

Content Editor: Hyperlinking to Files

Hyperlinking to Files


Hyperlinking is the ability to provide links to other areas of your website or to other websites. You may also use this function to direct website visitors directly to a file on your website. This could be a Word document, a PDF file, a video or any file that has been previously uploaded to your website.

- There must be a Content editor box available to link to a file
- You can link to a file from a particular word or phrase or even an image.
- You must first upload your file to an area of the website which allows for document uploads.

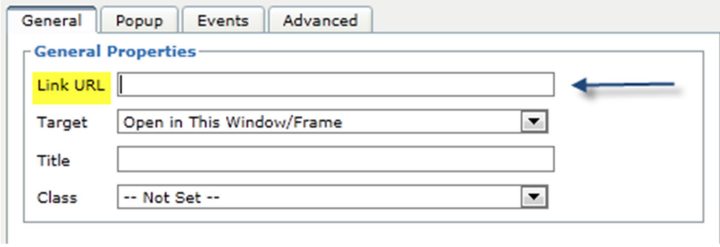
Step One:

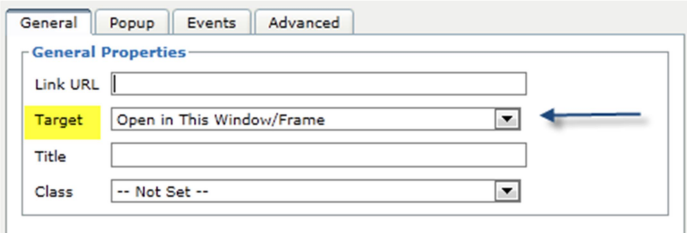
<ul style="list-style-type: none"> • Navigate to the desired area of your site to locate the desired file. • Right-click the <i>download</i> link and choose <i>Copy link address</i> from the resulting menu. 	 <p>The screenshot shows a web browser window titled 'File Manager :: Zoology Files'. Below the title bar is a header 'SubCategories and Files' with a 'back' link. Underneath, there is a list item 'Wildlife Video' with a 'Download' link next to it. A right-click context menu is open over the 'Download' link, with the 'Copy link address' option selected and highlighted by a blue box. Other menu options include 'Open link in new tab', 'Open link in new window', 'Open link in incognito window', 'Save link as...', and 'Inspect element'.</p>
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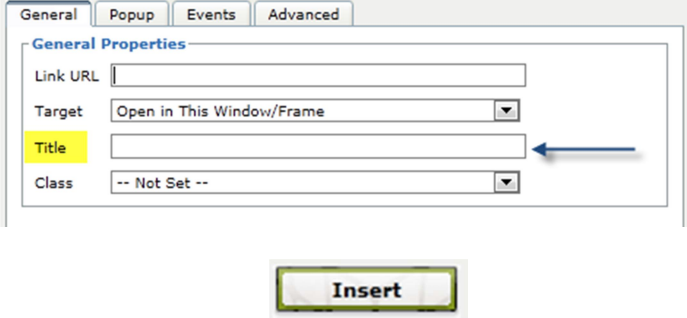
Step Two:

<ul style="list-style-type: none"> • Navigate to the desired text area of your site where you wish to insert the link. • Type the desired word or phrase. • Select word or phrase and click the <i>Insert/Edit Link</i> button. (Please note that this button is only available when text has been highlighted.) 	 <p>The screenshot shows a rich text editor toolbar. The 'Insert/Edit Link' button, which features a chain-link icon, is highlighted with a blue box and a blue arrow. Below the toolbar, a text input field contains the text 'Click here to view the video'.</p>
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Step Three:

<p>➤ Paste the previously copied shortcut to the file in the Link URL field. (The web address must include the http://)</p>	 <p>The screenshot shows the 'General Properties' dialog box with tabs for 'General', 'Popup', 'Events', and 'Advanced'. The 'Link URL' field is highlighted in yellow, and a blue arrow points to it from the right. Below it are fields for 'Target' (set to 'Open in This Window/Frame'), 'Title', and 'Class' (set to '-- Not Set --').</p>
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<p>➤ Complete Target information - determine how you want the file to appear:</p> <ul style="list-style-type: none"> • Open in this window/frame, the file will open within the page you are viewing. • Open in new window blank, the file will open in a new web page (preferred for external website links). • The other two functions: Open in parent window frame and Open in top frame has been deactivated and do not function at this time. 	 <p>The screenshot shows the 'General Properties' dialog box. The 'Target' dropdown menu is highlighted in yellow, and a blue arrow points to it from the right. The 'Link URL' field is empty, and the 'Class' field is set to '-- Not Set --'.</p>
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<p>Type in the Title of the link. This will constitute a “bubble” or “tool tip” that will appear when a visitor places their mouse over the link.</p> <ul style="list-style-type: none"> • Click Insert. This saves your link within content editor. 	 <p>The screenshot shows the 'General Properties' dialog box. The 'Title' field is highlighted in yellow, and a blue arrow points to it from the right. Below the dialog box, an 'Insert' button is shown in a highlighted box.</p>
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If you are finished in the content editor, you will now choose “Update” or “Save” in the area you are working in. NOTE: When you go to your actual website, remember you may have to hit **Ctrl F5** or **Refresh** your browser before you see the hyperlink on the website.