

CREATING TEXT LINKS – EXTERNAL LINK

INTRODUCTION

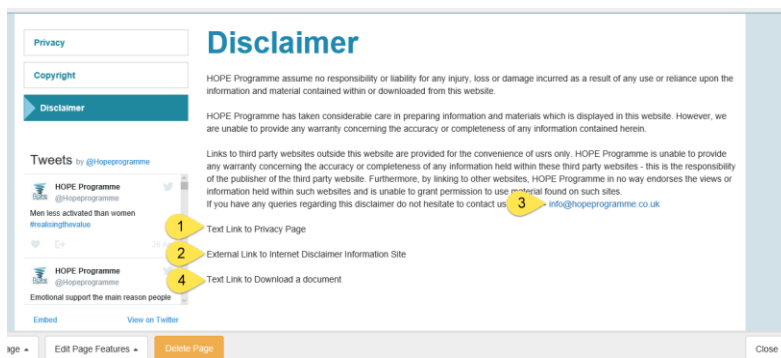
The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create a text link for **external pages**. Typically text links are also referred to as hyperlinks. when Clicked or Tapped (on a touch screen) the action is:

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., 3. and 4.

TUTORIAL OBJECTIVE

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

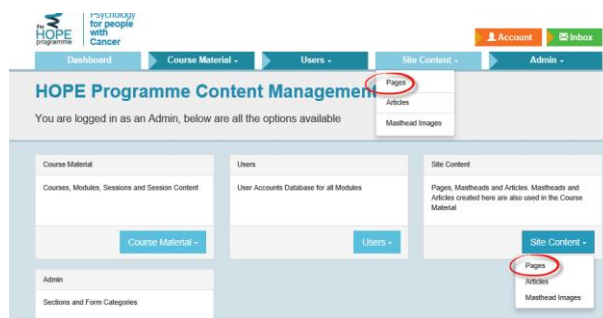


Example Disclaimer Page with 4 Types of Text Links

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 logo 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

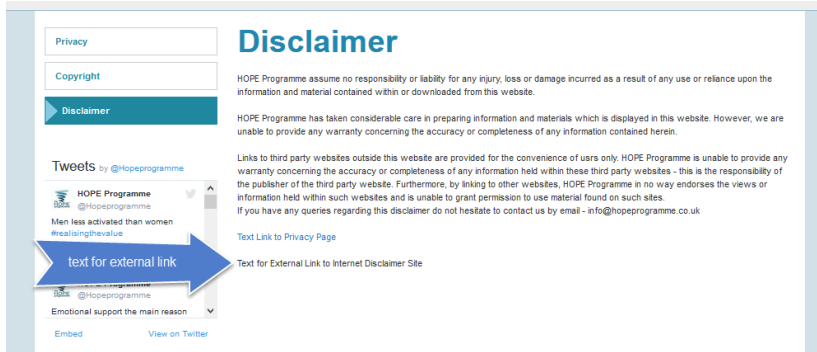
HOPE Programme @Hopeprogramme

Disclaimer Page

F. Click Edit Page > Content

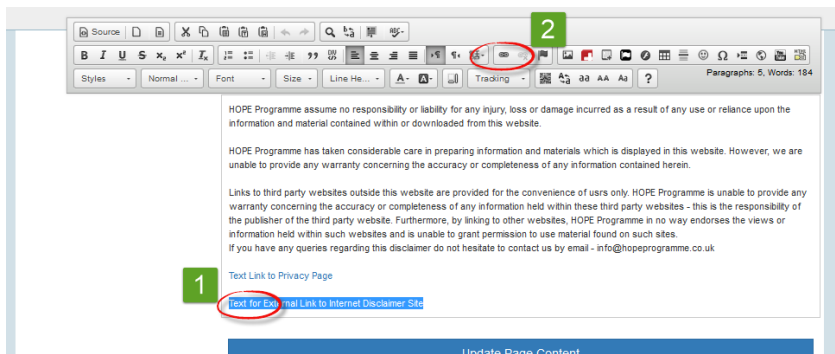
CREATE AN EXTERNAL LINK (OPTION 2.)

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



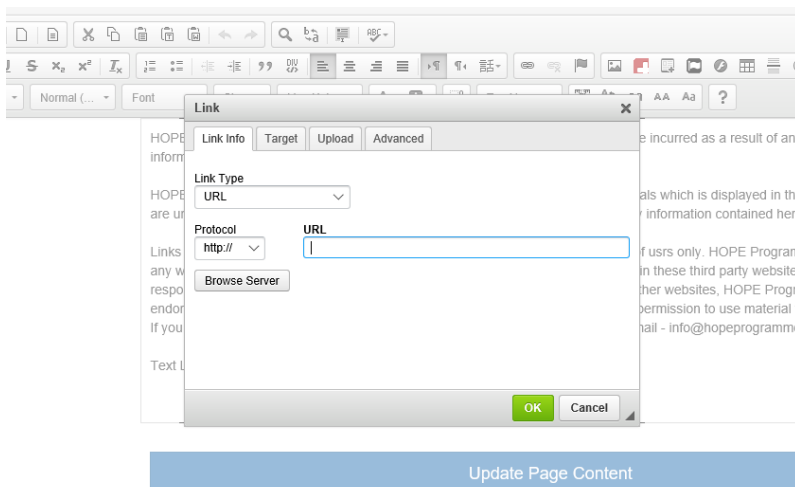
Disclaimer Page with text inserted for External Link

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



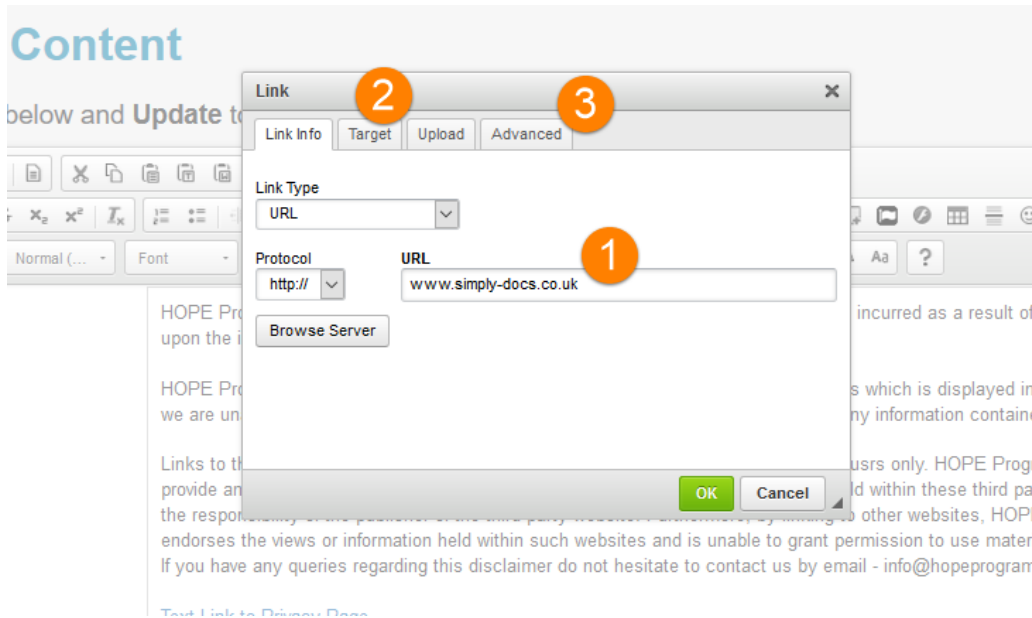
Select text for external link

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



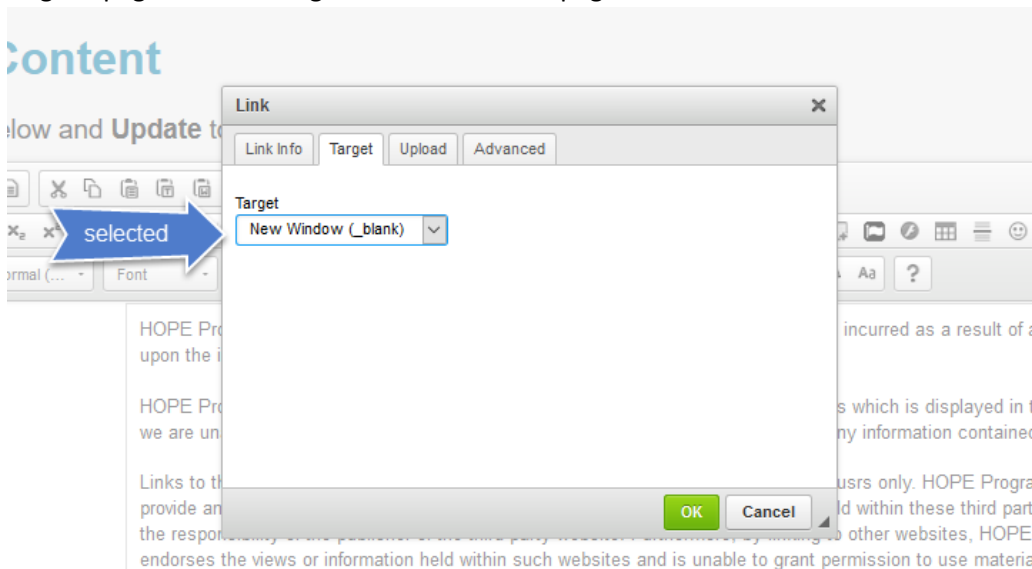
Link Window (NOTE Tabs)

- J. The URL for an external link must contain the www.*** prefix followed by the whole URL.
- K. The external link URL for this example is entered as the URL as shown labelled 1 – see below:



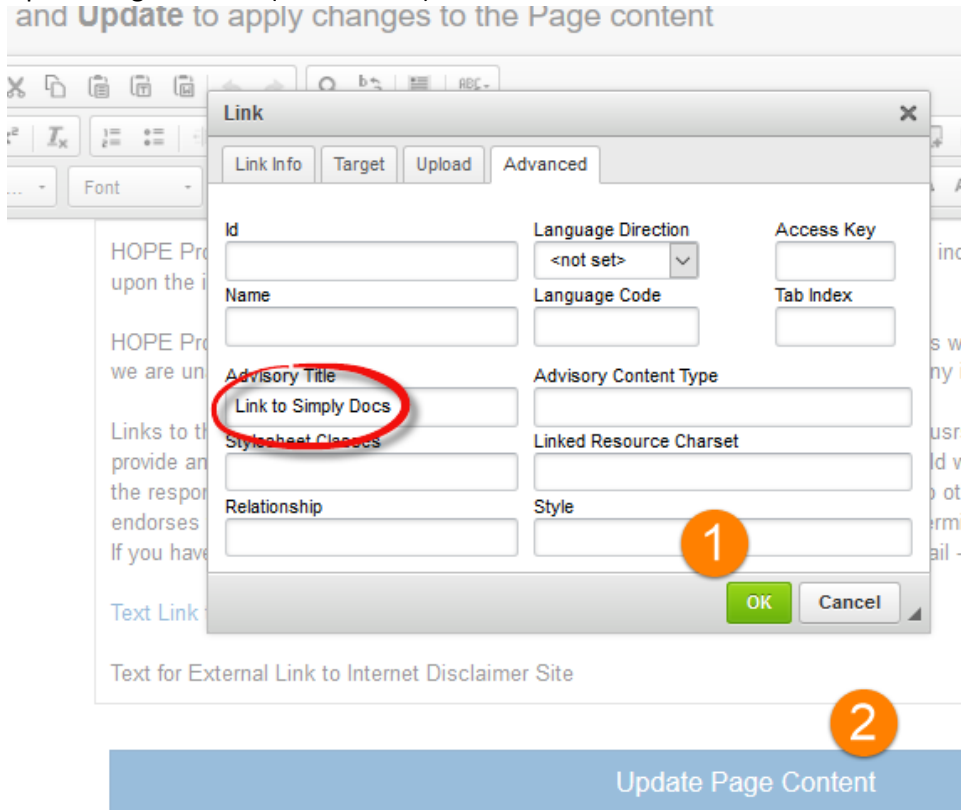
URL for external Link

- L. Click on the Target Tab – identified above labelled 2 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.



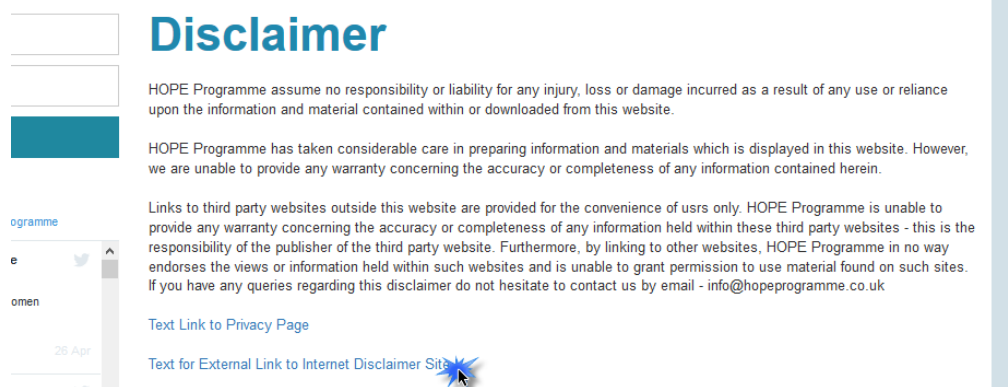
Select New Window Target Option

- M. Click Advanced Tab – identified above marked 3 above. Type Link to Simply Docs Website (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)



Using the Advanced Tab

- N. Test Link on the Public Page



External Link on Disclaimer Public Page

Refer to the [HOPE PROGRAMME Support Materials](#) content list for options 1., 3. and 4.

ends.