



How to Create or Edit a Link in WCMS

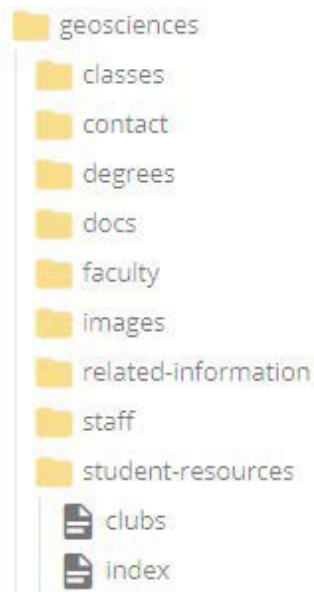
Login and locate the page

Open the FireFox or Chrome web browser.


Go to: <http://wcms.iu.edu> and login. Navigate to your web site:

BaseFolder  *yoursitefolder*

REMEMBER: When working with folders, it is always best to click the folder icon  to open the folder rather than the folder icon itself.



Switch to Edit Mode (You can edit a page one of two ways)

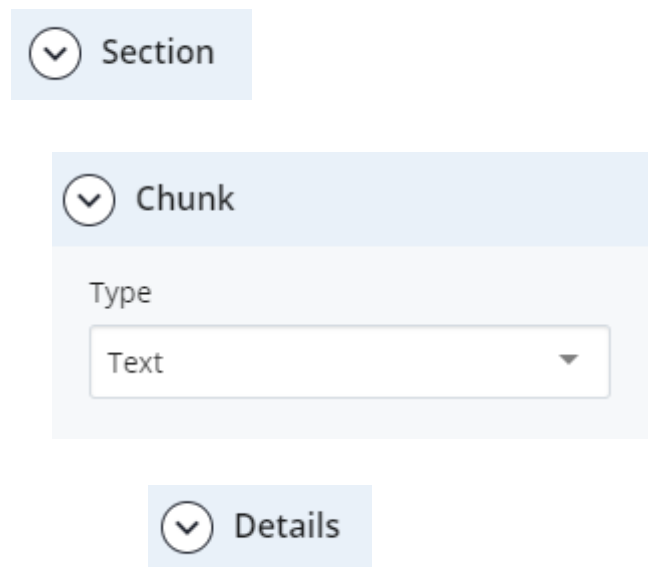
Navigate to and select the page () on which you want to add or edit a link. If you right click on the page a contents menu appears and you can select “edit “ **OR** you can click on the page which will take you to “View” mode.

View mode as indicated by the tabs across the top just above the red bar near the top.

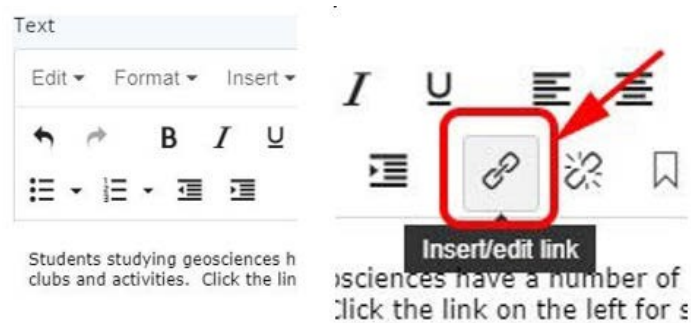
To edit, click **Edit** at the top right of the page as shown below.



The page now displays in Edit mode. To navigate to the WYSIWYG section expand each section by clicking the different “Section” boxes until you get to “**Section** >> **Chunk** (Text) >> **Details**”



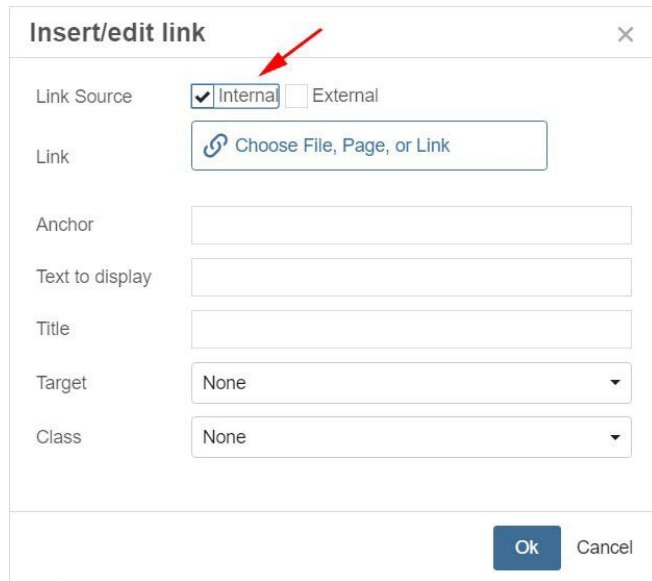
Under Details are *command buttons* similar to those in the Microsoft Office Ribbon. Use the command buttons as you would in Microsoft Word.



Highlight the text you want to turn into a clickable link. In this example, the words “test link 1” are highlighted.

On the toolbar, click the **Insert/edit link** button.

Creating an Internal Link (Internal Pages & PDF's)

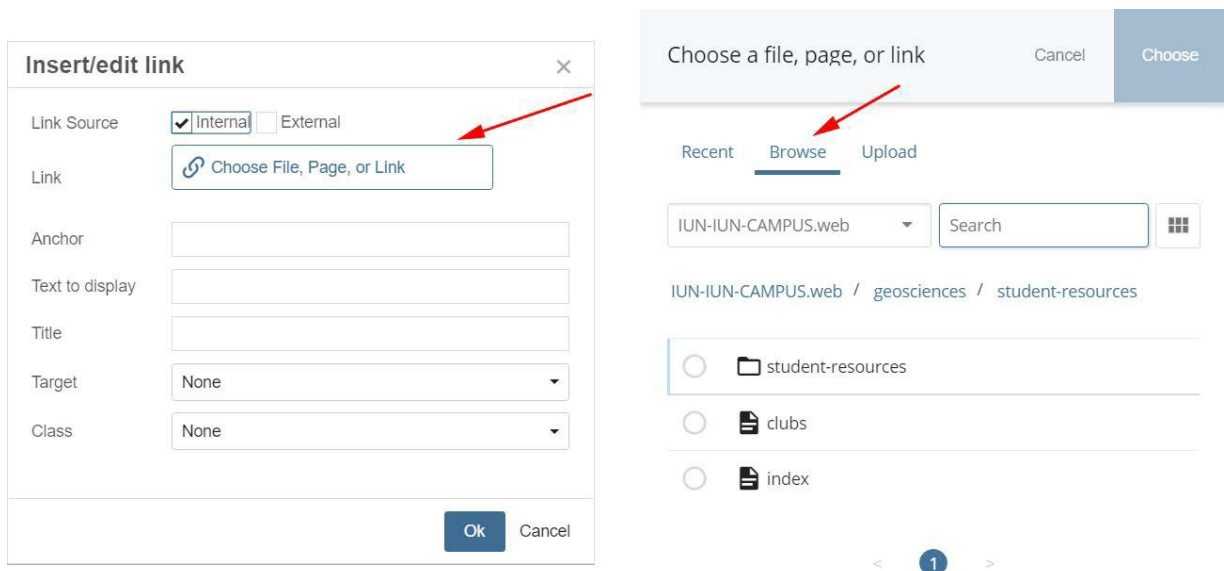


The screenshot shows the 'Insert/edit link' dialog box. At the top, there is a close button (X). Below it, the 'Link Source' section has two radio buttons: 'Internal' (which is selected) and 'External'. A red arrow points to the 'Internal' radio button. Below this is a 'Link' field with a button that says 'Choose File, Page, or Link'. There are also input fields for 'Anchor', 'Text to display', and 'Title'. At the bottom, there are dropdown menus for 'Target' and 'Class', both currently set to 'None'. At the very bottom right, there are 'Ok' and 'Cancel' buttons.

The **Insert/Edit Link dialog box** opens. By default, the **Internal** link button is selected.

Click the **“Choose File, Page or Link”** button to search for what you want to link to within your own site.

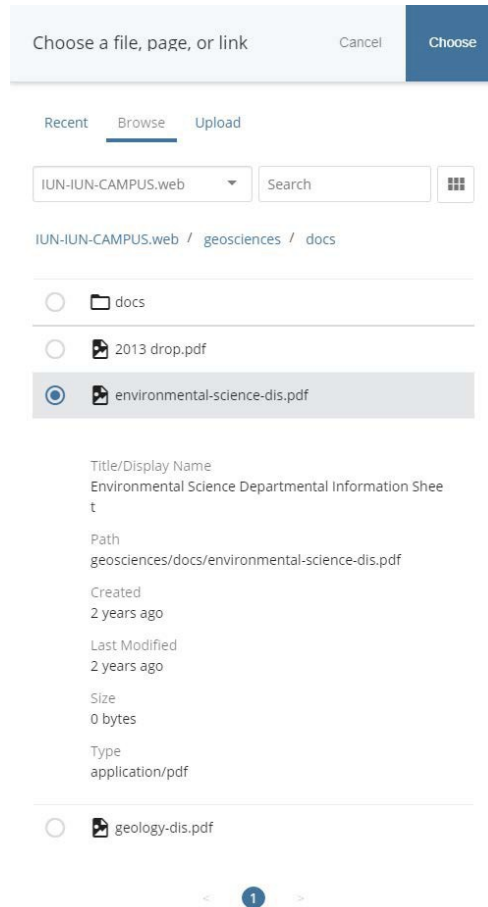
The **“Please choose a File, Page, or Symlink”** dialog box open to the right. Then on the side pop out menu selected **“Browse”** link/tab.



The image shows two overlapping dialog boxes. On the left is the 'Insert/edit link' dialog box, identical to the one in the previous image. On the right is the 'Choose a file, page, or link' dialog box. It has a title bar with 'Choose a file, page, or link', a 'Cancel' button, and a 'Choose' button. Below the title bar are three tabs: 'Recent', 'Browse' (which is selected and has a red arrow pointing to it), and 'Upload'. Below the tabs is a breadcrumb trail: 'IUN-IUN-CAMPUS.web' with a dropdown arrow, a 'Search' input field, and a grid icon. Below that is another breadcrumb trail: 'IUN-IUN-CAMPUS.web / geosciences / student-resources'. At the bottom, there is a list of items with radio buttons: 'student-resources' (selected), 'clubs', and 'index'. At the very bottom, there are navigation arrows and a page number '1' in a circle.

Use the **folder/file list below** to locate the file or page you want to link to.
Select the radio (circle) button to select a file/page.

To select a file inside of a folder click on the radio button (circle) to expand the contents of the folder.



Select the file or page you want to link to and then click the **Choose** button to complete the selection.



The **Insert/Edit Link** dialog box reappears showing your choice.

Since this is an internal link within the IU Northwest web site, it's ok to have it open in the **Same Window** instead of a new window.

All PDF's need to open in a new window.

Insert/edit link

Link Source Internal External

Link  Environmental Science Depart... 

IUN-IUN-CAMPUS.web:/geosciences/docs/e...

Anchor

Text to display geosciences/docs/environmental-science-dis.pdf

Title

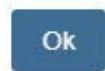
Target New window

Class None

Ok Cancel

Use of the **Title** feature is **optional**. Any text you type into the Title text box will appear as *popup text* when a user hovers over the link (points to it with their mouse).

This allows you to explain to the user a little more about this link. *It also can be read by a screen reader.* (It's ok to leave it blank.)



To complete the link, click the “ok” button on in the bottom left corner.


When you finish editing, submit your changes.

You can submit your changes in two ways

Option 1

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

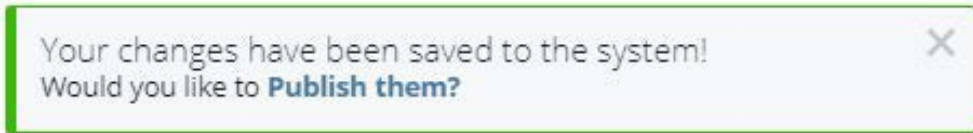
Option 2:


You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.



Login to WCMS using Firefox or Chrome at: <http://wcms.iu.edu>

At the top of the page, you should now see a green bar that says, "Edit successful."



To discard your changes click "Close"  at the top right of the screen.

Now you are ready to publish.

Creating an External link

The screenshot shows the 'Insert/edit link' dialog box with the following fields and values:

- Link Source: Internal External
- Link:
- Anchor:
- Text to display:
- Title:
- Target:
- Class:

At the bottom right, there are 'Ok' and 'Cancel' buttons.

Select the **External** button. The **Link** area changes to a *text box* where you can type in the full address (URL) of the external link. Click in the box and type the URL.

URL must contain the path beginning with either **http://** or **https://** (depending on the site)

IU Northwest web policy **requires** all external links to open in a new window. Click the *drop-down arrow* at the end of the **Target** box and choose **New Window**. PDF's and all documents need to open in a new window.



Use of the **Title** feature is **optional**. (It's ok to leave it blank.)

Any text you type into the Title text box will appear as popup text when a user hovers over the link (points to it with their mouse).

This allows you to explain to the user a little more about this link. *It also can be read by a screen reader.*



To complete the link, click the button in the bottom left corner. In the content Section, the text now shows as a link.

[test link 1](#)

If you have no other edits to make, you are now ready to save your changes to the WCMS server so you publish them.


When you finish editing, submit your changes.

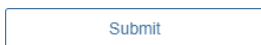
You can submit your changes in two ways

Option 1


Then click on the "Save & Preview" button  then "Submit"  button the top right of the screen.

Option 2:

You can click the vertical three dots  next to "Save & Preview" and click the "Submit" button.



Login to WCMS using Firefox or Chrome at: <http://wcms.iu.edu>

To discard your changes click “Close”  at the top right of the screen.

At the top of the page, you should now see a green bar that says, “Edit successful.”



Now you are ready to publish.

Edit an Existing Link



Login and navigate to the page where the link needs to be edited. You should be in Edit mode.

Place your cursor anywhere inside the link.

Click the **Insert/Edit link** *command button*. This will ill open the **Insert/Edit Link** *dialog box*.
Make your changes.


When you are finished, click the **Insert** *button* in the dialog box. Then submit your changes.

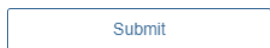
You can submit your changes in two ways

Option 1

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

Option 2:

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.



Until your changes are published, they will not appear on the web page itself. Make sure to publish your changes.