

Creating internal and external links in your Content Management System (CMS)

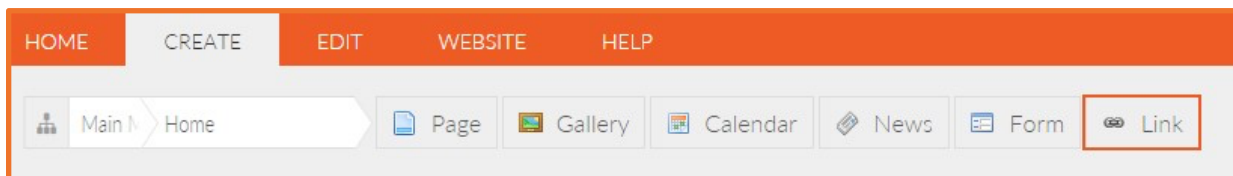
Links can be created within your website to direct users to information and pages that are located either on or outside of your website.

There are two options within the Content Management System (CMS) for creating links – you can either add them to your main navigation menu or you can hyperlink text with a content region.

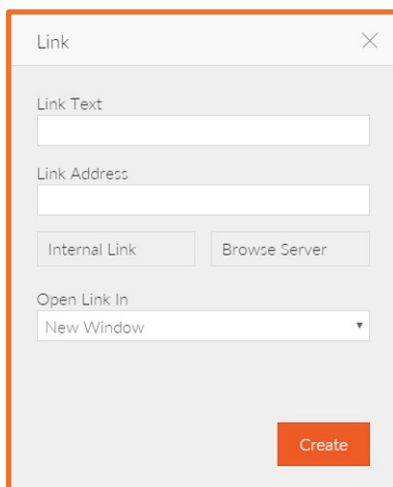
Creating a link from your navigation menu

If you would like to make a link from your main navigation menu to another location, then you will need to do this via the **create** option on the orange admin toolbar and then select **link**.

The link will be created *below* the page you are on – so if you want it to be a main menu item, you will need to create it from the homepage and then move it into location using the **sitemap view** button under **home**.



When you click the **link** option, it will open a pop-up window called **link properties**.

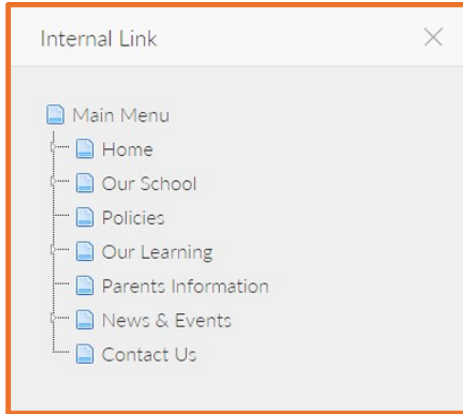
A screenshot of the 'Link properties' pop-up window. The window has a title bar 'Link' and a close button. It contains several input fields: 'Link Text', 'Link Address', and 'Open Link In' (a dropdown menu with 'New Window' selected). There are two buttons: 'Internal Link' and 'Browse Server'. A red 'Create' button is at the bottom right.

In the **link text** field, enter the title for your link -this is the text which will appear in your menu e.g. 'Student Emails'.

The **link address** box is for the URL of the item you are linking to. For an **external link** you will need to add in the website URL e.g. <https://www.e4education.co.uk>

if you want to link to a document within the file manager you can click the **browse server** button which will allow you to navigate and select the required document from the server.

You can also drag and drop or upload files into the file manager at this time if you have not yet uploaded them to your CMS.



Rarely, you may wish to link to another page within your website which is perhaps located further down the site structure.

In this instance you will need to click on the **internal link** button which will open the sitemap view navigation tree in a pop-up window.

You can select the page you wish to link to by clicking on it. You can navigate to sub-pages by clicking the tiny triangle icon next to the top-level pages to view what is underneath. Once you have selected your link, you will be taken back to the **link properties** window.

The **opens link in** dropdown menu allows you to select how you would like your link to open from three different options.

The **new window** selection allows the link to be opened in a new window or tab on your browser. The **embedded within current page** option allows you to embed website content on inner pages within a page. This option will not function if a link is added to the top-level menu. The **open in current window** option opens the link in your current browser tab, navigating the user away from the original page.

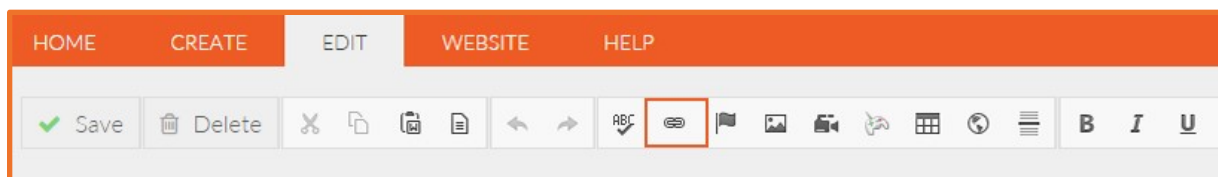
Please note that for any external links, we recommend that you have them open in a **new window** so that the user does not move away from your website (as they may not return!)

Once you have made your menu selections, click the orange **create** button on the pop-up window to create your new link.

Creating a hyperlink within a content region

From time to time, you may wish to link off to another location from text in an inner page content region. These links may be off to another internal page, an external website, a document, or an email address.

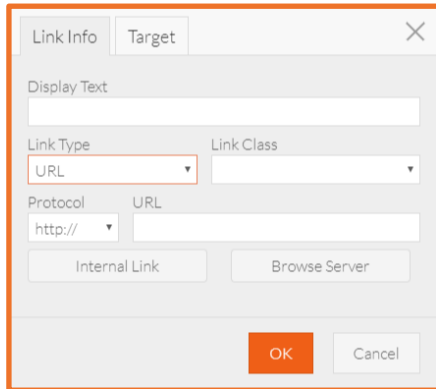
To create a hyperlink within a CMS content region, the first thing you will need to do is highlight the text you would like to link and then click the **link button icon** on the grey edit toolbar – it's the chain like icon which can be found between the ABC spell check icon and the anchor flag.



A **link info** box will appear showing the **display text** as the text you have highlighted with the option to select the **link type** from a dropdown box.

The available options are **URL** which creates a link to a website, document or internal page, **email** which allows you to create a mailto: link and **link to anchor in the text** which when clicked, will allow the user to move to a different section on the page. Anchors can be set up using the anchor flag button next to the hyperlink button on the admin menu.

URL Hyperlink



To create a URL link, select **URL** from the **link type** dropdown box.

As with the link creation for the menu item, you can then choose to either **add an external link** by typing or pasting an external website address into the **URL** box or **select a document** from the file manager by selecting the **browse server** button.

You can also choose the **internal link** option by clicking the relevant button and then selecting the required page from the sitemap view that appears.

The **protocol box** will automatically update, depending on the file type or link selected, but if you wish to override it you can – for instance if it's showing as http:// but you know it's a secure link that is https://.

Once you have selected your link, go to the **target** tab to select the target location for the link. This is how the link will behave and you can choose from several different options:

- **<not set>** - the **default** behaviour will apply (links will open in the same window)
- **<frame>** - you can target the link to open within an **iFrame** on the page
- **<popup window>** - link open in a new window with a **specified height and width**
- **(_blank)** – opens the link in a **new** window or tab
- **(_self)** – opens the link in the **same** window or tab
- **(_top)** – opens the link in the **top** browsing window or tab (taking priority over other tabs)
- **(_parent)** – opens the link in the parent page window

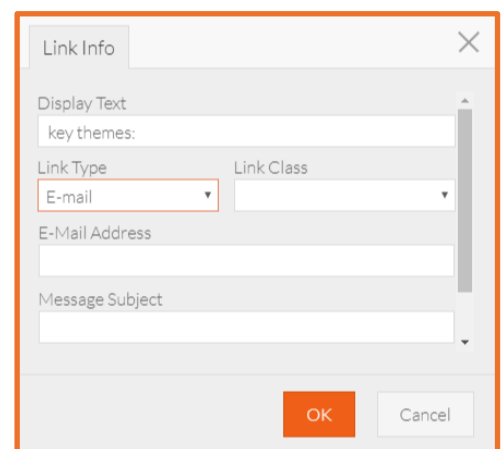
Once you have selected your link and target, you can click the orange **ok** button to close the hyperlink window. Click **edit** and then **save, save now** or **save draft** to save and / or publish your changes.

Email Link

If you would prefer the link to go to an email address or open in an email client then you will need to select **e-mail** from the **link type** dropdown instead of URL.

In the **e-mail address** box type the recipients email address and in the **message subject** textbox type a default subject line. This can be useful to help you track where your emails are coming from, for example you could set it to *Website Enquiry*.

If you would like any default text to be added to the email, you can add this to the **message body** textbox.



Click **ok** to save the mailto: link and then click **edit** and then **save, save now** or **save draft** to save and / or publish your changes.