isn't informative enough to distinguish which page to select, you can paste the page's URL into the Link URL field, allowing you to select it from the list.

If you are linking to an external page, just enter the URL and click Insert.

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Once the link is created, clicking on it opens up a small pop-up providing you with additional options.

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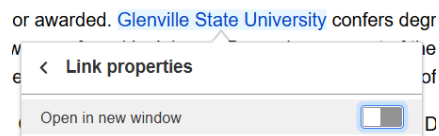
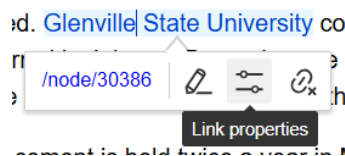


This pop-up shows the URL that the link is pointing to. Clicking the pencil icon allows you to edit this link:



This simply reopens the same link editor pop-up we saw before.

The middle icon opens a dialogue that allows you to select whether the link should open in a new window:



It is generally discouraged to open links in a new window, but there are times you may want to do it. One reason is if the user will need to reference the page they're coming from while

viewing the destination page (such as a list of instructions). Another reason is if the user is likely to want to find their way back to the original page once they have navigated away.

If you want to open the link in a new window, simply click the toggle for that option:



Finally, the icon with a chain link and an x simply removes the link if you click it.

