

# Add links

You can add a link to:

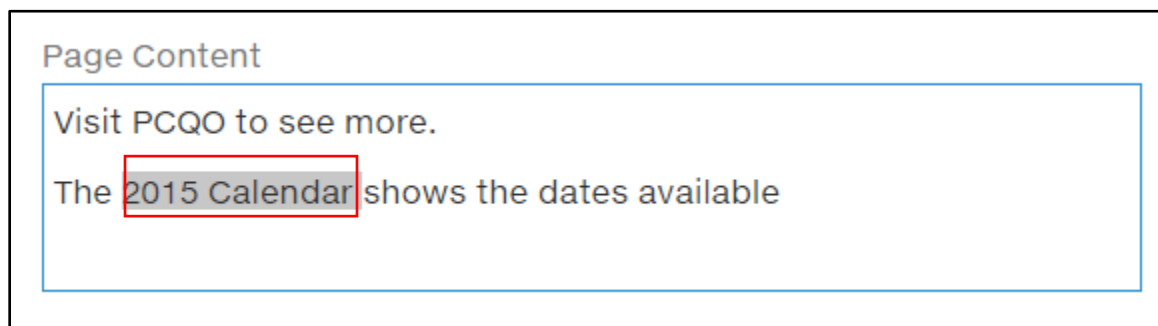
- a document
- an external link (a page in another website) or an email address
- a link to a tab in a page (in your website or another PHSA website)
- an internal link (another page within the website)

These instructions cover:

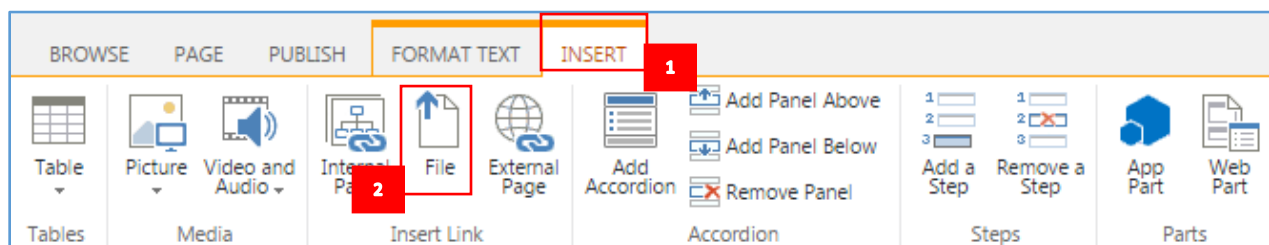
- Adding a link to a document
- Adding an external link (including to an email address)
- a link to a tab in a page (in your website or another PHSA website)
- Adding an internal link
- Managing created links (including adding alt text. Adding alt text is an important piece for a link. Visitors using screen reader software (software that reads and speaks the web page) rely on the description so that the screen reader can tell the visitor what the link is for.

## Adding a link to a document

1. Upload your document to SharePoint (see **How-Tos: Documents**)
2. Highlight the text you want to become the link.



3. Click the INSERT tab on the ribbon and select File.



4. In the Documents library, find and select the document you want to use and click Insert.

Select an Asset

Current Location: boardbriefs at <http://wstage13.healthbc.org/sites/phsa-training/Documents/boardbriefs>

All Documents	Click to add new item			
Name	Modified	Modified By	Checked Out To	
EWI_Project_Status_Report__15052014_.doc	December 01, 2014	■ Chang, Tony		...
MCMS Quick-Reference-Guide.pdf	January 28	■ Giroux, Karen		...
PHSa-training-Nov 12 (1).ppt	November 12, 2014	■ Chang, Tony		...
PHSa-training-Nov 12.ppt	November 12, 2014	■ Chang, Tony		...
PHSa-training-Oct27.ppt	November 12, 2014	■ Chang, Tony		...

INSERT

4. You now have a link on your page that will open the document when clicked.

**Note:** Add alt text to your link (see the **Managing created links** section).

Page Content

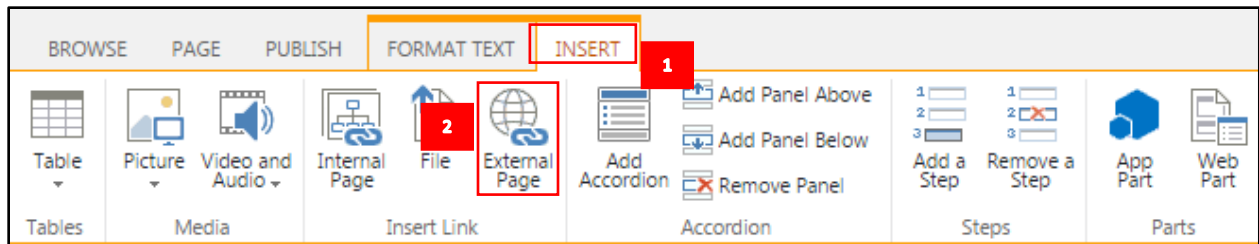
Visit PCQO to see more.

The [2015 Calendar](#) shows the dates available

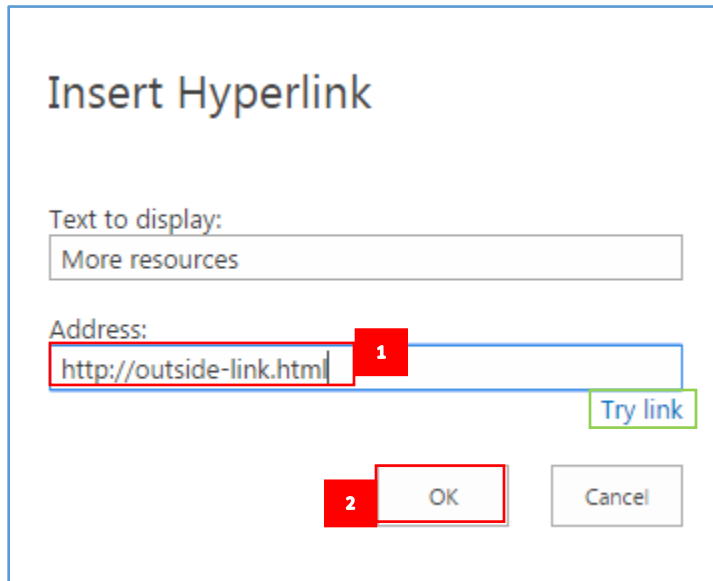
### Adding an external link

Sometimes you will want to put a link on your page to an external website or an email address.

1. Highlight the text that will contain the link.
2. Click the INSERT tab on the ribbon and select External Page.



3. In the pop-up window, type in the URL that the link will go to when clicked.



4. You can click on Try link to make sure the address is correct. When you are happy with the link, click OK.
6. Your text has now become a URL link.



**Email links:** To make your text an email link, type “mailto:” before an email address in the Address box, for example: <mailto:webhelp@phsa.ca>

**Note:** Add alt text to your link (see the **Managing created links** section).

### Adding a link to a tab in a page

1. navigate to the page on the LIVE site (not in editing site) that has the tab on it
2. click the tab you specifically want to link to

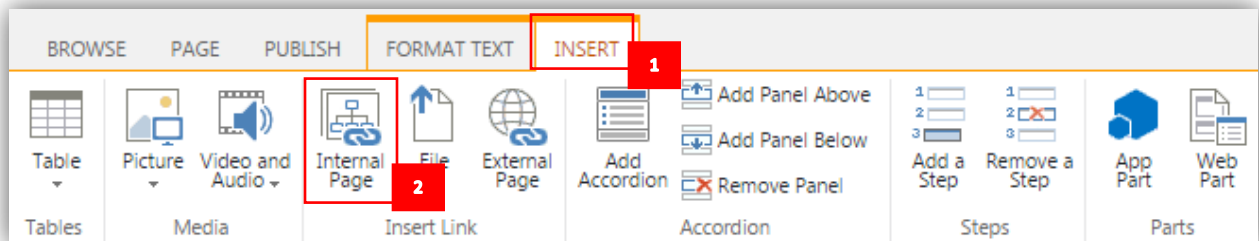
3. copy the url from the address bar, ex. <http://www.bcchildrens.ca/our-services/clinics/audiology#Follow-up>
4. highlight the text on your page that you want to be your link text and click the external link icon in ribbon and paste that url

**Note:** At this time you cannot link to a tab on the same page. And if the tab name changes, your link to it will break

### Adding a link to an internal page

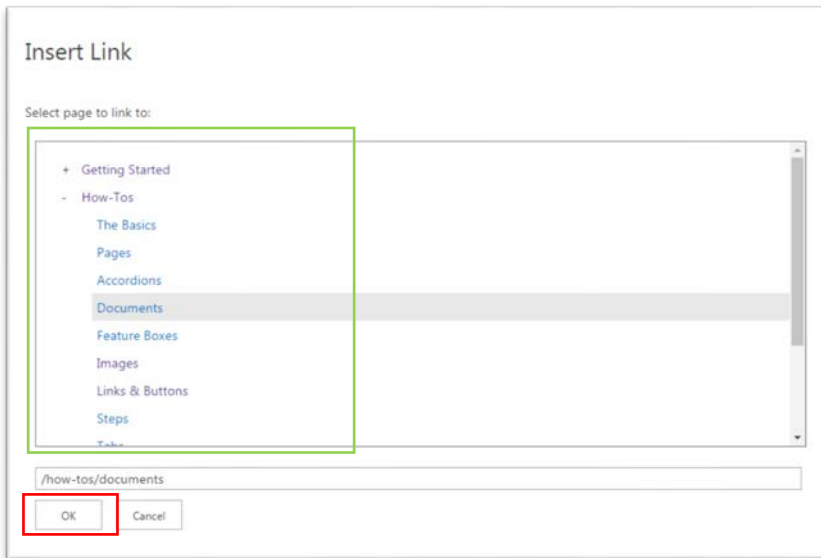
You can create links to other pages within your website.

5. Highlight the text that you want to become a link.
6. Click on the INSERT tab on the ribbon and select Internal Page.



7. You will be presented with a pop-up window with the navigation for the all the pages in your website.
8. Navigate to the page you want to (by clicking the plus signs within the channels and sections). Place your cursor on the page you want to link to. The name of the page will appear in the bar. Click OK.

**Note:** Add alt text to your link (see the **Managing created links** section).



## Managing created links

Once you have created any kind of link on your page, you will see a LINK tab on the ribbon when your cursor is placed on a link.

You can use this tab to

- adjust the link behaviour
- add alt text
- delete links that you do not need.

On the Link tab:

1. **URL** – This field shows the URL of the link. If you need to change this, you can do so in this field.
2. **Description** – Add a meaningful description of the link. This is an important piece for a link. Visitors using screen reader software (software that reads and speaks the web page) rely on the description so that the screen reader can tell the visitor what the link is for. **Note:** Every link should make sense if the link description is read by itself. Screen reader users may choose to read only the links on a web page. Avoid phrases like "click here" and "more".
3. **Open in a new tab:** If your link is to a document or an external link (including to an email link), tick the “open in new tab” box. This will make the link destination will open in a new browser tab when a visitor clicks the links. This means the visitor will not “lose their place” while navigating your website. If your link is to an internal page, do not tick this box.
4. If you want to delete the link, select Remove link. The link will be deleted.

