

CREATING TEXT LINKS – DOCUMENT LINK

INTRODUCTION

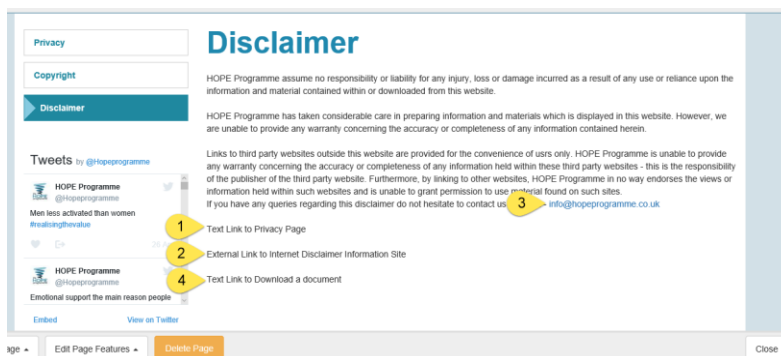
The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create a text link for a document. Typically text links are also referred to as hyperlinks. when Clicked or Tapped (on a touch screen) the action is:

1. to be taken to another web page on the current website - internal link
2. to be taken to external website - external link
3. to open a document
4. to open an email editor

As already mentioned, this tutorial relates to creating links to external pages (option 2.). Refer to the [HOPE PROGRAMME Support Materials](#) content list for options 1., 2. and 4.

TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to create text links to **document** file.

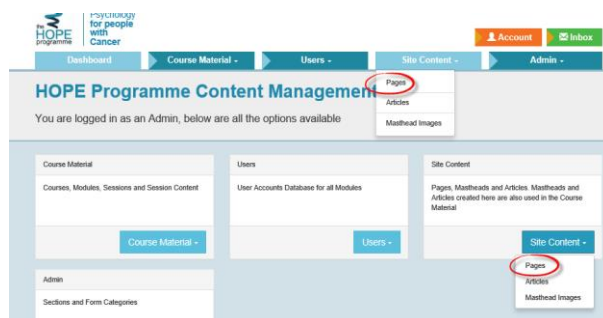


Example Disclaimer Page with 4 Types of Text Links

GUIDANCE

For all options in the Tutorial the following steps are taken:

- A. Log in to CMS (Administrators Only)
- B. Select Pages option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Pages Option from Site Content

C. This action will produce a list of **Content Pages** - refer to diagram below:

the HOPE programme **HOPE** for people with Cancer

Account Inbox

Dashboard Course Material - Users - Site Content - Admin -

Content Pages

Below are all the content pages created so far. Click **View** to view the record or click **Create Page** to create a new one

Page Title: Search by Title

Section: Search by Section

#	Page Title	Section	Occurrence	Routing Type	Published?	Nav?	Routing	Content
8	About HOPE	About	1	Standard Page	Yes	Yes	Routing	Content
9	Meet the Team	About	2	Standard Page	Yes	Yes	Routing	Content
22	→ Dr Andy Turner	About	2.01	Standard Page	Yes	Yes	Routing	Content
13	→ Dr Faith Martin	About	2.02	Standard Page	Yes	Yes	Routing	Content
77	→ Dave McHattie	About	2.03	Standard Page	Yes	Yes	Routing	Content

New Page Close

D. Filter by Section – Legal to locate and select Disclaimer Page

Content Pages

Below are all the content pages created so far. Click **View** to view the record or click **Create Page** to create a new one

Page Title: Search by Title

Section: Legal

#	Page Title	Section	Occurrence	Routing Type	Published?	Nav?	Routing	Content
5	Privacy	Legal	1	Standard Page	Yes	Yes	Routing	Content
6	Copyright	Legal	2	Standard Page	Yes	Yes	Routing	Content
7	Disclaimer	Legal	3	Standard Page	Yes	Yes	Routing	Content

1 to 3 of 3 Pages 1

Using Section Search Filter to Find Page

E. Click on Content Button to Open Disclaimer Page

Privacy

Copyright

Disclaimer

Disclaimer

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Tweets by @Hopeprogramme

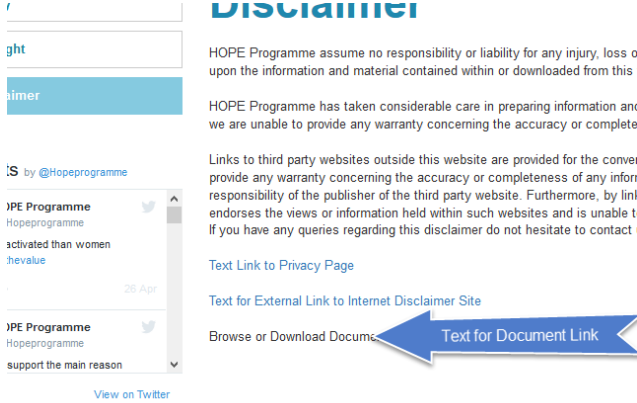
HOPE Programme @Hopeprogramme

Disclaimer Page

F. Click Edit Page > Content

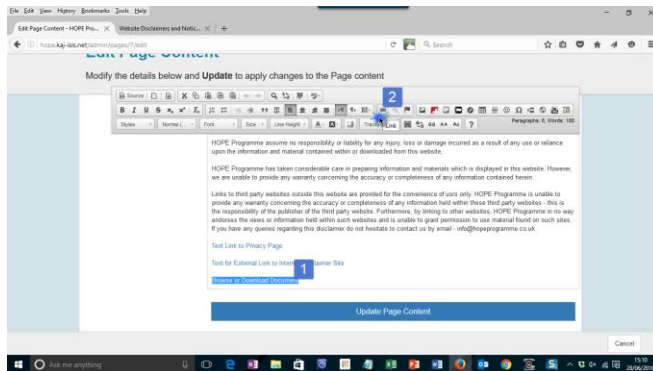
CREATE AN DOCUMENT LINK (OPTION 3.)

G. Type text to be used for the internal link and position on Page



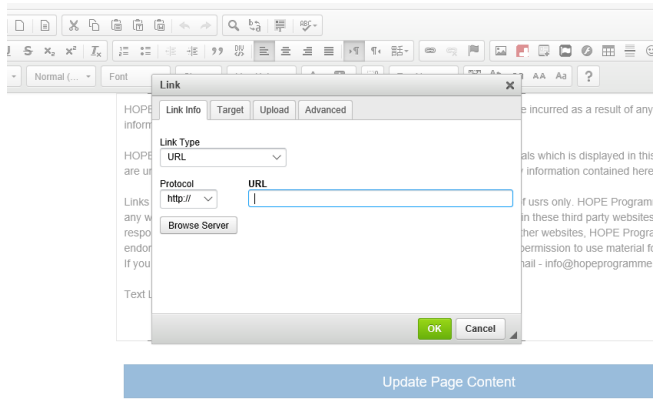
Disclaimer Page with text inserted for Document Link

H. Highlight text to be used as the text link and Click Link on the Editor refer to diagram below:



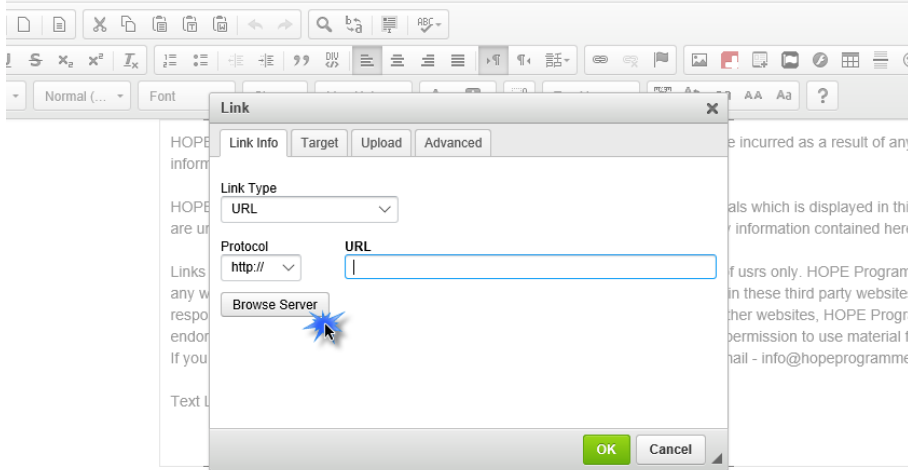
Select text for Document link

I. The result of the action of Clicking the Link Icon will be the Link Window (with Tabs) will appear as below:



Link Window (NOTE Tabs)

- J. Click on Browse Server (for files that have been uploaded or to upload a file).



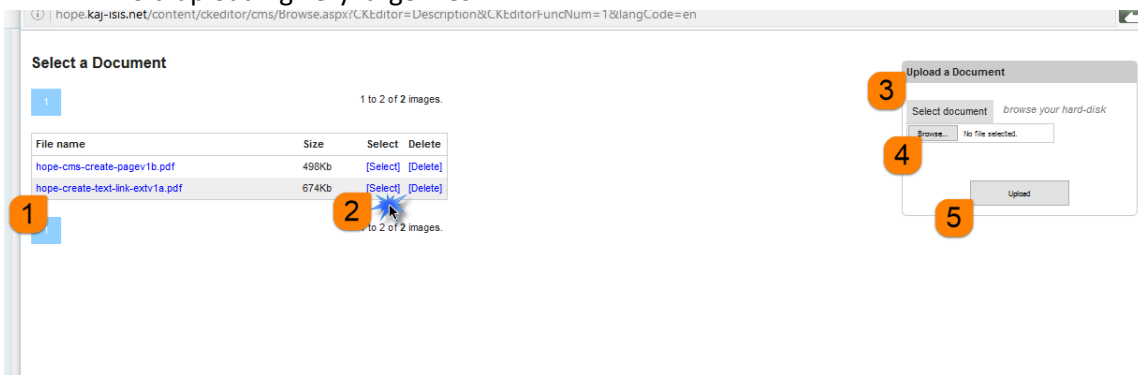
Update Page Content

Link Window

- K. The action will Open a **Select Document** Window for files that have been Uploaded or to Upload a file. Select the file from the listing (1) or Upload a file using the standard form (3) (Click Browse (4) followed by Upload (5)) and then Select (2) the Uploaded file that is added to the list (1) [when you Upload file you must Select it (2)].

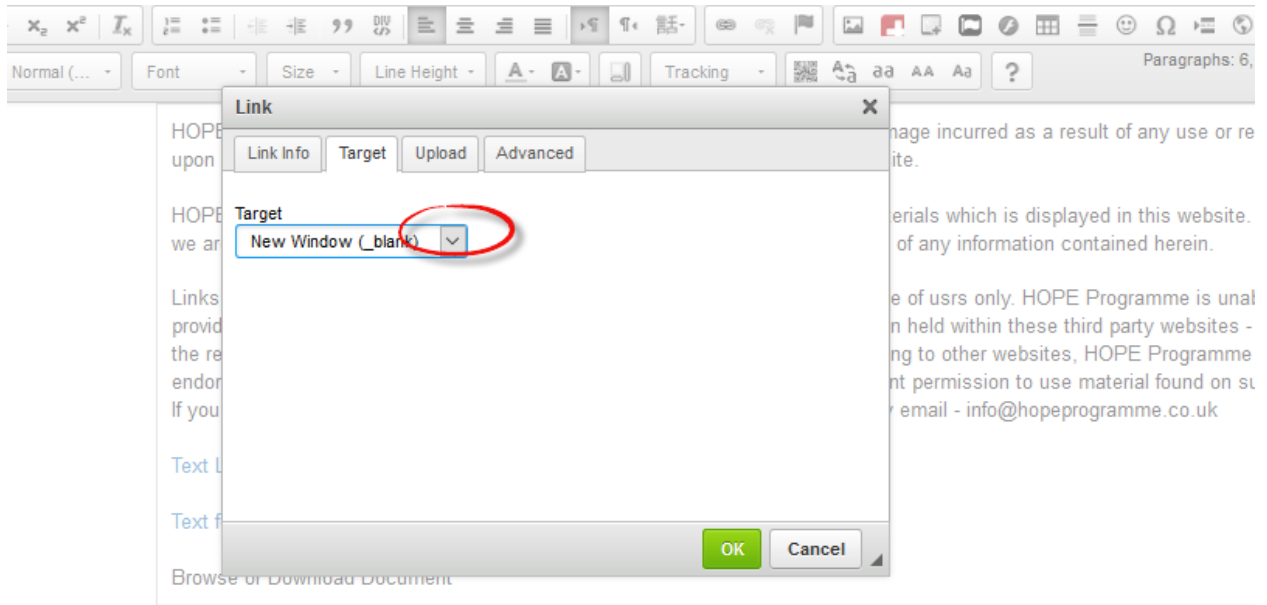
IMPORTANT NOTES ABOUT UPLOADING FILES

- Where possible only use PDF files
- Ensure Filenames do not have space and symbol characters
- Avoid excessively long filenames
- Avoid uploading very large files



Selecting Required File

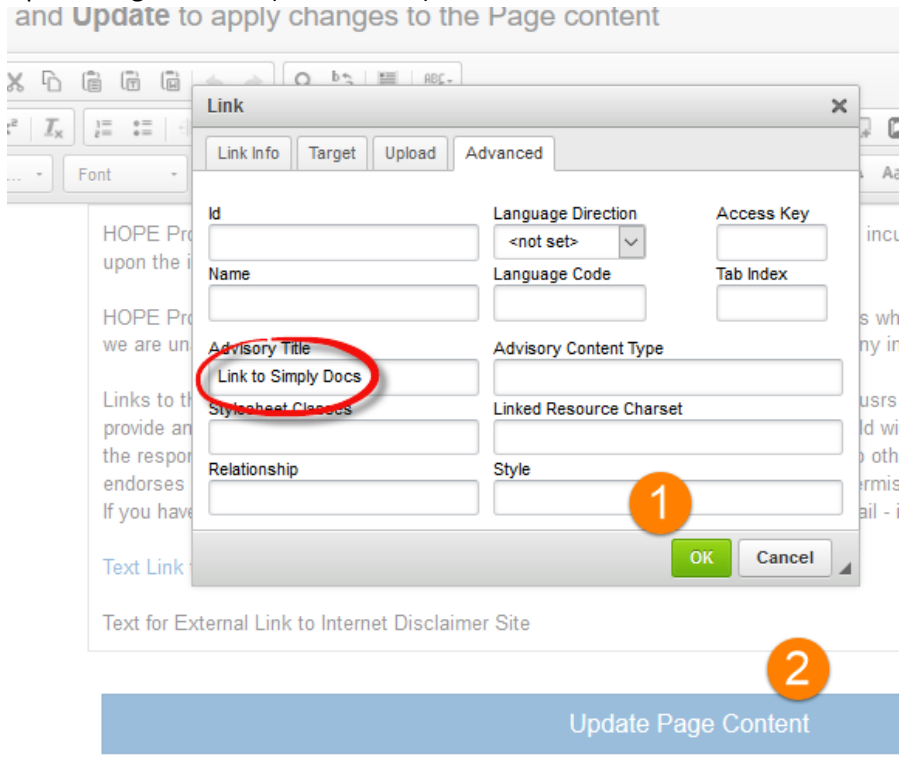
- L. Click on the Target Tab – and Select New Window from the list of Target Options. This will ensure that a New Browser Tab is used to display the page where the page will be loaded rather than replacing the origin page - meaning that the user will be able to return to the original page after viewing the external linked page – see below:



Update Page Content

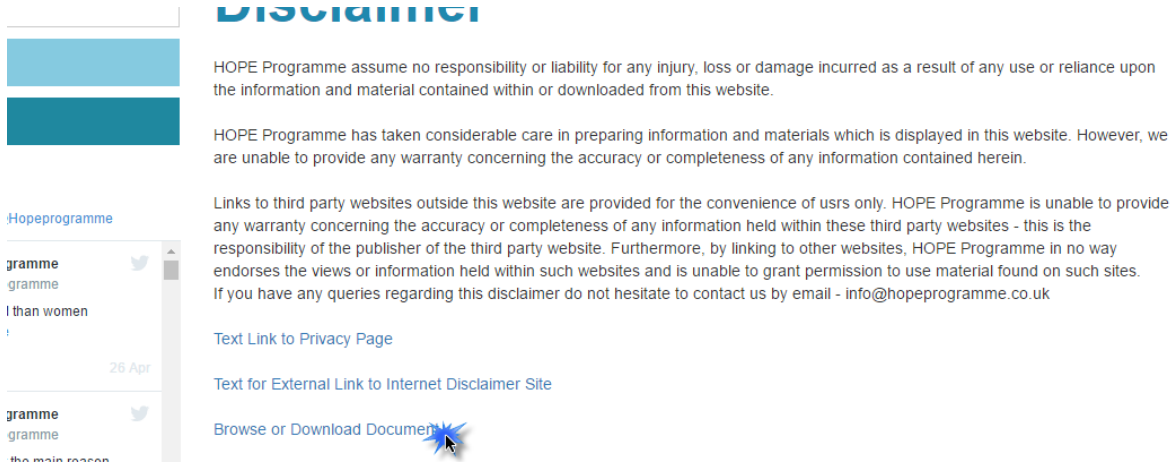
Set the Target to New Window

- M. Click Advanced Tab – identified above marked 3 above. Type Document Link (this is a link description that appears when you hover the link on the page. Click OK (marked as 1) and Click Update Page Content (marked as 2) and **Update** to apply changes to the Page content



Using the Advanced Tab

N. Test Link on the Public Page



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[Text Link to Privacy Page](#)

[Text for External Link to Internet Disclaimer Site](#)

[Browse or Download Document](#)

Document Link on Disclaimer Public Page

Refer to the [HOPE PROGRAMME Support Materials](#) content list for options 1., 2. and 4.

ends.