

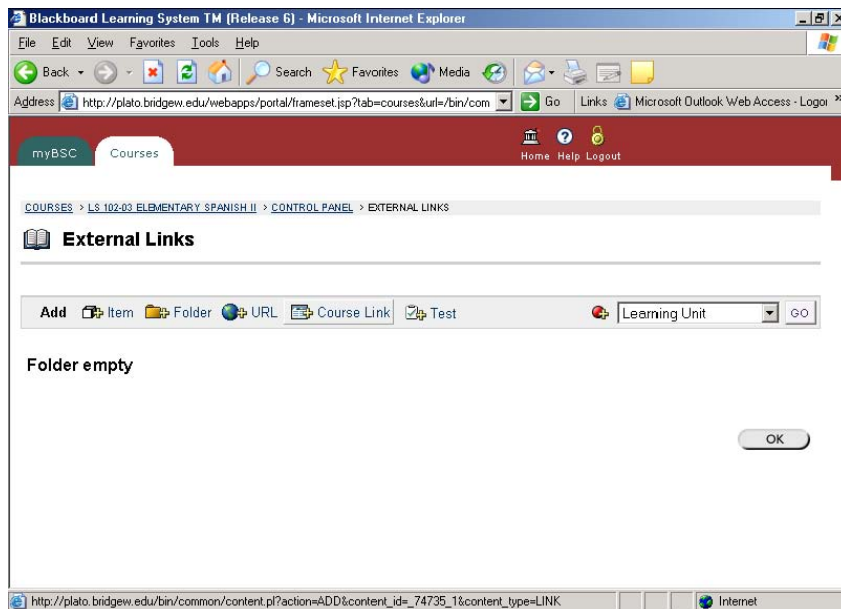
A Guide to Adding URL links to Library Subscription Databases in Blackboard

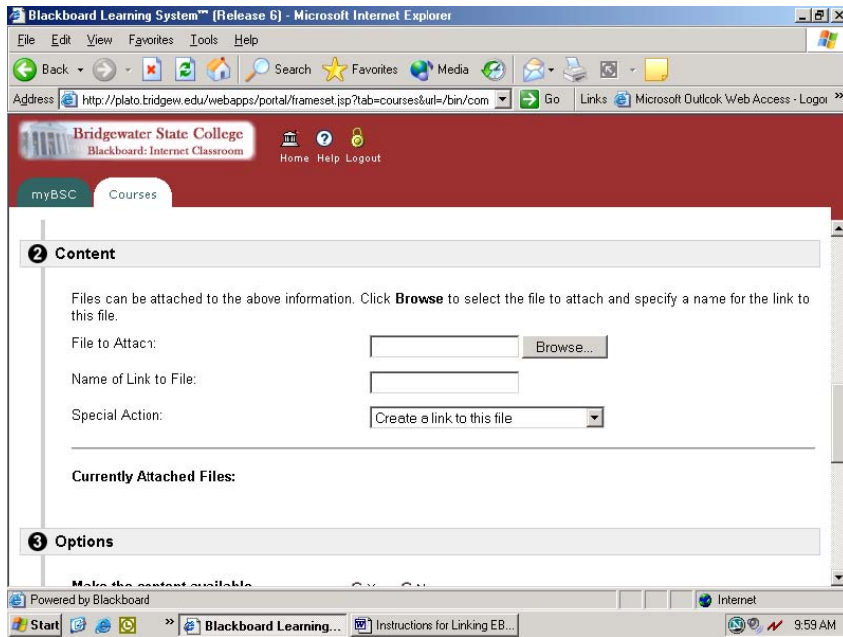
This guide covers the following:

- A. Adding a PDF link
- B. Adding an article link from EBSCO databases
- C. Adding an article link from Gale Group databases

A. **Adding a PDF Link** (These instructions work for all PDF files regardless of database used.)

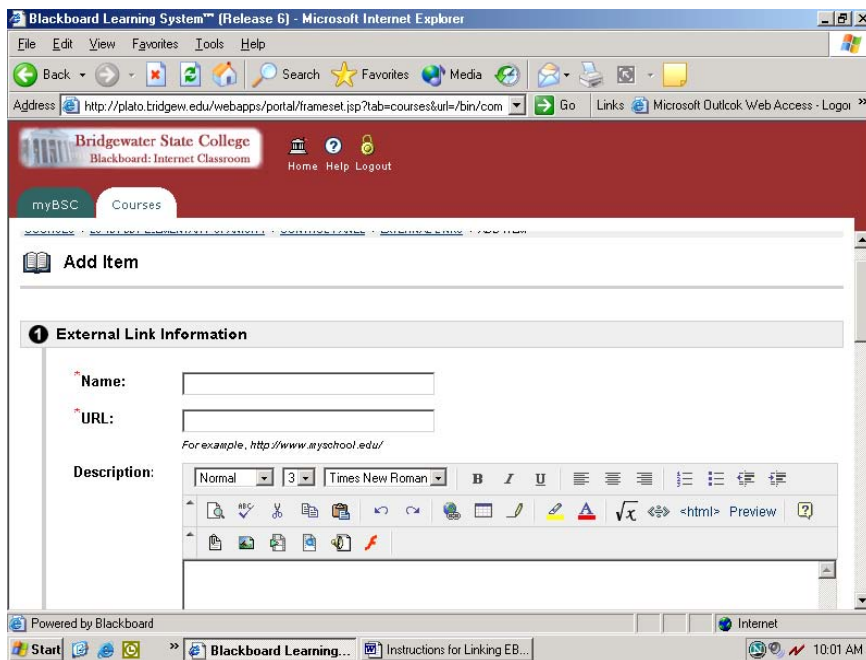
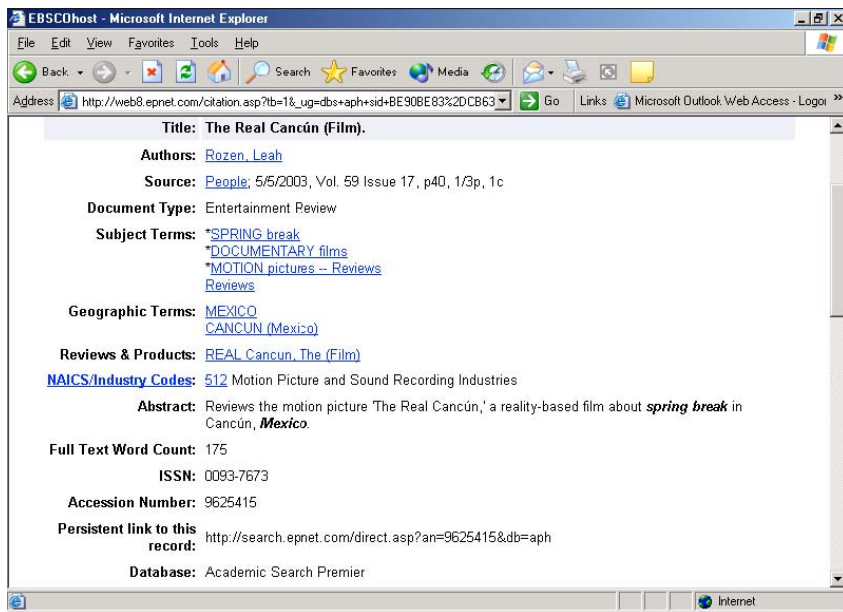
- 1 Locate the desired article
- 2 Open the PDF file and point and click on the “save” icon
- 3 Save the PDF file to your hard drive
- 4 Log into your Blackboard account and go to the “Control Panel”
- 5 Click the “External Link” in the “Content Areas” section
- 6 Click the “Item” button on the “Add” bar
- 7 Name the file in the space indicated in the “Content Information” Section.
- 8 Scroll down to the “Content” section and click the Browse Button to find the article.
- 9 In the “Special Action” drop box select “Create a link to this file”
- 10 In the Option section, click the “Yes” radio button next to the “Make the content available”
- 11 Click “Submit”





B. Adding an article in HTML format from EBSCO databases

- 1 Locate the desired article
- 2 Click the article title to open the citation record (do not click the “HTML” article link) and look for the “Persistent Link to this article” field (do not use the address that appears in the address bar at the top of the page)
- 3 Highlight the persistent link and click <CTRL><C> simultaneously (or you can right-click and click “Copy” in the shortcut menu)
- 4 Log into Blackboard and go to “Control Panel”
- 5 Click the “External Link” in the “Content Area” section
- 6 Click the “URL” button on the “Add” bar
- 7 Enter the link name
- 8 In the URL box, type in the login prefix <http://maxwell.bridgew.edu/login?url=>
- 9 Press <CTRL><V> simultaneously to paste the “Persistent link” after the prefix
- 10 Enter the description
- 11 In the “Option” section, click the “Yes” radio button next to the “Make the external link available” question
- 12 Click “Yes” to “Open in new window”
- 13 Click “Submit”



C. Adding an article link from Gale Group databases

- 1 Locate the desired article
- 2 Click the "Text" link and highlight the URL that appears in the address box at the top of the page
- 3 Press <CTRL> <C> simultaneously (or you can right click and click "Copy" in the shortcut menu)
- 4 Log into Blackboard and go to "Control Panel"
- 5 Click the "External Link" in the "Content Area" section
- 6 Click the "External link" button on the "Add" bar
- 7 Enter the link name
- 8 In the URL box, type in the prefix, <http://maxwell.bridgew.edu/login?url=>, first
- 9 Press <CTRL><V> simultaneously to paste the "Persistent link" after the prefix
- 10 Enter the description
- 11 In the "Option" section, click the "Yes" radio button next to "Make the External Link Available"
- 12 Click "Yes" to "Open in new window"

13 Click "Submit"

