

NYU Law –Web Help: Advanced Hyperlinks

TOPICS:

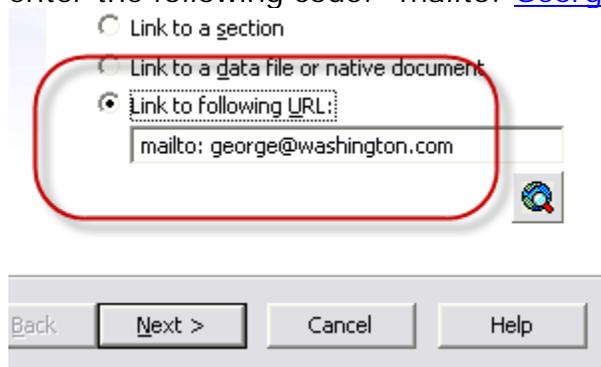
Types of Advanced Level Hyperlinking
Instructions for applying links



1. **Linking to an email address** – a new email message will generate when the link is selected.
2. **Related Links** – add links to the bottom of the left navigation pane that are related to your content, but do not necessarily need to be embedded in the main content.
3. **Linking to Non-PDF documents on site** – Word, Excel, etc.
4. **Anchor Links** – Link a part of your content to another within the same page.
5. **Redirecting Links** - Can I redirect to another part of the site with the left navigation?

1. Linking to an email address

- a. Highlight text to link
- b. Select "Create Hyperlink" icon
- c. Choosing the third radio button to "Link to following URL" you need to enter the following code: "mailto: George@washington.com"

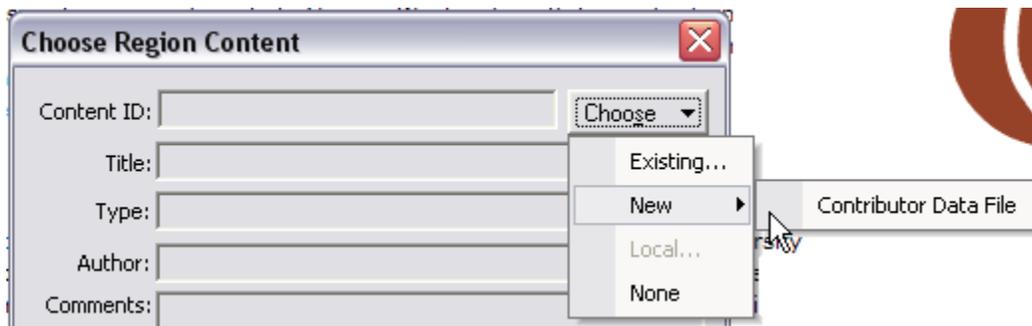


- d. Click "Next" and then "Finish".
- e. When the link is launched, your email client will open a blank message addressed to the specified email address.

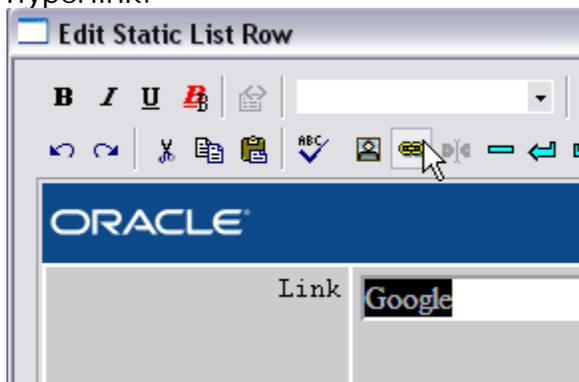
2. Related Links

- a. Right click on the Contributor edit icon for related links in the left sidebar.
- b. Switch Region Content.
- c. Choose "New" > "Contributor Data File"

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- d. Add your metadata
 - a. **Title:** Change YOUR SECTION NAME and YOUR PAGE NAME to reflect the page you are on. The beginning and end of the naming convention are filled in for you.
 - b. **Folder:** Browse to find the appropriate folder to store your new Data File in. It should be the same folder that you use for your other content files.
 - c. **Assign Info** Click the Assign Info button to save the metadata.
- e. Press "OK" in the Choose Region Content window.
- f. Now you are ready to edit the content. Click on the edit icon and add your links. (You may need to refresh the page first)
- g. Right click on the rust colored "Link" field and "Add Row".
- h. Right click on the newly added row and "Edit Row".
- i. An "Edit Static List Row" window will display. Add your text and hyperlink.



- j. Press "OK".
 - k. Repeat as necessary. "Update" when done.
- 3. Linking to Non-PDF (e.g., spreadsheets, docs, ppt files) files**
Until further notice, please submit an ITS Helpdesk Request Ticket to helpdesk requesting non-PDF document links.
<http://util.law.nyu.edu/support/secure/CreateIssue!default.jspa> – Create ITS Ticket
http://editweb.law.nyu.edu/ecm_pro/groups/public/@nyu_law_website_technology/documents/documents/ecm_dlv_017965.pdf - How to create ITS request ticket document.

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4. Anchor Links

1. Create link
 - a. Highlight text you want to link, select the “create hyperlink” icon.
 - b. In the “Link to the following URL” field, you will place “#” and then the text of the anchor link. This example is linking “Plantings” to “Security” so it would read “#Security” in the following URL field. (Note: please avoid spaces and special characters)
 - c. Select Next and then Finish.



2. Set the HTML ID code of the anchor text (link target)
 - a. Highlight the first word in the paragraph or header you want to link to and select “HTML Object Properties” (either directly from the toolbar icon or by right-clicking and selecting from contextual menu).
 - b. In the ID field, type in the word you defined in the hyperlink wizard. I.e. “Security”. (note: do not include the # sign here)
 - c. Click “OK”.
 - d. Test this in the preview mode to click on “Plantings” and see it link to “Security”. Update page when complete.

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[Plantings](#)

While the Park contains many flower beds and trees, relatively little of the park is actually used and a large fountain. It includes children's play areas, trees and gardens, paths to stroll on, and a runs. Plants need to be watered *every* day.

- roses
- tulips
- pansies

Statuses

Those commemorated by struggle for unification, and mass producing steel.

Lots of Open Space

An open space with a tradition the park now belong to NYU buildings. The university re its Chancellor predicted that the neighborhood, and have

Security

P Object Properties

P

id	Security
style	
align	
width	
language	
lang	
dir	
title	
disabled	false
accessKey	
tabIndex	0

Unfortunately, there is a bug that occurs when you add Anchor Links. A "9003" error code automatically fills in the code, breaking the link. Fortunately, there is an easy fix for it. If your links do not work when you add them, follow these instructions.

1. Go into the editor and right-click on the contribution region.
2. Click "HTML Object Properties".
3. In the drop down box at the very top of the window, scroll to the top and choose "ROOT".
4. Click on the "Fix Anchor Links" button on the right.
5. Click the "OK" button to save.
6. Do NOT preview the page. Click on the "Update" button.
7. Test your links.

5. Redirecting Links

Question: How do I add a link to the left navigation that takes a user to another section on the site, or to a page outside our site?

While these links are possible to create, we are trying to discourage them as much as possible. They are very disruptive to the users who think they're going to get a page within the current section, and then all of a sudden wind up somewhere else on the site, or on some other site entirely.

Additionally, there is currently no means for web editors to manage these redirecting links themselves within the left navigation. We are looking for a solution, but until we find one, please submit any requests for a redirection in the left navigation into an ITS request ticket.

We would prefer though that you try to put these links either into the content of your pages, or into the related links section below the left nav. Web editors have full control over these means and users will not be surprised to wind up somewhere else by clicking one of these links.