



When you update content within TERMINALFOUR you might want to reference other sites or other sections within your site. You can also link to a piece of content within one of the sections you have access to.



## How To

1. **External Link:** e.g. <http://www.terminalfour.com>.
  - a. Type the text you wish to use as your link text; e.g. TERMINALFOUR.
  - b. Highlight the text, then select Insert/Edit Link (  ) from the WYSIWYG menu.
  - c. The Insert/Edit Link Window opens. (see fig. 1)
  - d. Complete the details as required.
    - i. **URL:** enter the URL of the site you wish to link to.
    - ii. **Text to display:** You can type here, what you want the linked text to be.
    - iii. **Title:** enter information about where the link will send the user. Shows as a pop-up as one hovers over the link
    - iv. **Target:** select how the link should open, e.g. within the same window (marked as "none") or in a new window (marked as "new window").
2. **Section Link:** E.g., link to one of your site's sub-sections.
  - a. Put your mouse cursor (the blinking line), where you want the link inserted. Select Insert **Section Link** (  ) from  drop-down menu.
  - b. A window will pop up displaying the Site Structure; navigate to the section you wish to link to and click on it. (see fig.2)
  - c. The linked text will change colour to blue, indicating that it is now a hyperlink.
3. **Content Link:** e.g. To one news story from the latest news section
  - a. Type or highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted. Select **Insert Content Link**, (  ), from the  drop-down menu. A pop up window like the one on figure 2 comes up
  - b. Click on the section where the content is located, and click on the specific piece of content (see fig: 3)
  - c. The linked text will change colour to blue, indicating that it is now a hyperlink.
4. **Anchor Link :**
  - a. Place your mouse where you want to set your anchor.
  - b. Select **Insert anchor** from the  WYSIWYG.
  - c. Give your anchor a name: e.g. "top" and click **Insert**; an anchor icon  will be placed indicating that an anchor has been set.
  - d. Type and highlight the text you wish to use as the anchor link text.
  - e. Select **Insert/Edit External Link**  from the WYSIWYG menu; the Insert/Edit Link Window opens, but with the extra option for "**Anchors**"(see fig.4)
  - f. Click on the **Anchors** drop-down menu and select the anchor you have created.
  - g. Click **OK**.
5. Click **Save and Approve** to save the content once complete. This will bring you directly to the preview of the content, where you can test your links.



## Section/Content Links

- **Section Link:** a link to a section within TERMINALFOUR Site Manager. It links to the ID of the section, which means that if the section is moved the link will stay active.
- **Content Link:** a link to a content item within a section. It works by linking directly to a specific piece of content on a page which may have multiple content items on it. As a result, the link will jump to the exact place on the page where the content starts.

When you click on the “insert section” link icon, you will get a dialogue box like the one shown below. Click on the relevant section and a link will be displayed on your page.

The image shows a dialog box titled "Insert link" with a close button (x) in the top right corner. The dialog contains four input fields: "Url", "Text to display", "Title", and "Target". The "Target" field is a dropdown menu currently set to "None". At the bottom right of the dialog are "Ok" and "Cancel" buttons.

Figure 1: The pop-up window after clicking “Insert Section Link”

Insert edit/link can also be used to link to external\* site.

*\*External site would be a site that you do not have access to, and therefore cannot link via the section link option.*

Click on the link icon to see a dialogue box like the one below:

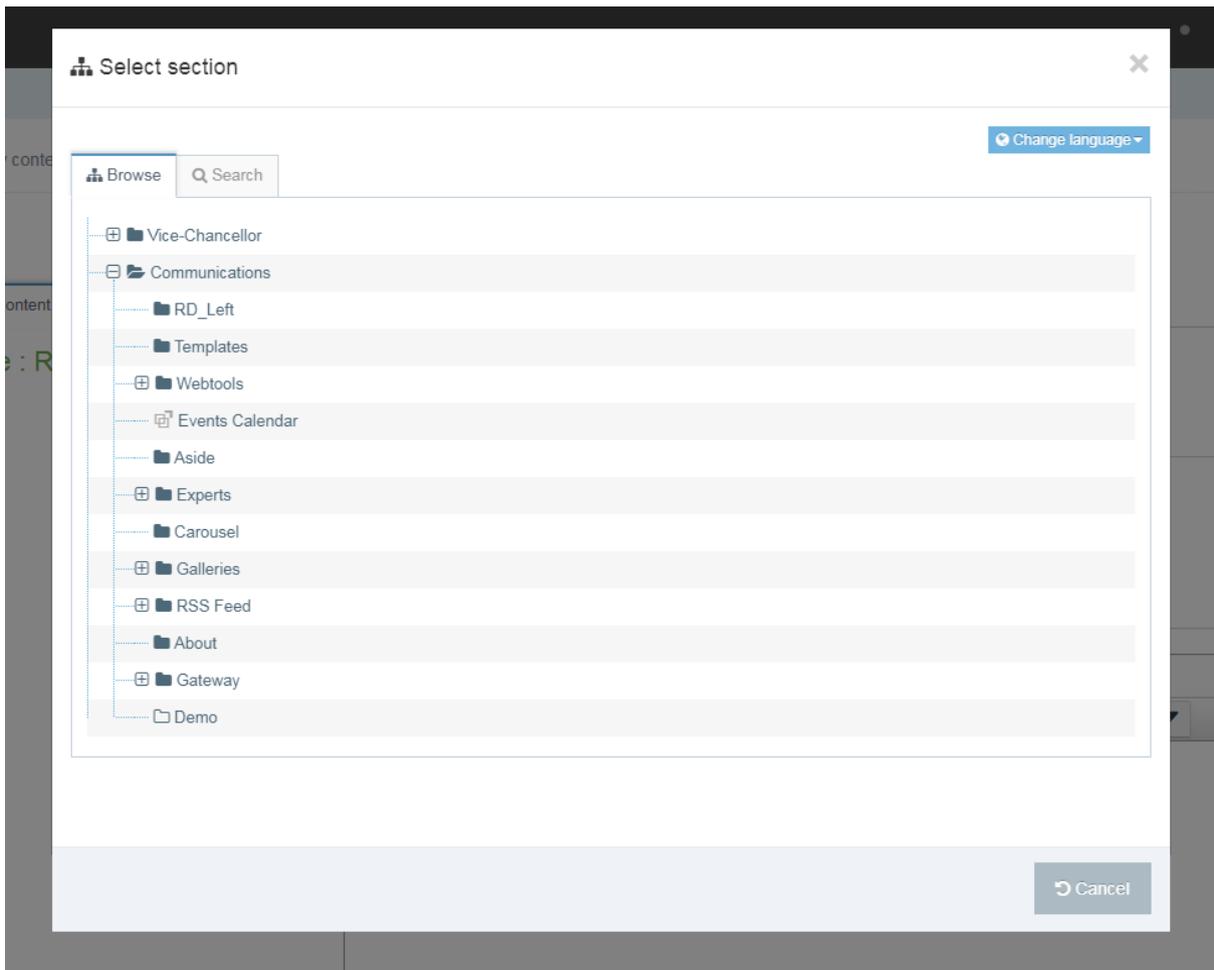


Figure 2: Link editor, for external links

For external links, please ensure that you change the target to open on a new tab “Open in New Window \_blank”

Select content ×

Events Calendar

Display  records Filter:

Name		Status
<a href="#">9th Annual Peter D Rose Biotechnology Lecture</a> September 11, 2018 4:34 PM 11282	id: 203010	Approved
<a href="#">Tregove Public Lecture</a> September 4, 2018 1:02 PM 11282	id: 201947	Approved
<a href="#">Oosthuizen Memorial Lecture</a> September 4, 2018 12:56 PM 11282	id: 190592	Approved
<a href="#">We have to talk: Using Languages as a Resource for Teaching and Learning</a> August 17, 2018 12:05 PM 11282	id: 200724	Inactive
<a href="#">We have to talk: Using Languages as a Resource for Teaching and Learning</a> August 17, 2018 11:09 AM 11282	id: 200685	Approved
<a href="#">Moffat Takadiwa Exhibition</a> August 13, 2018 12:58 PM 11282	id: 200357	Approved
<a href="#">Vice-Chancellor's Research Award Lecture</a> August 8, 2018 10:13 AM 11282	id: 200278	Approved
<a href="#">Vice-Chancellor's Teaching Award Lecture</a> August 8, 2018 9:46 AM 11282	id: 200276	Approved
<a href="#">Vice-Chancellor's Research Award Lecture</a> August 8, 2018 9:00 AM 11282	id: 199674	Approved

Figure 3: The Content Link window, where you can select a piece of content to link to.

Insert link ×

Url

Text to display

Title

Anchors

Target

Figure 4: The Insert External link pop-up with an extra option "Anchors".