

Ektron Website Quick Reference

Create, Edit or Delete a hyperlink in a Rich Area Text Field

Make sure you are logged in to the Content Management System, and the CONTENT tab is highlighted in blue at the top of the screen. If the CONTENT tab isn't highlighted in blue, click its tab at the top of the Workarea.

Note: The WORKAREA by default opens to the CONTENT tab.



Next, navigate to and click on the folder and the smart form that contains the Rich Area Text Field you want to add, modify or delete a hyperlink on and open it for editing.

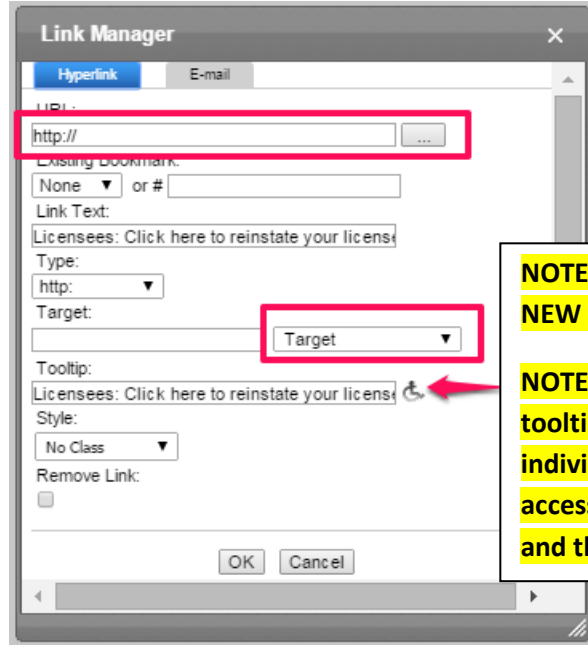
- To ADD a new hyperlink highlight the text you want to become the hyperlink and click the hyperlink button on the toolbar



- When the dialog box below appears,
 - a) navigate to content or files within the site using the button below, or

NOTE: Change the TARGET to NEW if linking to a document, and then click OK.

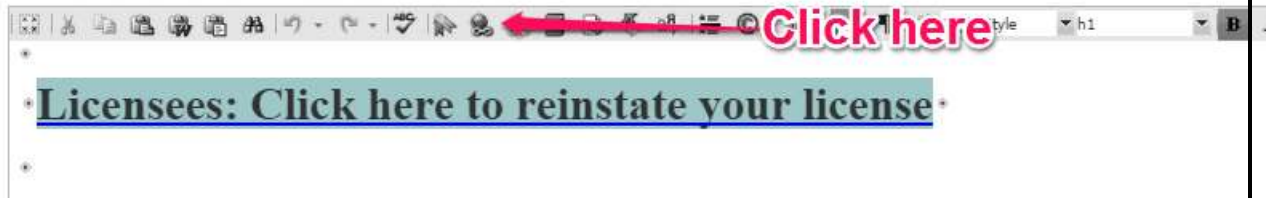
- **b) If creating a hyperlink to an external website you must open that website in a separate browser and you can copy and paste the url into the hyperlink field. Be sure to select everything in the field when you paste so you don't end up with two <http://> headers in your link...as that will cause a broken link.**



NOTE: Change the TARGET to NEW if linking to a document.

NOTE: Be sure to fill out the tooltip as this is what disabled individuals using an accessibility reader will hear, and then click OK.

- **To EDIT an existing hyperlink highlight the hyperlink and click the hyperlink button**



Follow procedures a) and b) above depending on whether you wish to edit the link to go to content, files or an external website.

- **To DELETE an existing hyperlink highlight the hyperlink and click the REMOVE hyperlink button**

