Step 4a (advanced): Adding hyperlinks

Adding hyperlinks or read more information to the text allows you to add unlimited pages to the information of the report, in an easily accessible way. One of the common uses is to add a PDF of the agency responses to recommendations.

There are two options to add additional information into your sub-pages. The first is to add a PDF using the media library.

1. Go to where you want your link to be added (for agency responses to recommendations, this is likely to be at the bottom of the recommendations list)
2. Select Add media, this will take you to the media library

3. Select the PDF you wish to link. Please note the title that you add in the media file will be the words that are appear on the page to create the hyper link. For example if you are linking DCS response to the recommendations of a report your title should be "read DCS response to…."
4. It is usually best if you open a PDF into a new publication (so the viewer doesn't get thrown out of the website when they return from reading the PDF). To do this, once the link has appeared back in your publication, click the edit hyperlink button.
5. This opens the insert/edit link box. Check the box for the link to be opened in a new page.

The second way to add additional information is to create a new subpage.

1. First, create a new publication with your additional information (see create report detail for information on the process).
2. Link this subpage to the subpage (ie Key findings) or the Parent page. If you link the Parent page, it will show up as a quick link on the left hand side of your page under Background, key findings etc. It will be RARE that you would want this to occur.
3. Save the draft
4. Before you exit this page, copy and page the Permalink into notepad. NOTE, do not use the weblink showing in Google, only use the Permalink. This will enable the website to adjust from the test site (or to any other upgraded made to the website at a later date).
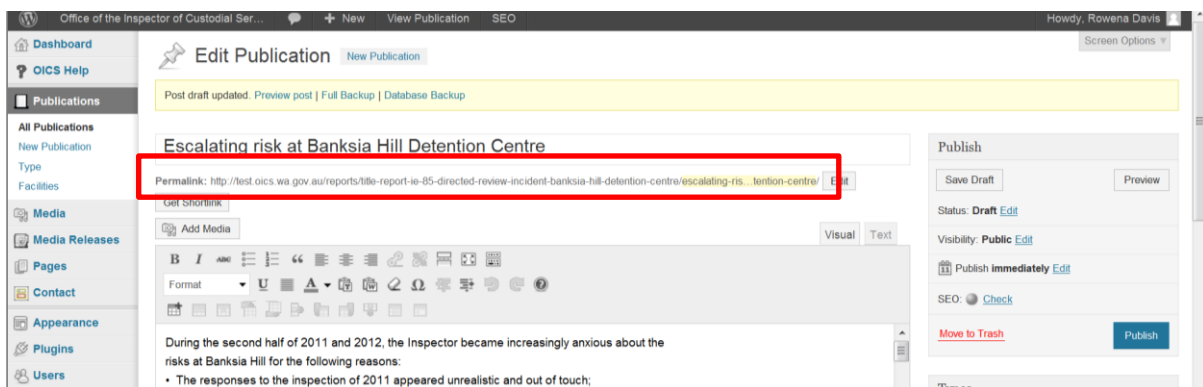
5. Go back to the page you wish the link to appear on.
6. Type the words "read more", where you wish the link to appear.
7. Select the hyperlink button
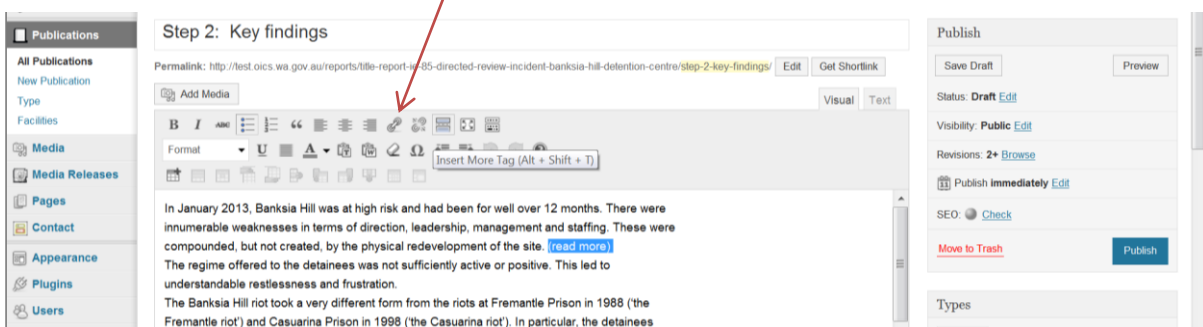
8. A new box will appear, copy and paste the permalink out of notepad into the URL box
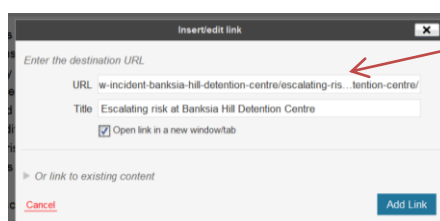
9. Place a title in the Title box – note this will appear in the menu visible on the left hand side of the report detail in the final report (under background, key findings etc)
10. Select Open link in a new window/tab
11. Select Add Link to activate the link.

Please note the same process can be used for creating an external link. Simply copy the external address into the URL box.

*** TIP – Ensure the Permalink does not attempt to abbreviate any of the address. If it does you will need to type out the full address. ****