

CREATING TEXT LINKS – EMAIL LINK

INTRODUCTION

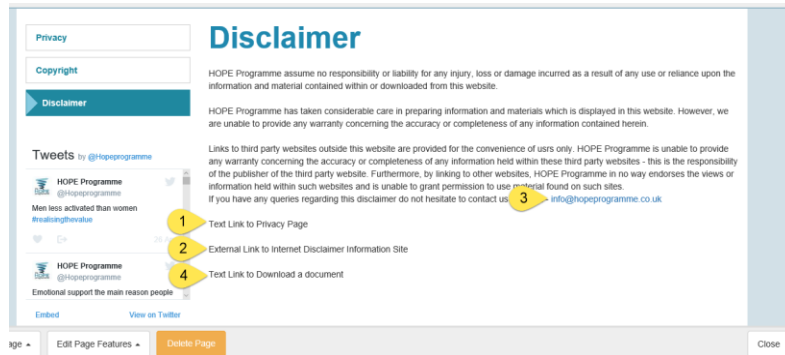
The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create a text link for opening an email editor. Typically text links are also referred to as hyperlinks. when Clicked or Tapped (on a touch screen) the action is:

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 3.

TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to create text links to open an Email editor.

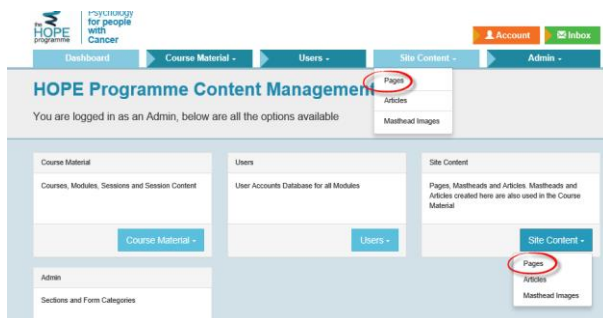


Example Disclaimer Page with 4 Types of Text Links

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 | 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

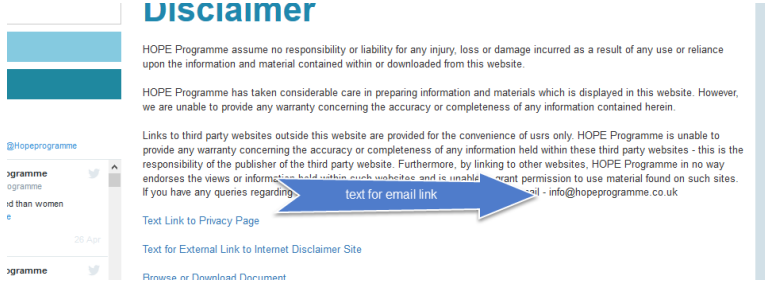
HOPE Programme @Hopeprogramme

Disclaimer Page

F. Click Edit Page > Content

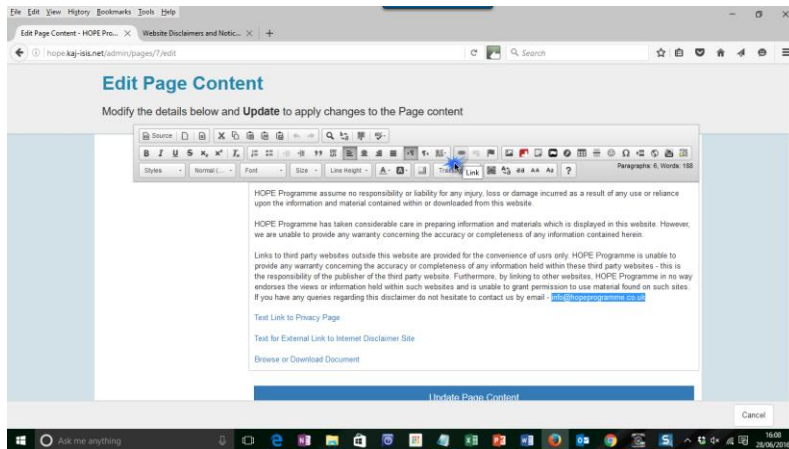
CREATE AN EMAIL LINK (OPTION 4.)

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



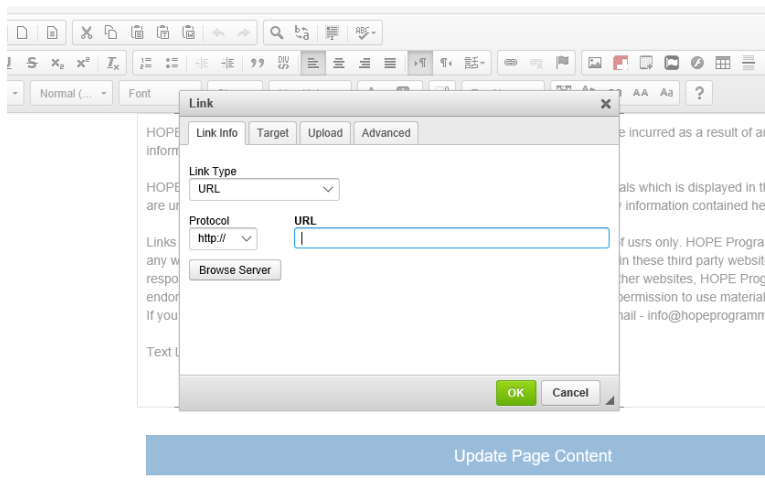
Disclaimer Page with text inserted for Email Link

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



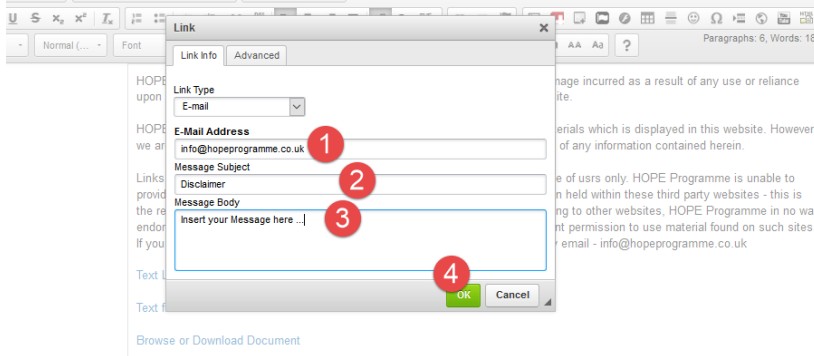
Select text for Email link

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 Link Type and select Email

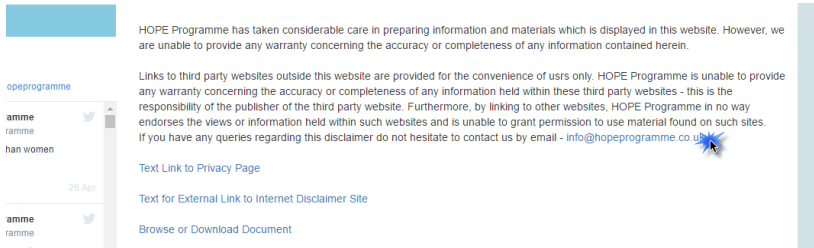


Link Window – After Selecting Email Link Type

K. The action will Change the Link Form to capture Email details. Complete the Form entering the email address (1), Message Subject (2) and Message (3). Click OK (4) to complete operation – see diagram above.

L. Click Update Content Page

M. Test Link on the Public Page



Email Link on Disclaimer Public Page

Refer to the [HOPE PROGRAMME Support Materials](#) content list for options 1., 2. and 3.

ends.