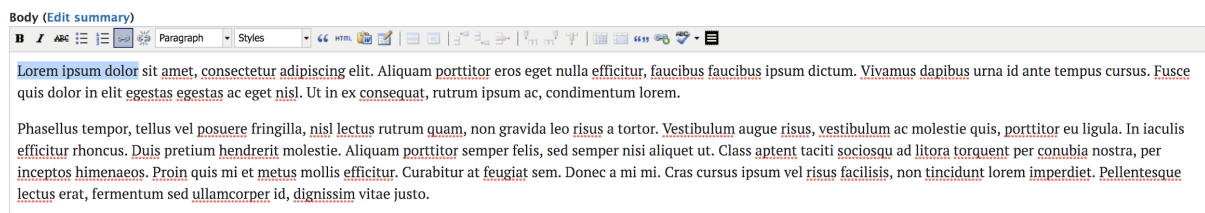# Links

Links in text

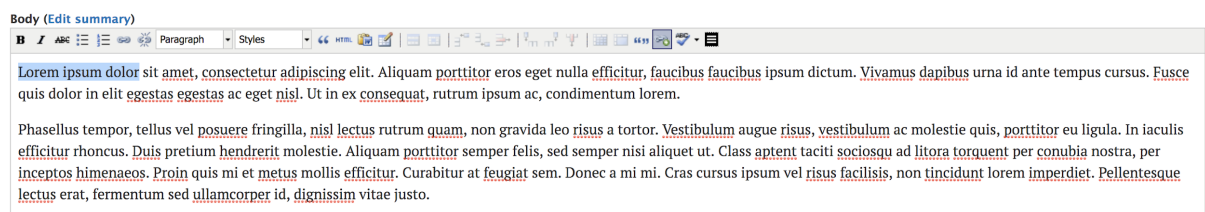There are several different ways that you add a link to text.

Hyperlink tool

The Hyperlink tool allows you to add a link to any piece of text. Highlight the text in the editor and then click the Hyperlink icon. A pop-up box will appear to allow you to add the url. The links can be to external pages or pages within Oxweb.

LinkIt tool

The LinkIt tool allows you to link to pages and documents within Oxweb. It has an auto-fill function so you only need to start tying the page name for the system to find it. The link it creates is a direct link to the content id rather than its url. This means that if the page or content moves within the site the link will not break.

Right column links

There are several ways you can add a list of links to the right column.
The 'Related Page' field allows you to add links to pages within Oxweb. This field works in the same way that the LinkIt tool works. The heading above the list says 'See also'.

The 'Related Websites' field allows you to link to either Oxweb pages using a url, or external pages using a url. The heading above the list says 'Related websites'.
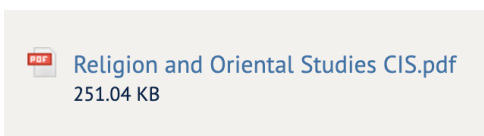
Email links

You can create email links by using the Hyperlink tool. Email links are required to have the prefix 'mailto:' before the address. The Hyperlink tool should prompt you if you forget the prefix but it is best to check to make sure that the link behaves in the correct way.

Document links

There are several different ways that you can add a document link. If you know the url for the document then you can use the Hyperlink tool. If the document is in the Oxweb media library then you can link to it by using the LinkIt tool.

If you wish the document to appear in the right column you can use the 'Related document' field in the Related tab. If you use the 'Related document' field it will add the file size and an icon with the link.

If you have access to the media library you can also add a document using the add media icon in the editor. This link will also include the file size and an icon.

Image links

You can turn an image into a link by highlighting the image and using the Hyperlink tool to add a link.

Nodes and Nid

Any piece of individual content, such as a page or a blog entry, is stored as a 'node' on a Drupal website.

Each node has a unique identifier called a NID (Node ID). If you use the LinkIt tool to link to a page it will use the NID to do this.