

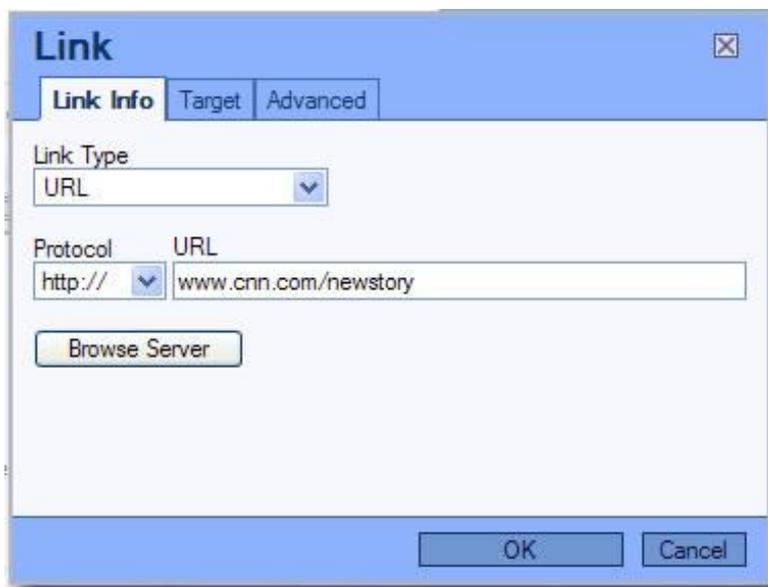
Adding Links

(Updated & correct as of January 2020)

Adding links to other pages

See also <https://support.churchedit.co.uk/web-pages/linking-to-other-web-pages/>

1. To link to another webpage within your site first open up the page that is to be linked to. This page should be opened on the main website and not in Global Office.
2. Highlight the web address in the browser of that page and then copy it.
3. Now go to the Global Office and open up the page in the Web Editor that you want the link to appear from.
 - a) If you want the link to appear as text then type the text into the Web Editor (eg. Details can be found on the **Who's who** page), then highlight the words that should appear as the link.
 - b) If you want the link to be an image then insert the image in the normal way in the editor and then click on the image once to select it.
4. Highlight (select the text/image) and click the 'Insert Hyperlink' button in the Editor (). A popup will appear and you should paste the web address into this popup (click in the 'URL' text field and press 'V' whilst holding down 'CTRL').
5. Click 'OK' and 'Save'.



Adding links to external sites

1. To link to a webpage on a different site first open up the page that is to be linked to.
2. Follow the steps 2-4 above.
3. Click on the 'Target' tab at the top of the box.
4. You will see 'Not Set' (that is for internal links). Scroll down the drop-down list till you see 'New Window (blank)', click on this and then click 'OK' and 'Save'.

Linking to an email address

1. Email address links can also be inserted in the same way. The only difference is that in the popup window you should select 'EMAIL' as 'Link Type'.
2. Click 'OK' to insert the link into the web page and then save the page.

Anchor Links from the same page

Anchor links allow users to jump to a certain part of the web page, eg a link may take the user to the top of a page or a certain section of a page.



1. At the point where you want your user to jump to, create the anchor link by clicking on the 'Insert Anchor' button in the Web Editor (the flag in the links group above).
2. In the popup box that appears type the name of your anchor (eg 'Activities' or 'Top').
3. Click 'OK' - you will see a symbol (a little red flag) in the web editor showing where the anchor is located.
4. Now you need to create a link to this anchor, from the point where the user will start, so place your cursor where the link should appear and then click on the insert link button ().
5. In the 'Link' popup that appears change 'URL' to 'Link to anchor in the text' in the 'Link type' box and then select the anchor name you just created.
6. In the 'Display text' box type the anchor name again.
7. Click 'OK' and 'Save' and repeat these steps for any additional anchor links for the page.

Anchor Links from a different page

Anchor links can also take the user to a specific place on a different page.



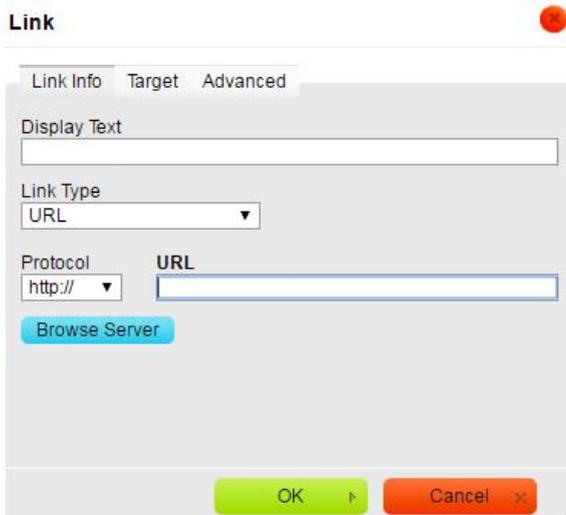
1. In the Web Editor, navigate to the page and point where you want your user to jump to and create the anchor link by clicking on the 'Insert Anchor' button in the Web Editor (the flag in the links group above).
2. In the popup box that appears type the name of your anchor (eg **PCCTeams** (note no spaces)).
3. Click 'OK' - you will see a symbol (a little red flag) in the web editor showing where the anchor is located.
4. Copy the 'URL' and save the page.
4. Now you need to create a link to this anchor, from the page and point where the user will start, so highlight the words you want to link from (eg **PCC Teams** (with spaces)) and then click on the insert link button.
5. In the 'Link' popup that appears paste the URL you copied into the 'URL' into the 'Link type' box and add **#PCCTeams** on the end (note no spaces).
6. Click 'OK' and 'Save'.

Linking to documents

You can link to documents such as PDF, Microsoft Word, Excel and Powerpoint from your web pages. See also <https://support.churchedit.co.uk/web-pages/linking-to-documents/>

1. Open the page you want the link to appear from in Global Office.

2. Highlight the text that the link will operate from (eg 'Carol Service').
3. Click the 'Link' button in the Editor ().
4. A popup will appear similar to the following image.



5. Click on 'Browse Server' and you will see a window similar to the one below.



6. In the window you will see there are two tabs: one for the main site (St James Church Files) and the second tab for the folder that you are currently browsing ('Festivals & Special Days Only'). Documents can be added to either folder.
7. Select the file from your computer by pressing 'Choose file' (at the bottom left of the screen).

8. Find the file on your computer and then double click on it to return to the previous screen (image above).
9. Click the 'Upload' button (at the bottom right of the screen).
10. Once it has been added you will see it appear at the top of the screen.
11. To add it to your page click on the file name then click 'OK'.