

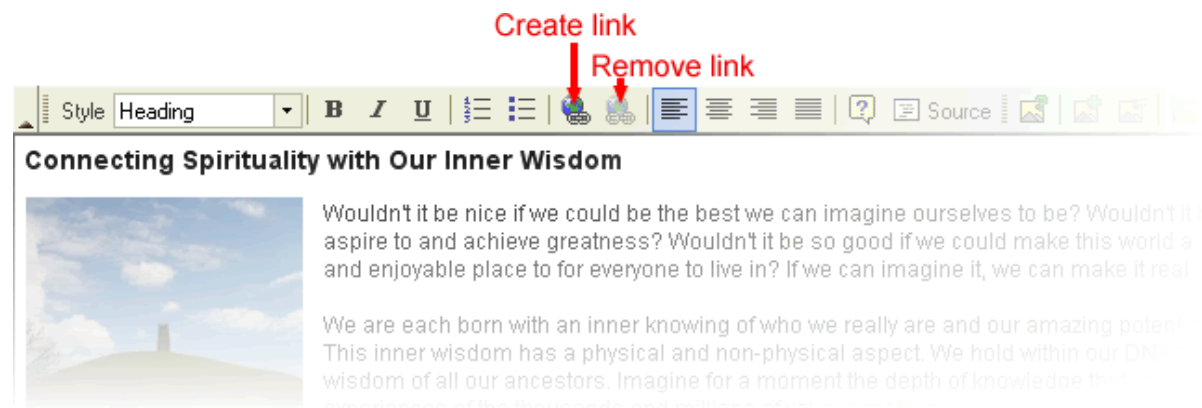
# TU0010. How to Create Links

## Tocaspaces Tutorials

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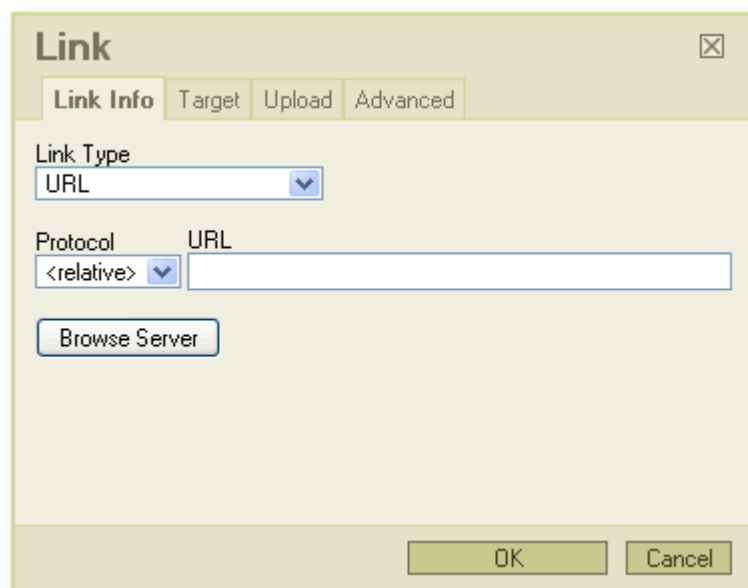
### 1. Click on the "Create Link" Button in the WYSIWYG Toolbar



If you need general information on using the WYSIWYG editor, please see the tutorial document "TU0004. Using the WYSIWYG Editor".

### 2. The "Link Info" Sub-tab

When the "Create Link" button is clicked, you should see a new window pop up that looks a bit like this:



## Link Types

The possible values in the drop-down labelled "Link Type" are:

1. "URL". This is the most common value and is the one to choose if you're linking to a web page, whether a page of your own or a page on an external site.
2. "Link to anchor in the text". This is the type of link where you jump to a different section on the same page rather than linking to a new page. Before jumping to a section, you have to create the "name" for the section - see the detail on this option below for how to do this.
3. "Email". A link of this type will result in the user's machine opening the email client of their choice with the "To" address pre-populated and possibly other fields also.

### "URL" Link Type

If "URL" is chosen as your link type (by far the most common option), here's an explanation of how to combine the "Protocol" options and URL text box:

1. "<relative>". Use this option if linking to a page in your own site and place in the "URL" text box the URL of the page you wish to link to *after* the domain name but including the first forward slash.

For example, if the full URL address for the page you wish to link to is "http://www.tocaspace.com/about-us/the-team", then just put "/about-us/the-team" in the URL text box.

The "fully qualified" URL will work, but has the disadvantage that it will cease to work if your domain name changes, which is a very common scenario when working on a temporary domain name to build a site before launching it on the live domain name.

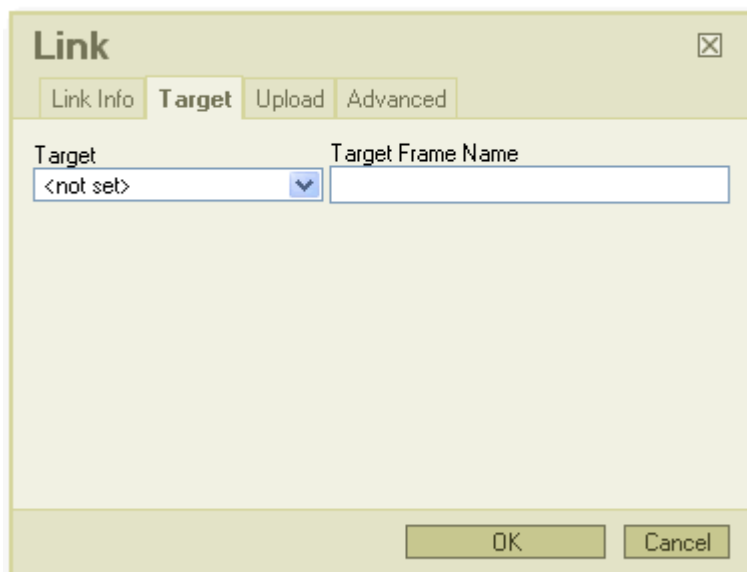
The best way to get the URL in the first place is to open up your site in a fresh browser window, browse to the page you want, then copy the URL from the browser address bar.

2. "http://". This is the most common option for linking to an external site. Place in the "URL" text box the full address of the site you wish to link to *after* "http://". For example, if the full URL address of the site you wish to link to is "http://www.tocaspace.com", then put "www.tocaspace.com" in the URL text box.
3. "https://". This is the prefix for secure web pages. Use this instead of "http://" if "https://" is the prefix for the page you wish to link to.
4. "ftp://" and "news://" are advanced options that you're unlikely to need unless you already know what they are, and I'm not going to explain them here.

Please ignore the "Browse Server" button. This was for linking to files (Word or PDF documents, for example), but at time of writing is about to be replaced by an alternative Tocaspaces process, to be released within the next month or so. If you wish to embed files in your web pages before then, please ask me and I will do this for you.

## "URL" Link Type Target

With "URL" chosen as your link type, you will see a tab next to "Link Info" labelled "Target". Clicking on this will result in the window shown below.



The target is the window in which the web page being linked to will open. Many of the options for the drop-down labelled "Target" aren't relevant to Tocaspace and can be ignored - they will be removed soon in an upgrade. Here's an explanation of those values that are useful:

1. "<not set>". This is the default value. If no target is set, the link's target will be the default, which is that the web page being linked to will open in the same window as the one being linked from. This is generally what's best to use for internal links to other pages within your site. (No action necessary, in other words).
2. "<popup window>". This is unlikely to be an option you'll need and is for advanced users, so I'm not going to go in to detail on this option here. The circumstance where you might use this option is if you have external content to link to that you wish to display in a neat, fixed size window without any of the standard browser controls and so forth.
3. "New Window (\_blank)". With this value, the page being linked to will open in a new browser window. This is generally what's best to use for linking to external websites.

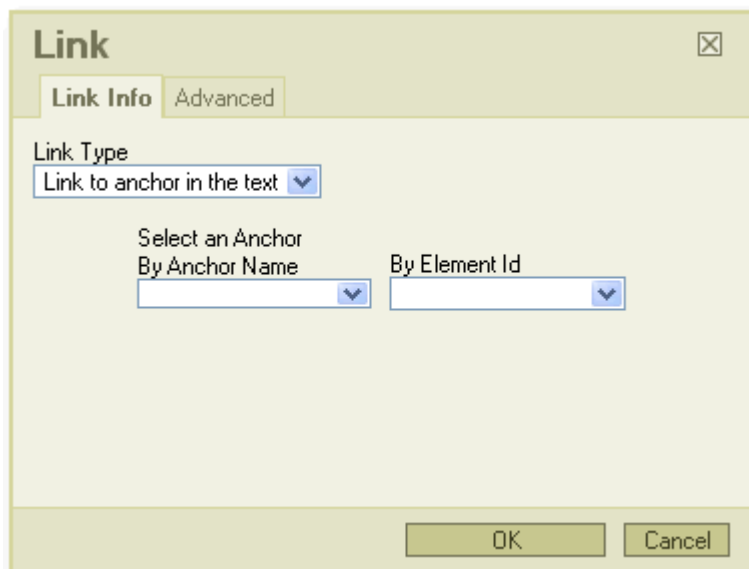
For those of you who like to understand what's in front of you even if you've been told it's of little use (like me), here's a quick explanation of the options that aren't useful.

1. Some websites exist in what's called a "frameset", which are like pages within pages (frames). Three of the options - "<frame>", "Topmost Window (\_top)" and "Parent Window (\_parent)" all refer to framesets. Like most contemporary website systems, and for many good reasons, Tocaspace doesn't use framesets, so these options are of no use.
2. "Same Window (\_self)". Loads the page being linked to in to the same window as the one being linked from. Unnecessary because this is the default action in any case if no target is set.

## "Upload" Tab and "Advanced" Tab

Please ignore these tabs. They aren't relevant to Tocaspace and will be disappearing soon from the interface. (If you can't see them, they already have!).

## "Link to Anchor Text" Link Type



"Link to anchor in the text" is the type of link where you jump to a different section on the same page rather than linking to a new page. Before jumping to a section, you have to create the "name" for the section and there's no user-friendly way of doing this at time of writing (this will soon be changed in an up-coming release). To create an anchor in the text you need to view the HTML source and, at your chosen point, insert the code '`<a name="[anchor-name]"></a>`' (being sure to replace "[anchor-name]" with the name of your choice).

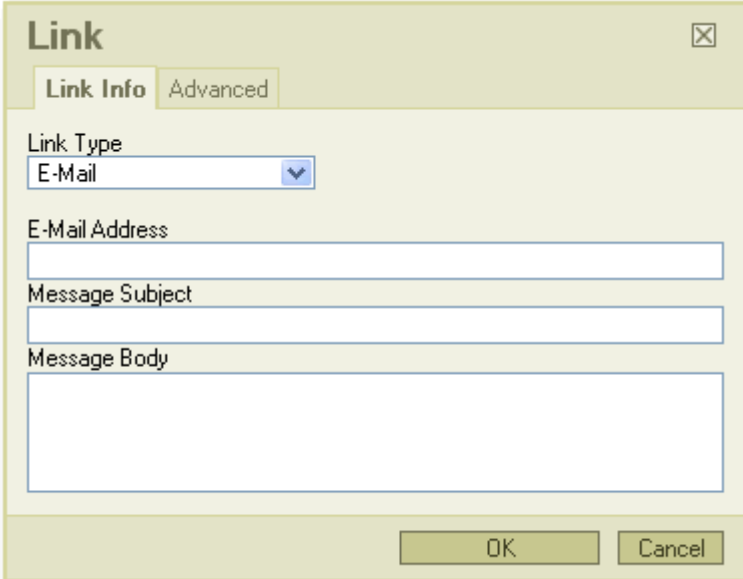
With "Link to anchor in the text" selected, you'll see two further drop-downs in the window.

1. Select an Anchor By Anchor Name.
2. By Element Id

Ignore the "By Element Id" drop-down.

In the "Anchor Name" drop-down you should see a list of any anchors that you've created in the text (using the method described above). Simply select the one you want.

## "Email" Link Type



The screenshot shows a dialog box titled "Link" with a close button in the top right corner. It has two tabs: "Link Info" (selected) and "Advanced". Under "Link Info", there is a "Link Type" dropdown menu currently set to "E-Mail". Below this are three text input fields: "E-Mail Address", "Message Subject", and "Message Body". At the bottom of the dialog are two buttons: "OK" and "Cancel".

A link of this type will result in the user's machine opening their standard email client with the "To" address pre-populated and possibly other fields also.

In the "E-Mail Address" field enter your email address (the one you want the user to send a message to).

You can leave the "Message Subject" and "Message Body" fields blank if you wish - any values you enter will be the subject and message of the email, which the user is then free to edit before sending to you.

Generally, it's not a good idea to use this kind of link if you can help it, because automatic web-bots called "harvesters" or "scrapers" can gather up your email address for later spamming and so forth - much better to use an enquiry form or some such. (We sort this out for you in the initial build).

### Save You Changes

When you've finished entering the values for your link, click on "OK". If you've decided not to go ahead with creating the link at this time, click "Cancel".

### About Good Linking Practice

It is always best to try and highlight natural sentences within your text, rather than use the "link here" structure.

For example:

1. "[Go to the BBC website if you'd like more information on this story.](#)"

Not:

2. "For more information from the BBC on this story [click here.](#)"

The first example is far more effective for search engines, blind people and people who are unable to use a mouse through disability. For example, blind people often tab

through links if they're searching for particular information. If the links are organised in the second fashion outlined above, then the blind person will just hear the screenreader saying "Click here, click here, click here..." - not very useful.