

CREATING TEXT LINKS – INTERNAL PAGES

INTRODUCTION

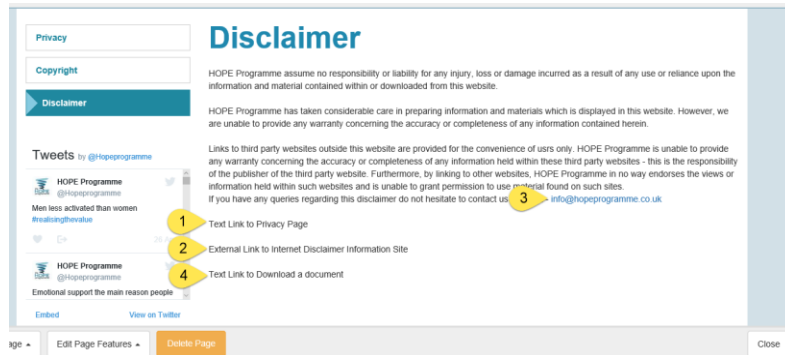
The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create a text link for **internal pages**. Typically text links are also referred to as hyperlinks. when Clicked or Tapped (on a touch screen) the action is:

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 internal pages (option 1.). Refer to the [HOPE PROGRAMME Support Materials](#) content list for options 2. – 3.

TUTORIAL OBJECTIVE

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

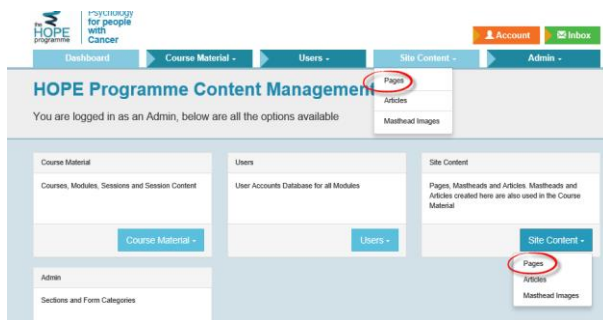


Example Disclaimer Page with 4 Types of Text Links

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 **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

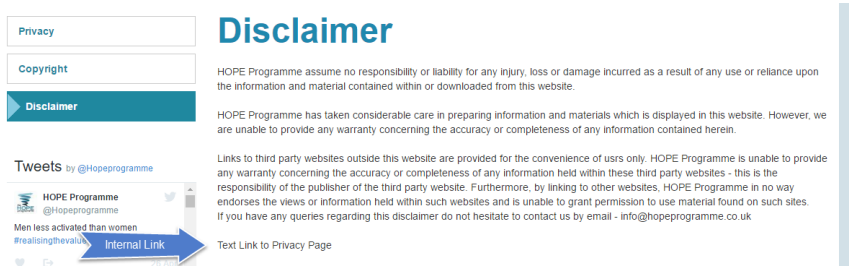
HOPE Programme @Hopeprogramme

Disclaimer Page

F. Click Edit Page > Content

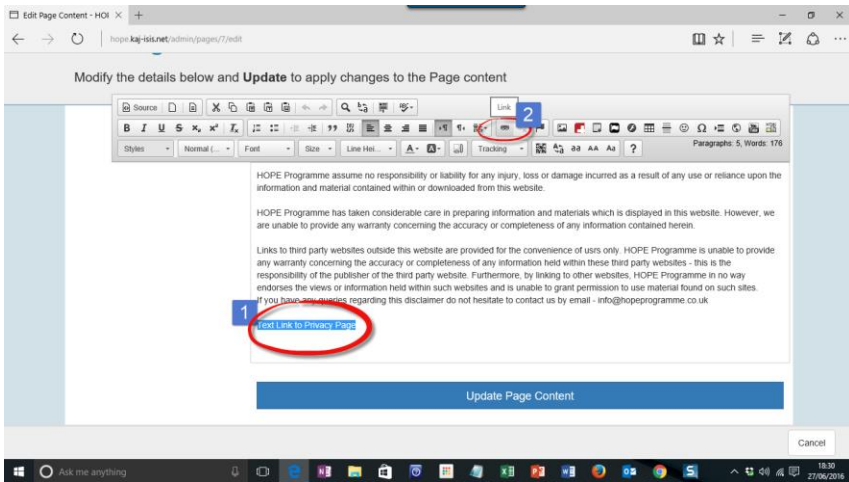
CREATE AN INTERNAL LINK (OPTION 1.)

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



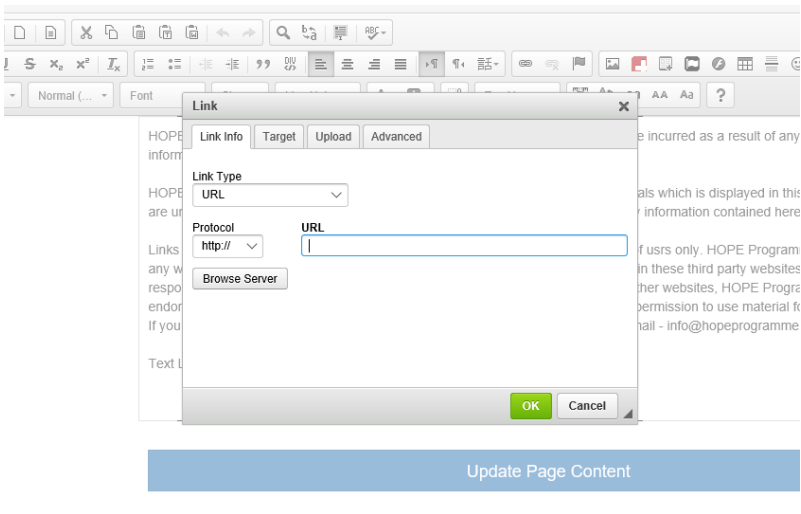
Disclaimer Page with text inserted for Internal Link

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



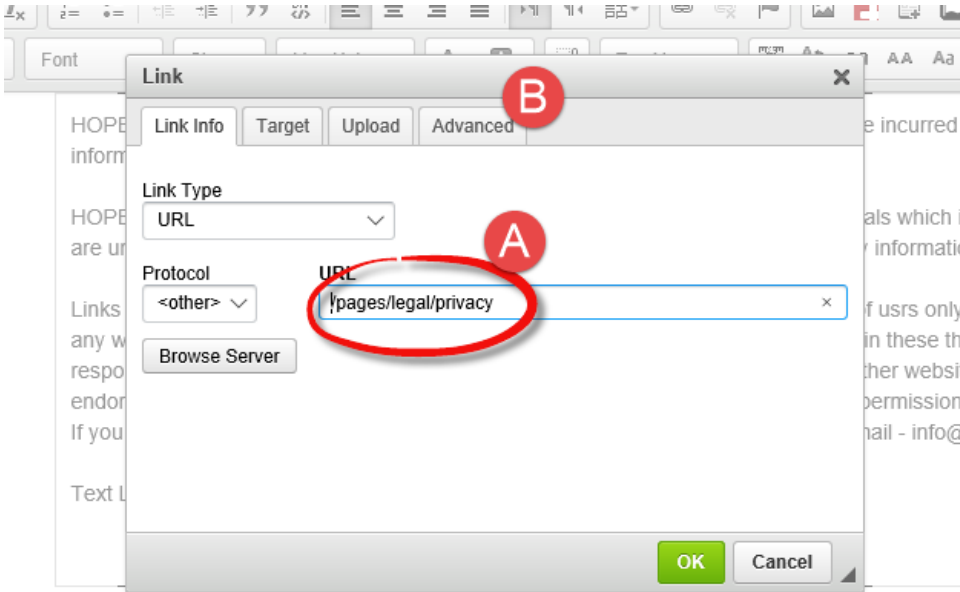
Select text for internal link

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



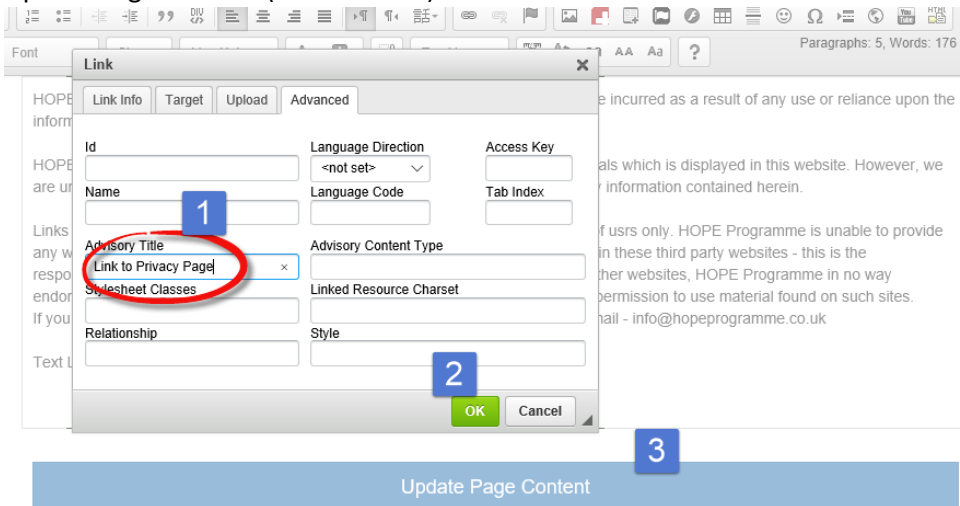
Link Window (NOTE Tabs)

- J. The URL for an internal link does NOT require the domain name – this is important – this part of the URL needs to be removed so that the CMS will detect an internal rather than external link. Therefore the Privacy Page <http://hope.kaj-isis.net/pages/legal/privacy> becomes **/pages/legal/privacy**
- K. The internal link URL is entered as the URL as shown as A – see below:



URL for Internal Link

- L. Click Advanced Tab – identified above marked B above. Type Link to Privacy Page (this is a link description that appears when you hover the link on the page. Click OK (marked as 2.) and Click Update Page Content (marked as 3.)



Using the Advance Tab

M. Test Link on the Public Page

programme | In Action

Home About Courses Evidence Commissioners News Contact

Privacy

Copyright

Disclaimer

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[Text Link to Privacy Page](#)

Link to Privacy Page

Tweets by @Hopeprogramme

HOPE Programme @Hopeprogramme
Men less activated than women #realisingthevalue
26 Apr

HOPE Programme @Hopeprogramme
Emotional support the main reason

Internal Link on Disclaimer Public Page

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

ends.