Creating Content Links

On your webpages you can use content links in 3 ways:

1. Link to from one piece of content to another piece of content on the same webpage or a different webpage, all within your own site.

2. Link to another piece of content on a site within the same Channel as your own site, for example from a page within a School site to a page within a seperate School site.

3. Link to a file within your Filestore in order to create a file download link for the user.

In this first example I'm going to edit a piece of content that uses the General Content layout and add in a content link to a file within the filestore.

Click on Site Structure

Click on Content/Edit Content

The page I'm looking for is Accessibility Guidance 2021

Click to open the relevant piece of content.

For Accessibility regulations, link text should be as descriptive as possible. So avoid things like Click here or Read More

Instead I've labelled this link: Read the latest Accessibility Guidance from the QUB Web Support Team

Select the text

Click on Insert Link

Choose Insert Content Link

In the Site Structure, scroll to locate your own channel and then your own site within that channel

Expand the structure as required to locate your FileStore page

Click on the Filestore

Then click on the required file that you want the to view.

Preview

Click Save and Approve.

In this second example I'm adding a content link into one of our Cards content types which will show you how it works in a specified content link field rather than within the text of a general content layout.

I'm going to edit a piece of content that uses the Two Cards layout and add in a content link to another block of content within another webpage in the same site.

Click on Site Structure

Click on Content/Edit Content

The page I'm looking for is Accessibility Guidance 2021

Then I'm going to open the 2 cards content.

Scroll down to the option Section Link for Card 1

Choose Add Content Link

In the Site Structure, scroll to locate your own channel and then your own site within that channel.

Expand the structure to locate the page - I'm looking for a block of content within the page Accessibility Guidance.

All the blocks of content on that page are displayed - choose the relevant one - Writing Accessible Documents.

Preview

Click Save and Approve.