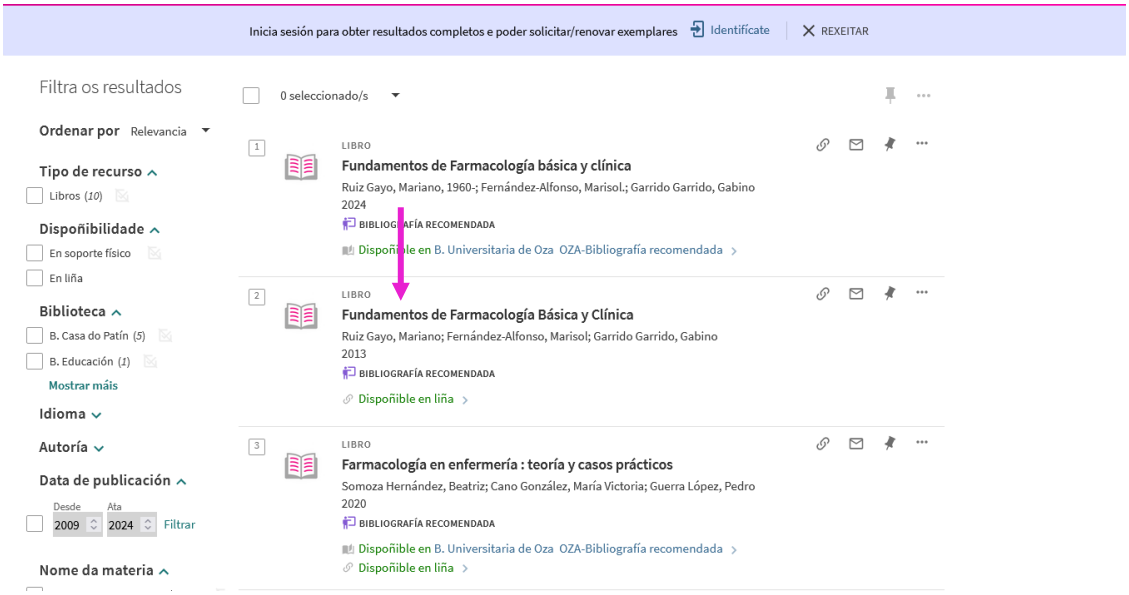
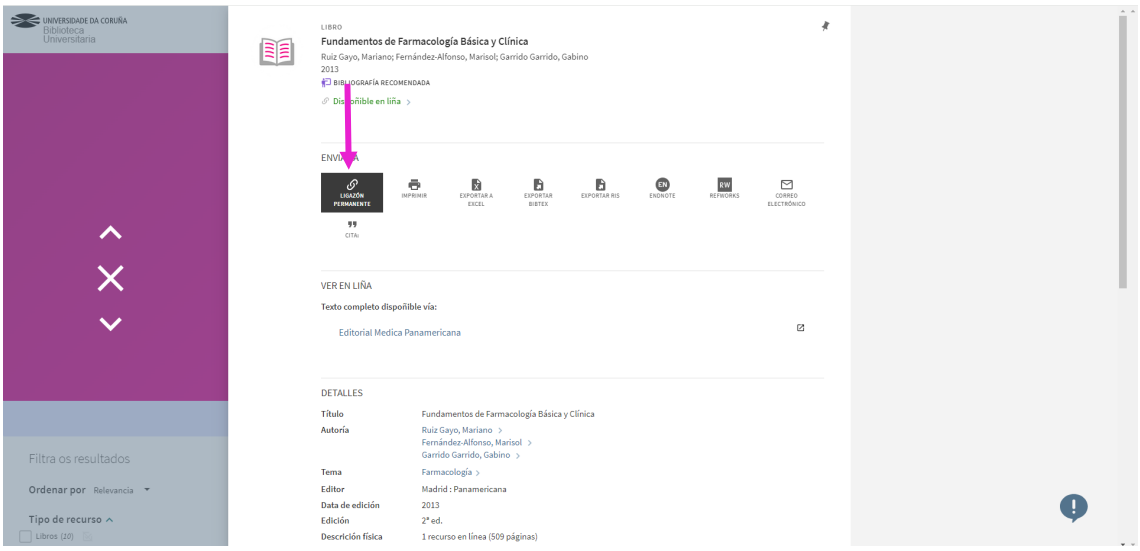
E. How to insert in documents or in the Virtual Campus permanent links to existing works in *Crunia*?

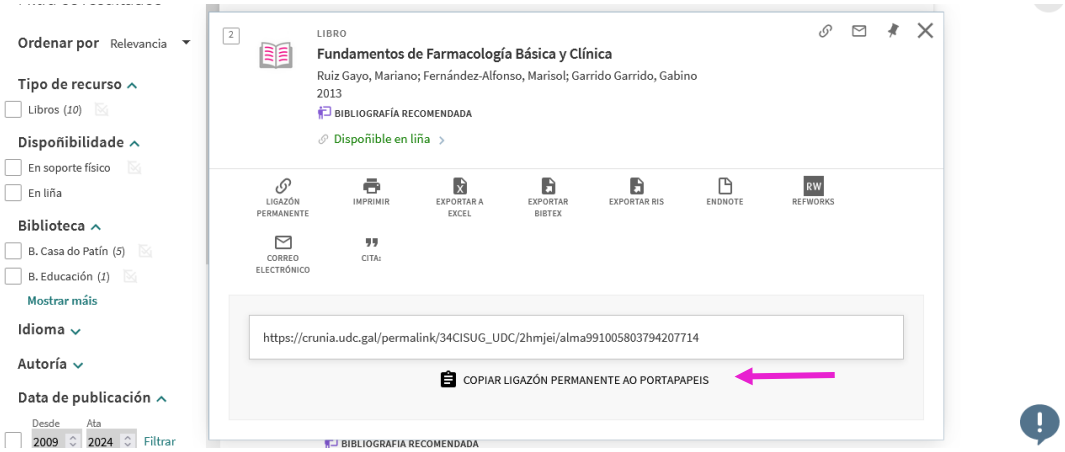
Once you have located the work you want to link permanently in a list of results in *Crunia*, place the cursor over the title and press the left mouse button.



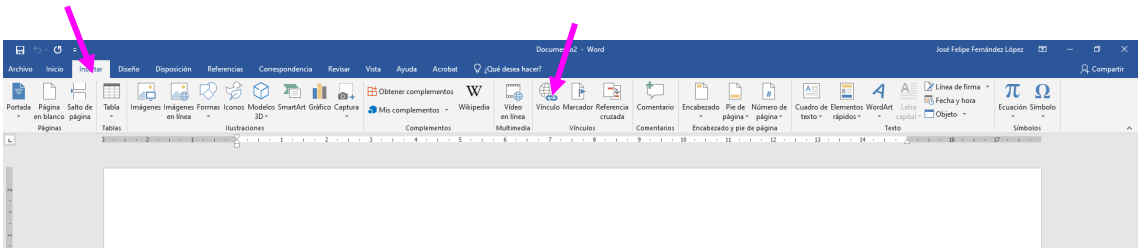
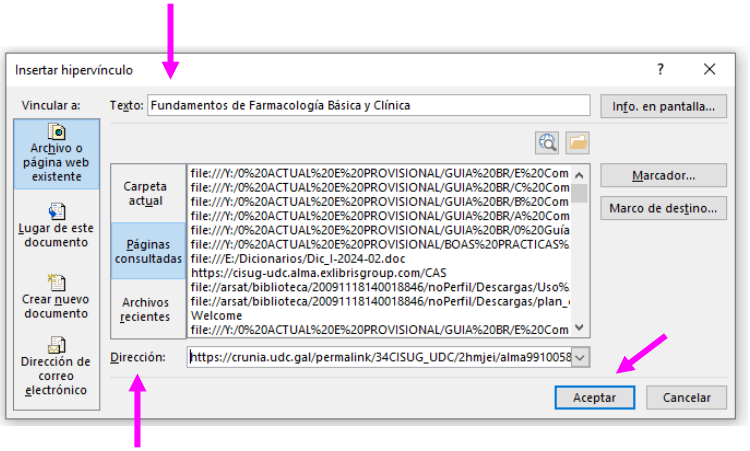
A new screen will open with the data of the work, in it we will colour the cursor over the *permanent link* symbol and press the left button of the mouse.



A new window will open where we will colour the cursor on *COPY PERMANENT LINK TO PAPERBOARD* and press the left button of the mouse.



Once the permalink has been copied into 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 permalink in the *Address* field and finally press *OK.*