


Inserting Links into a Page

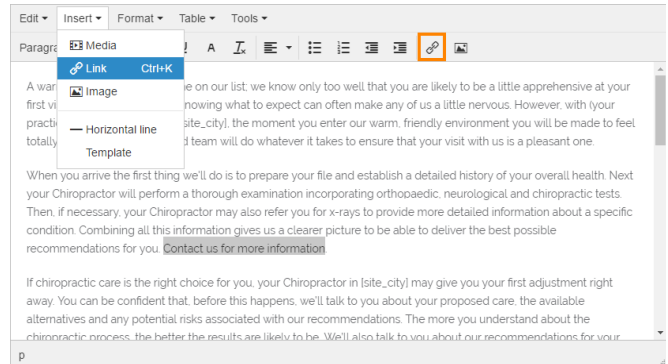
To add a new admin user to your content management system follow the steps below.

STEP 1 - Access

In the WYSIWYG editor, click **Insert > Link** or click the  **Link** icon to open the **Insert Link** dialog box.

Highlighted Text

You can **highlight the text** you'd like to convert to a link prior to opening the **Insert Link** dialog box.



STEP 2 - Enter the link parameters

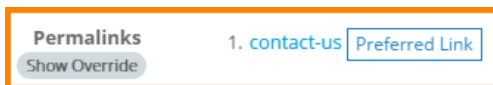
Enter the details for the link.

Url

The website address you'd like the link to take the user to. Eg:

- **Internal Links**

Links to your own website pages can be found in the **permalink** section on the page's **Edit Page** in the CMS.



The *Contact Us* page's url is **/contact-us**

Internal Links

For internal links it is best practice to use a forward slash before the link url (eg. **/contact-us**). This tells the system to ensure that the link is called relative to the website's root domain

- **External Links**

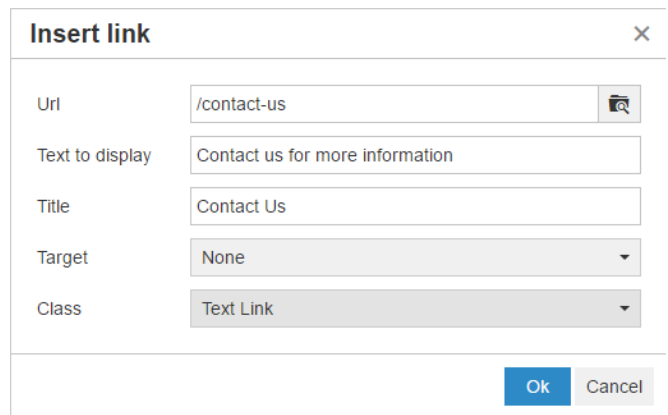
Ensure the entire URL is entered for external links. **http://** and **https://** are required when linking to an external website.

<https://www.google.com.au>

Text to display

Text to display is the text that appears on the page which contains the link.

If you highlighted the text prior to clicking the **Insert Link** button, this field will be pre populated.

A screenshot of the 'Insert link' dialog box. It has a title bar with a close button. The dialog contains several fields: 'Url' with the value '/contact-us', 'Text to display' with the value 'Contact us for more information', 'Title' with the value 'Contact Us', 'Target' set to 'None', and 'Class' set to 'Text Link'. At the bottom right, there are 'Ok' and 'Cancel' buttons.

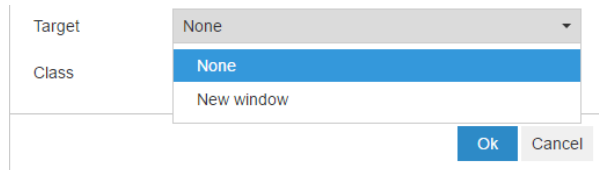
Title

Titles are used when linking an image or other **non-text based objects** for accessibility by individuals who rely on screen readers. An informative title should be used when the link text (if any) does not completely explain what the link is or where it goes.

See <https://www.w3.org/standards/webdesign/accessibility> for more information on accessibility.

Target

Target determines the web browser window that opens the link.



A dialog box with two dropdown menus. The first is labeled 'Target' and has 'None' selected. The second is labeled 'Class' and has 'None' selected. Below the dropdowns are 'Ok' and 'Cancel' buttons.

- **None**
The link opens in the user's **current** window. Best used when using **Internal Links**
- **New window**
Opens the link in a **new browser window or tab**. Best used when using **External Links**.

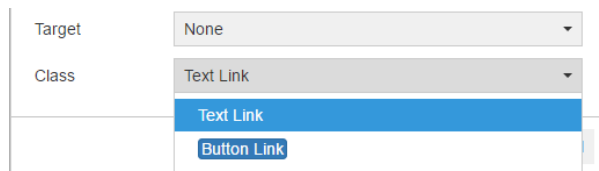
Class

Class gives you the option to use **Text Based Links** or you can set the link to look like a **Button**.

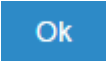
[Text link](#)

[Button Link](#)

Select the link class in the drop down menu as illustrated below.



A dialog box with two dropdown menus. The first is labeled 'Target' and has 'None' selected. The second is labeled 'Class' and has 'Text Link' selected. Below the dropdowns is a list of link classes: 'Text Link' and 'Button Link'. Below the list are 'Ok' and 'Cancel' buttons.

Click  to apply link parameters to the selected text.

STEP 3 - Save Page

Ensure you press the **Save Page** button at the bottom of the screen after any change to ensure the changes are saved to the system.



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