UAS Mosaic - adding links within and outside your site

1. Linking from text in a WYSIWYG

1a. Weblinks

- To create a weblink from text in a WYSIWYG, highlight the text and click the Linkit icon.
- If you are linking to an external page, type/paste the URL in to the bottom box.
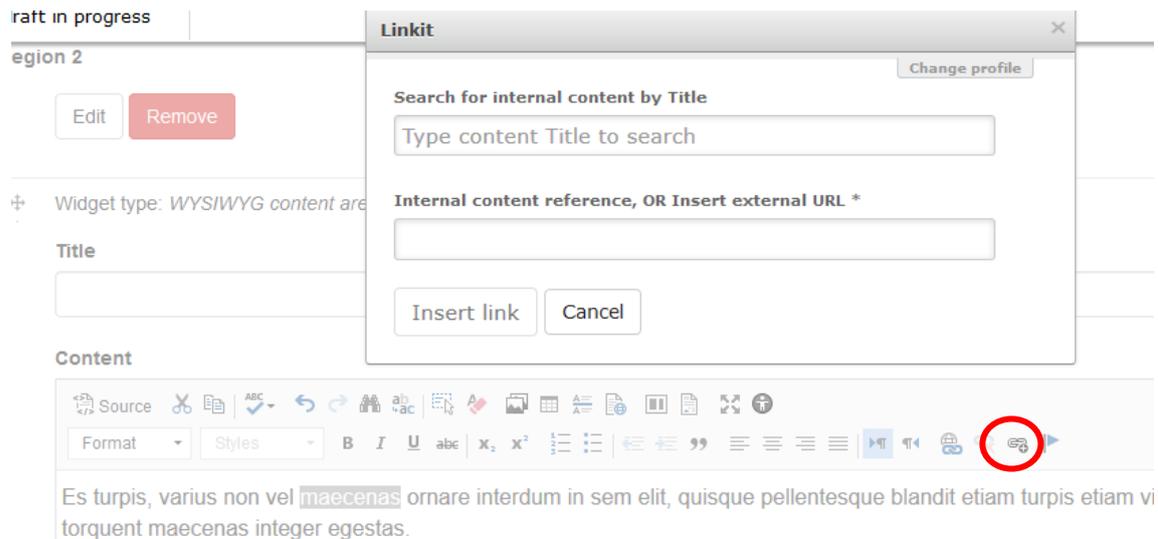
- To link to another page of your website, search for it using the top box, which will give options matching your text as you type. When you select a page from the top box, the node for the page will be included in the bottom box. This is the only link you need to provide.
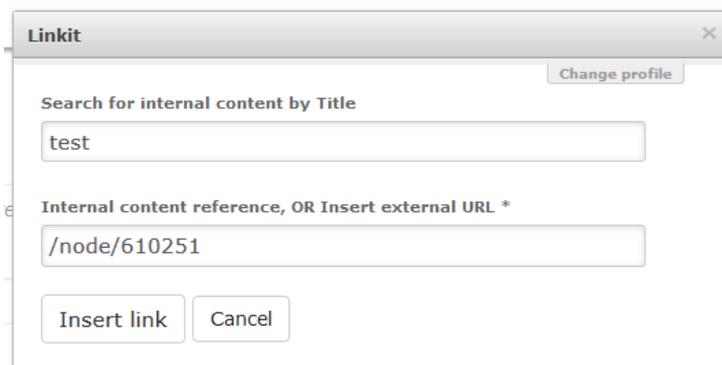
Note – when linking within your site, using the node in the way outlined above is best practice. Do not simply copy and paste a full 'http://www…' URL in to this box. A specific node value is attached to each page and will not change, even if the page is given different aliases. Therefore, you will not need to change the link if the alias of the other page is changed.

1b. Email links

To create an email link, highlight the text and click the 'Link' icon. Select 'E-mail' as the 'Link Type', and complete the boxes beneath.
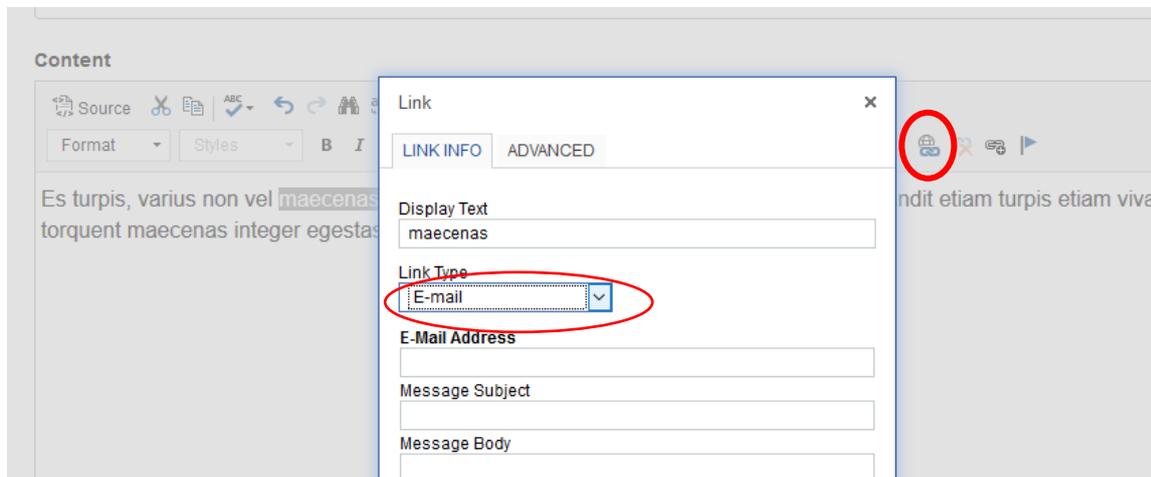
1c. Removing links

To remove an unwanted link, right click on the text and select 'unlink':
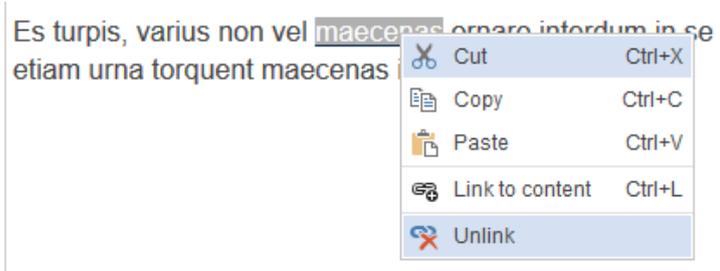
2. Adding links from other widgets

- When adding links from other widgets, such as when creating calls to action, either click in the URL box, or click generate link:
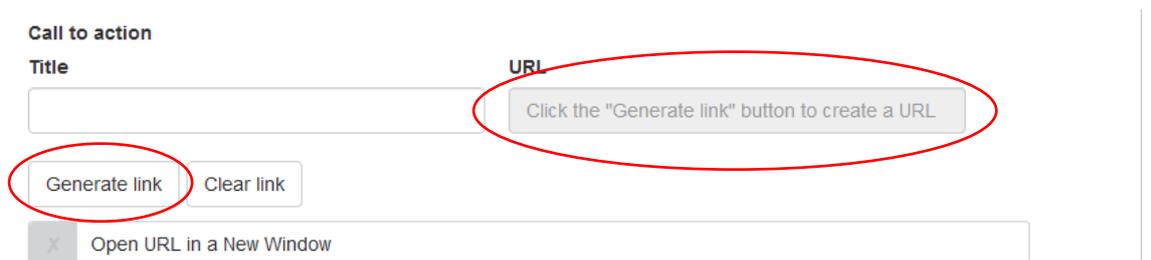
- This will bring up the Linkit feature, as explained above. Again, if linking within your own site, you should use the node, rather than the URL alias.
- To change a link, repeat the process (the Linkit boxes will be blank) and the link will be updated.
- To remove the link, click 'clear link' – you cannot remove the link by manually deleting it from the URL box.

3. Linking to a specific place within another page of your site

Links to a specific place on another page of your site fall in to two categories:

A. You are linking to a widget in general. In this instance you are likely to link to the top of that section of the page (alternatively see 'anchor links')

B. You are linking to a widget which is composed of multiple parts, and you want to highlight a specific part, such as a certain tab or accordion section.

3a. Linking to widgets

Each widget has an anchor link ID. This can be seen in the editing page (note that when a widget is added you must save the page for the widget anchor ID to be displayed).

This ID should be copied, and pasted at the end of the node for the page to which you are linking – make sure to include the # symbol.

3b. Linking to parts of widgets

To link to a tab, or section of an accordion, click on the tab/expand the accordion section in question. You will see that the URL in the address bar changes to include an additional part.

- If you opened a tab, *#tab-XXXXXX* will have been added
- If you opened an accordion section, *#collapseXXXXXX* will have been added

Whilst you *could* use the whole URL, it is better practice to copy these additional characters, and paste them to the end of the node in the Linkit screen:
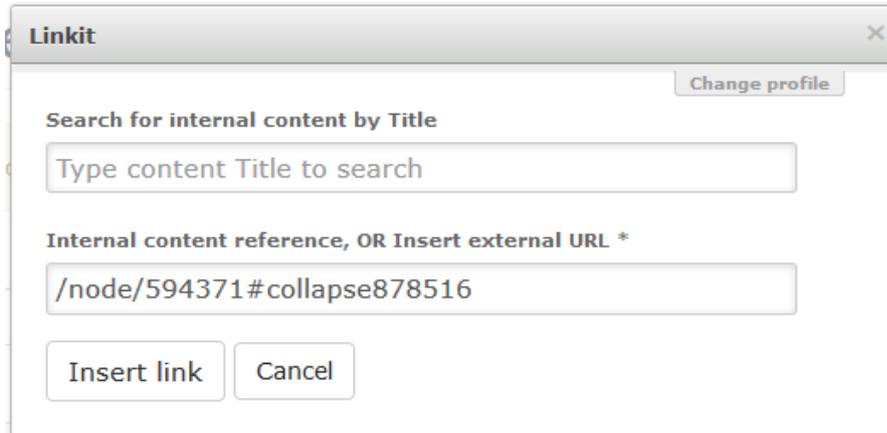
Linkit ✕

Change profile

Search for internal content by Title

Type content Title to search

Internal content reference, OR Insert external URL *

/node/594371#collapse878516

Insert link   Cancel

4. Linking within the same page of your site

Linking within the same page of your site uses a similar process to that used for linking to part of another page. Follow the guidance above but when inserting the link, use the part from # onwards – so do not give the node or full URL:
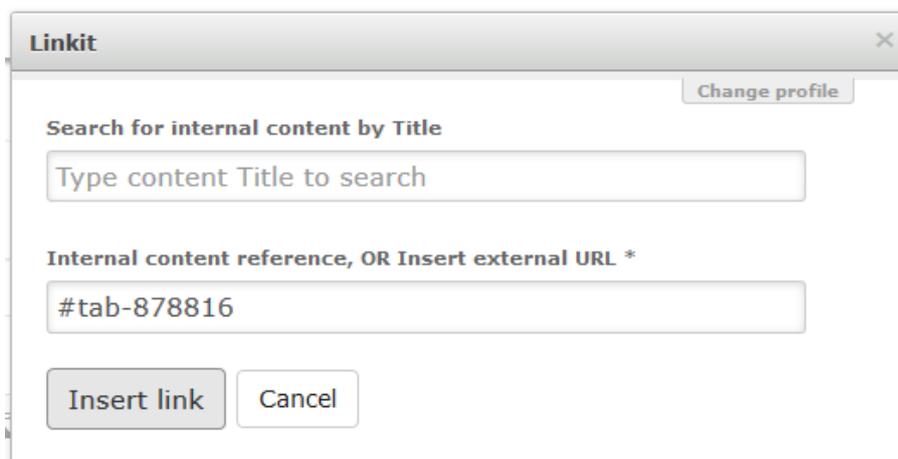
Linkit ✕

Change profile

Search for internal content by Title

Type content Title to search

Internal content reference, OR Insert external URL *

#tab-878816

Insert link   Cancel

4a. 'Next tab' links

If you want to provide a link to open the next tab – for example, if the content is long to save scrolling back to the headings, or to indicate steps in a process – you should include a button:

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NEXT: TAB 2 ❯

To do this, type in the required text for the button (something instructional, or indicative of a process, is better than just 'next tab' or 'tab 2'). Select it and click the 'Align right' button. Then click the Linkit button.
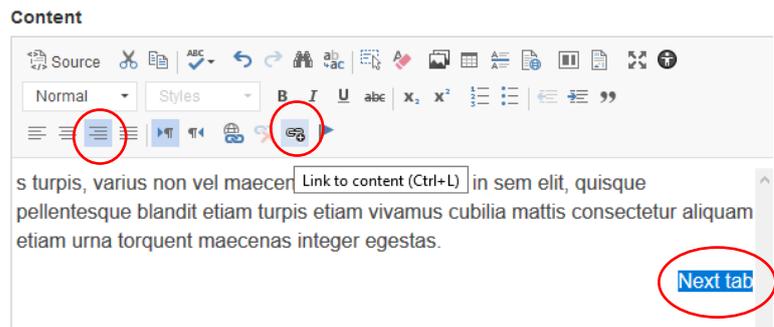
Insert the next tab's ID - #tab-XXXXXX. Do not use the node or the URL.

With the text still highlighted, select 'Call to action (outline)' from the Styles menu:
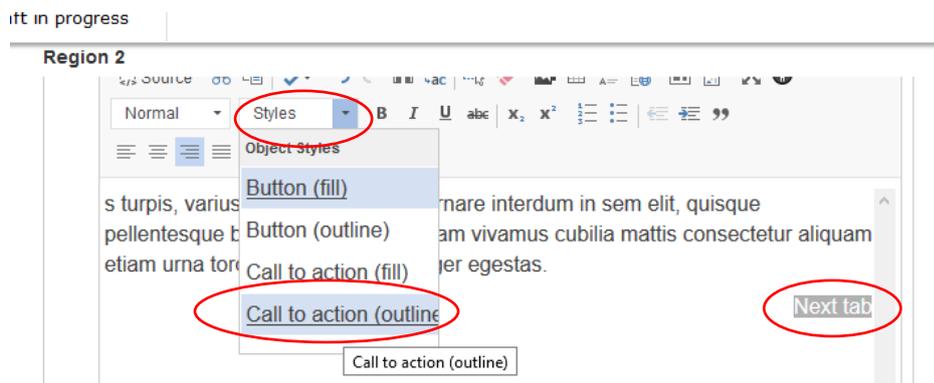
4b. Anchor links

- You can use an anchor link to link to a specific point on a page. It most instances the content to which you are linking will be within a tab, accordion, or separate WYSIWYG widget, so you can link to that (see above), rather than adding an anchor. If you want to link to a point midway down a large body of text, before doing so consider whether there may be better ways to display the information. It is rarely appropriate to have such long blocks of text that anchor links are needed. Consider instead using tabs or an accordion.
- If you do need to add anchors, position your cursor at the point to which you want to link. Click the 'anchor' icon and give it a name. Once created the anchor shows as a red flag in your text:
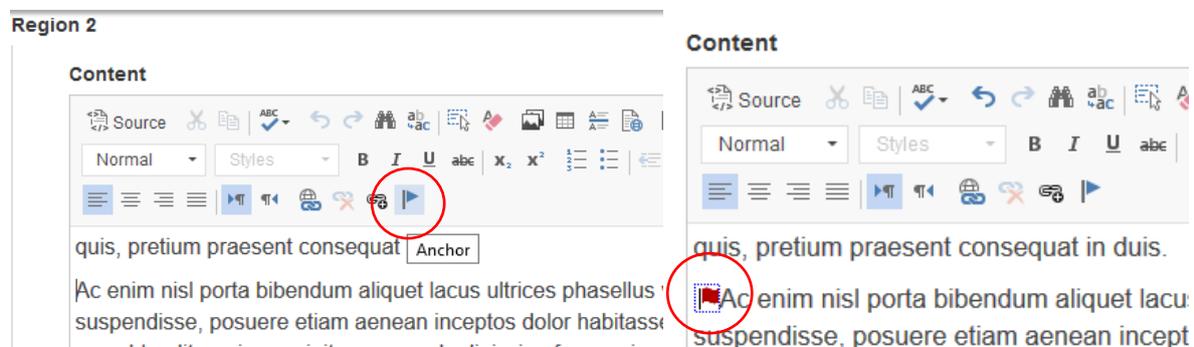
- To link to the anchor, if you are linking within the same page but to a different widget then you should add #thenameofyouranchor in the link information via the Linkit icon:

Internal content reference, OR Insert external URL *

#thenameofyouranchor

Insert link   Cancel

- To link within the same WYSIWYG widget, click the 'Link' icon, select 'Link to anchor in the text' from the 'Link Type' menu, and select the anchor from the 'By Anchor name' menu:
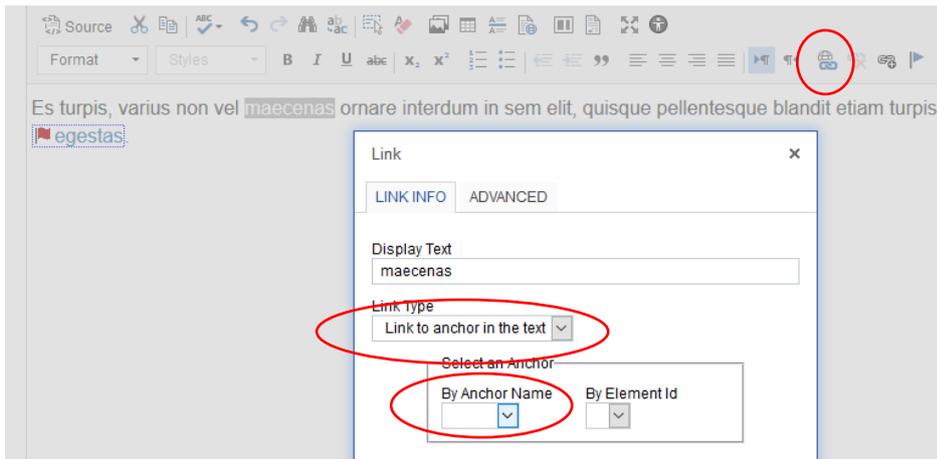
- To link from another page, use the Linkit option, and in the bottom box put the node first, and then #*thenameofyouranchor*:

Internal content reference, OR Insert external URL *

/node/594371#thenameofyouranchor

Insert link   Cancel

Note: you cannot combine a # link to a widget and an anchor, so your anchor links should be unique, negating the need to specify to which WYSIWYG you are linking.