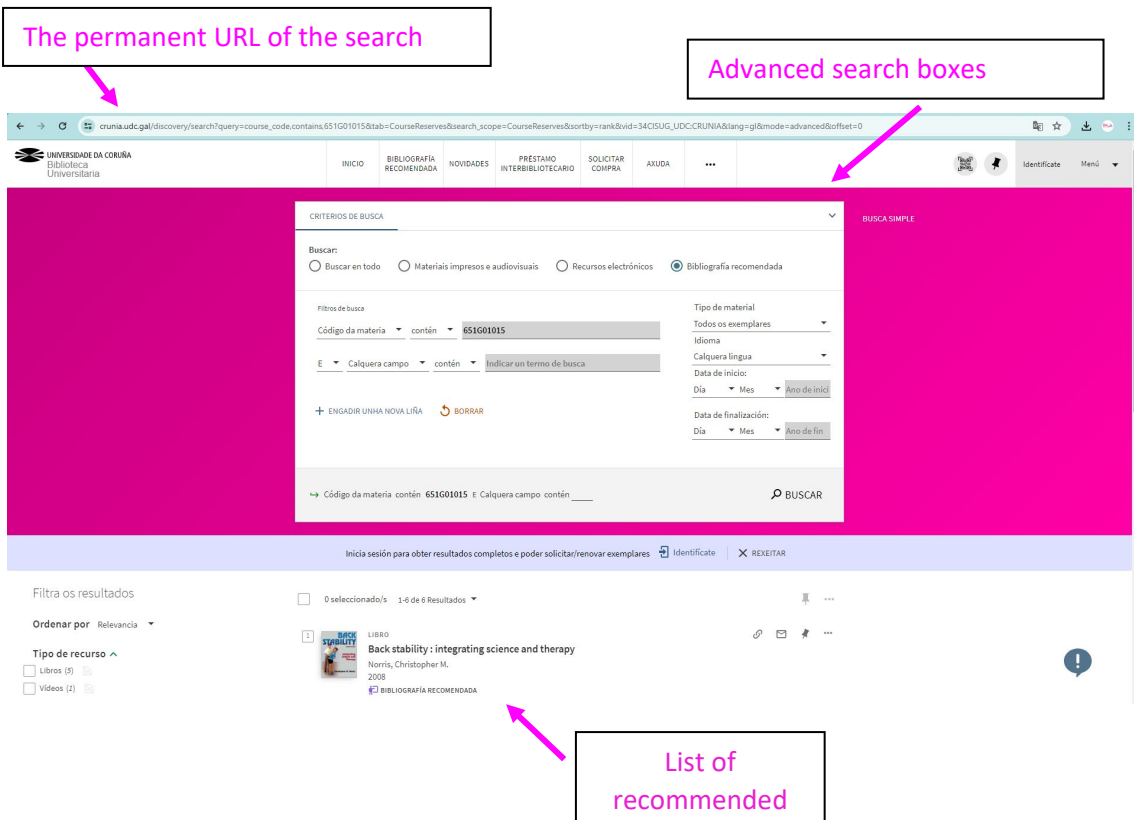Oza University Library

B. How to insert in documents or in the Virtual Campus permanent links to the list of recommended bibliography of a subject in *Crunia*?

First we have to locate the list of the recommended bibliography in Crunia that we are going to link to. For this we will follow the indications in the document *A) How to search for the works of the recommended bibliography of a subject of study in the* library's Crunia *catalogue*?

Once on the screen of the list of the recommended bibliography we are looking for, we will see an image like the one below, where we can see three elements:

- The permanent URL of the search
- The boxes of the advanced search that we have just made
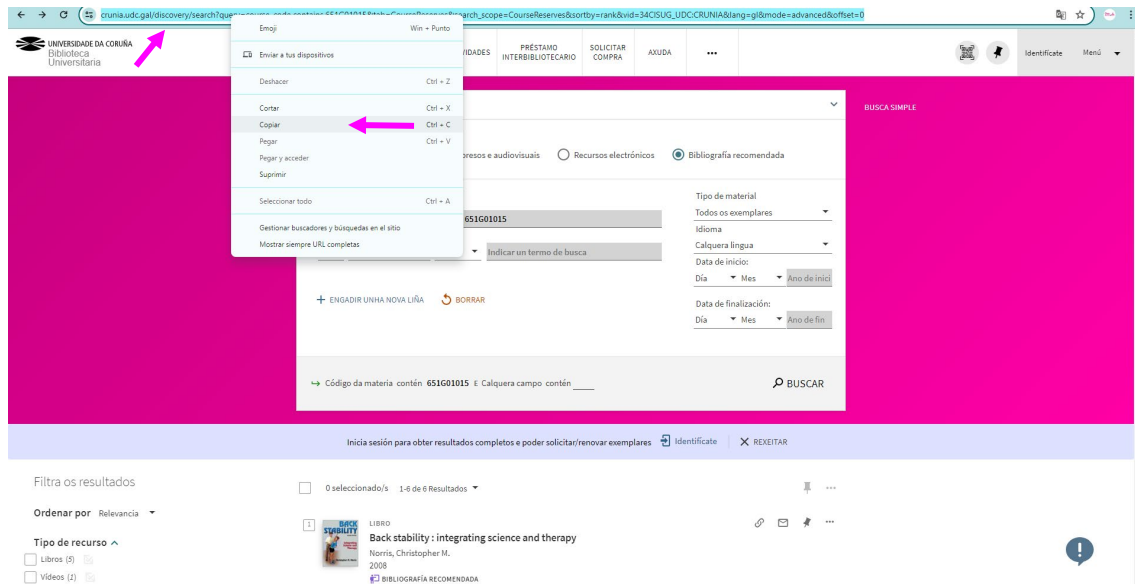- The list of recommended titles

The permanent URL of the search

Advanced search boxes

List of recommended

Copy the URL to the *clipboard* by placing the cursor over the URL, clicking the right mouse button and, in the box that opens, selecting 'Copy'.

Once the URL has been copied to the clipboard, we can create a hyperlink with the *software* we are using to create the educational material document to be linked. For example in the Word word processor, we would select *Insert* and Link .
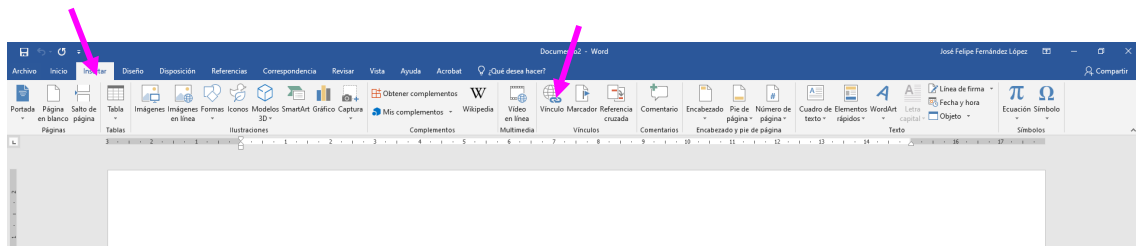
In the box that opens, cover the *Text* field with a title, paste the URL in the *Address* field and finally press *OK.*