

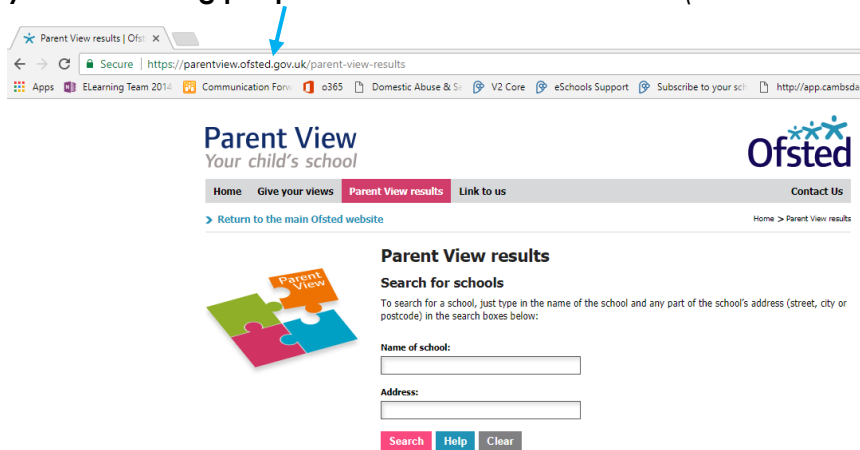
For Website Users: Adding hyperlinks

Adding hyperlinks to your website is a clean and simple way to link people to relevant content either within your own or on another website and avoids pages full of information to be read through.

While the concept of creating a link can cause confusion/frustration for some users – they are really simple when you follow some simple steps and bear in mind that:

- A hyperlink is a simple way of signposting someone to another resource
- Is the same as providing an address as you do to the postman in order to have a letter delivered to the right person.
- Used well, helps to give clarity on your webpage

Below covers a number of different ways that you can add a hyperlink to your website but, whichever you chose to create, as with the analogy of posting a letter **you first need to have the address of where you are sending people to** - the web address or URL (Uniform Resource Locator).



When the address shows blue, it shows that you have highlighted it – a single click into the address bar will automatically highlight the address or you may need to manually highlight it.

When you have decided how you are creating your hyperlink, you will need to have the address copied to your computer/device clipboard ready to create the hyperlink, either by using the Ctrl-C keystroke on your keypad or right-click and select copy with your mouse.

Whichever route you take to add your link, you are advised to preview your pages to see how they look and behave live on our site!

Use the links below to navigate to the section you need in this document:

[Adding an External Link as a Category](#)

[Adding an External Link Within a Category or Sub Category](#)

[Adding a Link on a Page \(Including the Home page\)](#)

- [An External Link as a Resource](#)
- [An External Link from a Picture/Logo](#)
- [An Internal or External Link within the body of text](#)

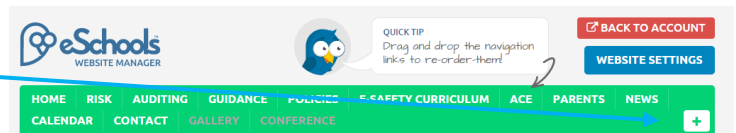
Adding an External Link as a Category

This is intended for External Links – these will open the link in a new browser tab and should only be used for Top Level/Important links as it becomes part of your site's main navigation structure.

This might be useful for providing a link to your PTA or Out of School provider's own website.

How to:

In the edit view, click on the + sign here in the main category area.



Select External Link.

In the pop-up window, add a short title you would like to display for this link ie PTA Website

Make sure you have the 'target' URL/website address copied and paste it here Using Ctrl-V or right-click and select paste with your mouse.

Click Save.

Adding an External Link Within a Category

This is intended for External Links – these will open the link in a new browser tab.

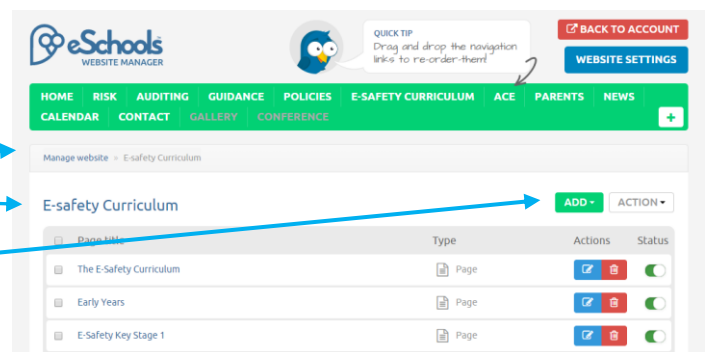
How to:

In the edit view, click through to the category or sub-category that you want this link to be show under.

Note that you can confirm which you've selected here in the breadcrumb trail or by the category/sub category title.

Click **Add**

Now select External Link from the dropdown menu options.



In the pop-up window, add a short title you would like to display for this link ie PTA Website

Make sure you have the 'target' URL/website address copied and paste it here Using Ctrl-V or right-click and select paste with your mouse.

Save.

Adding a link on a page

An External Link as a Resource

Create a new page or select to edit an existing page

Add new or select to edit an existing **Resource**

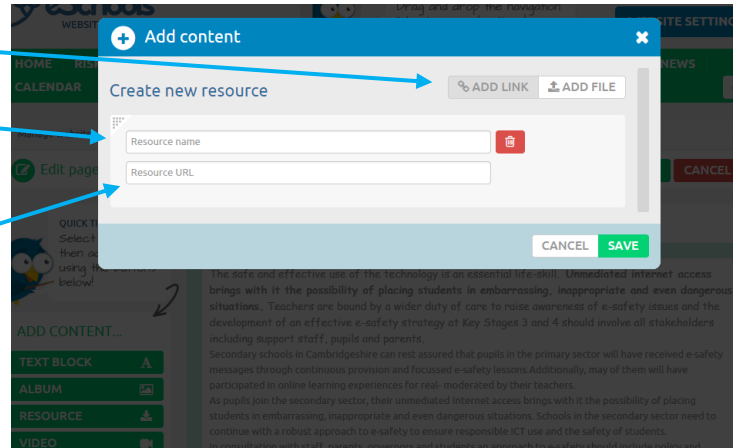
In the pop-up window, select to Add Link

Add a short title you would like to display for this link ie PTA Website

Make sure you have the 'target' URL/website address copied and paste it here Using Ctrl-V or right-click and select paste with your mouse.

Save

Make sure you also select **Save Changes**.



An External Link from a Picture/Logo

Create a new page or select to edit an existing page

Add new or select to edit an existing **Album**

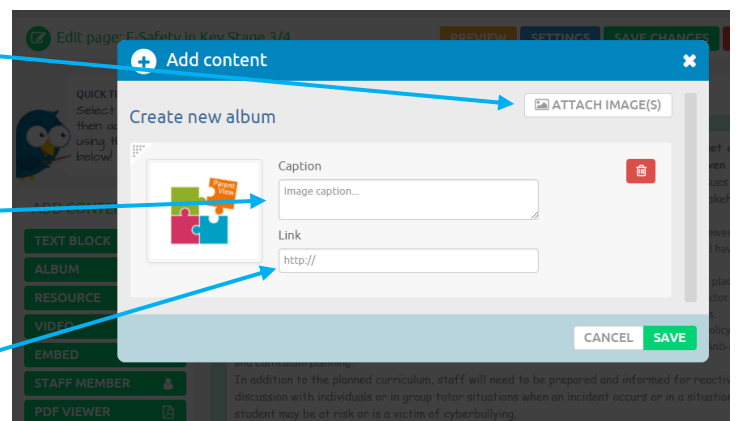
In the pop-up window, select to Attach Images, browsing for an image from your computer or add the link to an image you may have already added to the Album

You can add a caption
ie Click to view the PTA Website in a New Window
This will display below the image

Make sure you have the 'target' URL/website address copied and paste it here Using Ctrl-V or right-click and select paste with your mouse.

Save

Make sure you also select **Save Changes**.



An Internal or External Link within the body of text

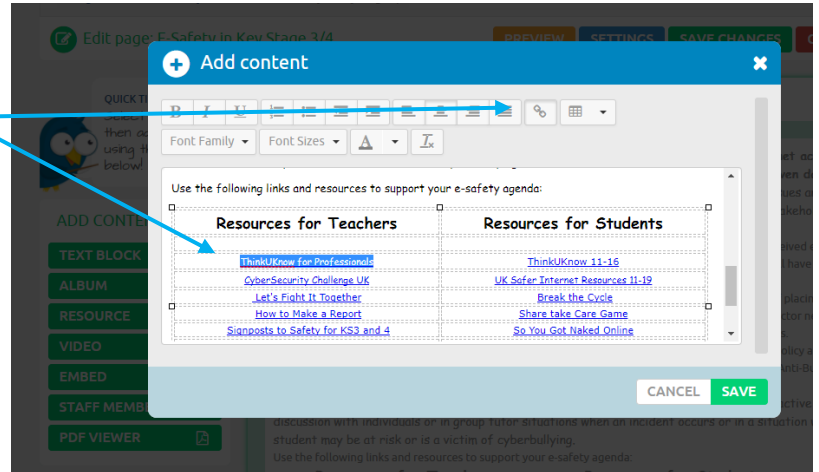
Create a new page or select to edit an existing page

Add new or select to edit an existing **Text Block**

Type or select a section of existing text that you want to use as the link.

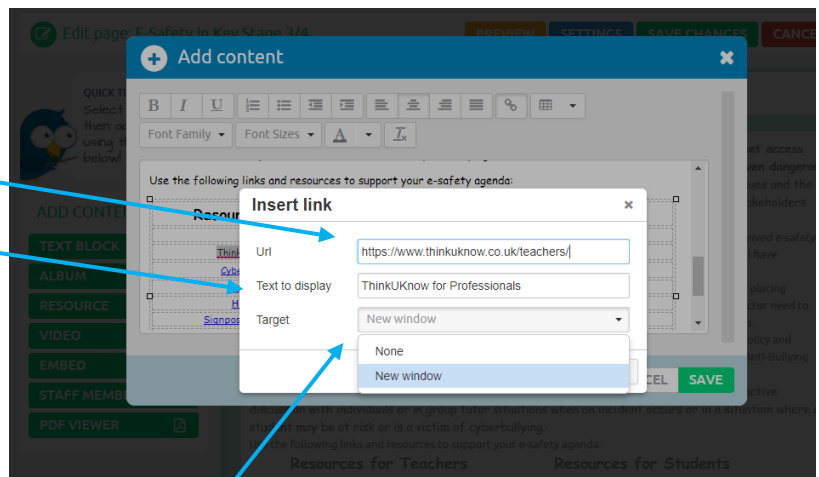
Having highlighted your chosen section of text, select the hyperlink icon.

This looks like a little like a set of handcuffs.



In the pop-up window, make sure you have the 'target' URL/website address copied and paste it here Using Ctrl-V or right-click and select paste with your mouse.

The text that you highlighted to display as your link will show here. You can edit this now if you need to.



You now have the option to choose how this link will open.

- The default setting is **None**
This opens the link in the same browser window – this is useful for when you are providing an internal link to another page on your website ie to your Contact, Policies, Curriculum Resources page
- **New Window**
This opens the link in a new Browser window – this should be used links to other external websites.

Select **Ok**

Save

Make sure you also select **Save Changes**.

NB: The default hyperlink settings for your site will be applied – you do not need to format this text to be underlined or to add a font colour, but may choose to make it bold to stand out a little clearer on the page.