CREATING LINKS

CTC WEB TRAINING

EXTERNAL LINKS

Select the element tool for the area of the page you wish to edit. From the dropdown menu, select Text.

When the pop-up window appears, highlight the text you want to link.

Select the link from the second row of tools in the menu.
When the pop-up window appears, select Unregistered URL or Relative Internal URL under Type.

For an external URL, simply copy and paste the URL from your browser into the white box below Type.

Example: http://www.google.com. Remember to include http:// or the link will not work.

Leave the Link Display set to Normal Link.

Skip to Final Step on p. 6

NOTE: Please do not open links in a new tab/window when you are linking to internal or external sites. This can be disorienting, especially to individuals who have difficulty perceiving visual content. It does not comply with accessibility standards. Source: W3C, G200: Opening new windows and tabs from a link only when necessary
OPTION 1
Select the element tool for the area of the page you wish to edit. From the dropdown menu, select Text.

When the pop-up window appears, highlight the text you want to link.

Select the link from the second row of tools in the menu.

When the pop-up window appears, select Unregistered URL or Relative Internal URL under Type.
For an **internal** (uaa.alaska.edu) URL, simply copy and paste the URL from your browser.

[http://www.uaa.alaska.edu/ctc/aboutus/index.cfm](http://www.uaa.alaska.edu/ctc/aboutus/index.cfm) and remove [http://www.uaa.alaska.edu](http://www.uaa.alaska.edu). Everything after .edu should be the information you need to create a relative link. Remember to include the forward slash (/) before rest of the URL.

Leave the Link Display set to Normal Link.

**OPTION 2**

When the pop-up window appears, select Page or Bookmark on Page under Type.

Below the Type box, click the Choose from Current Subsite button.

Leave the Link Display set to Normal Link.

**NOTE:** Although this option involves more steps, it is preferable because the Content Management System (CMS) can track the location of the page even if its name or URL changes. It prevents the link from breaking. The only exception is if the page is deleted completely.

**NOTE:** Please do not open links in a new tab/window when you are linking to internal or external sites. This can be disorienting, especially to individuals who have difficulty perceiving visual content. It does not comply with accessibility standards. Source: W3C, G200: Opening new windows and tabs from a link only when necessary
A pop-up window will appear. Use your cursor to select the row of the page you wish to link and select Use Highlighted Page.

If the page does not appear in the list, you will need to navigate to it. Use the dropdown feature to the right of Subsite. Find the folder for your website. It will be named based on your site’s URL.

**EXAMPLE:** The Aviation Technology Division’s (ATD) website is www.ualaska.edu/aviation. The folder is aviation. Click the + sign and select the folder where the document is housed. For ATD’s website, there are five folders from which to choose – about, academics, advising, contactus, links, research. These correspond to the site’s subnavigation (left menu).

After highlighting the folder, select Filter in the upper righthand corner. Use your cursor to select the row of the page you wish to link and select Use Highlighted Page.

See Final Steps on the next page.
EMAIL LINKS

Follow the steps on page 3. When the pop-up window appears, select Email Link.

Type in the email address in the line below to the right of E-mail. Leave the Link Display set to Normal Link.

Follow the steps below.

FINAL STEPS FOR RELATIVE/INTERNAL LINKS

Select Save in the Edit Formatted Text Block Link window

Save

Select Save again in the Formatted Text Block window.

Save

A yellow arrow will appear in the upper left corner of the Element. Click it.

Text Block: My Change: Work in Progress, Updated Content

A dropdown menu will appear. Select Submit or Submit Page to send changes to the CTC communications coordinator for approval. If you must make multiple changes to a page, wait until you have implemented all of your changes, then select Submit Page to notify the communications coordinator of all changes in one email.

Text Block: My Change: Work in Progress, Updated Content

A pop-up window will appear allowing you to Submit Change for Publication.
STOP! Make sure the box next to “Send approvers notification email” is checked. If not, the CTC communications coordinator will not be notified of your change.

Select Submit. Your changes have been sent and will be reviewed and approved the following morning.