Quick Guide: Creating Hyperlinks

Creating a Hyperlink Within a Posting

The FacultyJobs@UGA system uses RedCloth’s Textile mark-up language for text formatting. For a quick guide to Textile, see http://redcloth.org/hobix.com/textile/quick.html. You'll find a more detailed guide at http://redcloth.org/textile/

Hyperlinks may be useful in many aspects of the posting process. Under the Posting Information tab there is Job Summary section in which hyperlinks are commonly included.

If you wish to include easy to access links to websites for applicants to learn more about Georgia, Athens, UGA, your specific unit/school/college, or any other information, you may do this here.

Hyperlinks may also be helpful in Special Instructions to the Applicant and Instructions to Reference. You can include your posting's Quick Link, allowing candidates to access your posting quickly and without having to copy and paste the website into another browser.

There is a general formula to use when inserting a hyperlink in the FacultyJobs system.

- Place the descriptive phrase in quotation marks.
- Follow it immediately by a colon and the URL.

You will need to follow the specific directions like the examples listed below to use URLs as hyperlinks within your posting.

<table>
<thead>
<tr>
<th>Type this:</th>
<th>To create this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I searched “Google”:<a href="http://google.com">http://google.com</a></td>
<td>I searched Google</td>
</tr>
<tr>
<td>Click &quot;here&quot;:<a href="http://uga-sb.peopleadmin.com/postings/366">http://uga-sb.peopleadmin.com/postings/366</a> to apply to this position.</td>
<td>Click here to apply to this position.</td>
</tr>
<tr>
<td>Visit &quot;UGA&quot;:<a href="http://www.uga.edu">http://www.uga.edu</a> for further details.</td>
<td>Visit UGA for further details.</td>
</tr>
</tbody>
</table>

Note: The entire web address is required in order for the link to be created. Be sure to include “http://” before entering the rest of the website.
Follow these examples to enter your specific link within the FacultyJobs site. While you are editing or creating the posting, the link while not appear and the text will remain as you entered it.

However, when you view the posting in the **Summary** tab, the link should appear.