

Insert/Edit Link

Insert/Edit Link Overview

The Insert/Edit Link tool provides the basic functionality to add a hyperlink within the WYSIWYG Editor. Links are created by highlighting text or an image, clicking the Insert/Edit Link icon, and specifying the Link URL. The Insert/Edit Link icon is dimmed until the text or image to be hyperlinked is selected. Links can point to an internal web page, external web pages not maintained in OU Campus, directories, or files within OU Campus. This can include linking to binaries, such as PDFs. Links can be made among sites within an account. In addition to providing the basic functionality for creating and maintaining links, this tool provides more advanced functionality relating to linking including linking to anchors, specifying targets, applying classes, and utilizing JavaScript and HTML to affect the style and behavior of a link. Several tutorials are included on this page:

- [Inserting an Internal Link \(Typical\)](#)
- [Linking to an Unpublished File](#)
- [Linking Across Sites within an Account](#)
- [Inserting a Link to an External Site](#)
- [Specifying a Target](#)

Links and Dependency Manager

It is possible for links to pages or directories maintained within OU Campus to be updated automatically when the page or directory to where the link is pointed is moved or renamed. The links are tracked by Dependency Manager. When Dependency Manager is activated, it is important to browse for the appropriate page in order to ensure that the link will be updated if the target page, directory, or other content is moved or renamed. Pages can also be linked to internally without browsing and inserting a dependency tag, and can also be specified with a root-relative syntax.

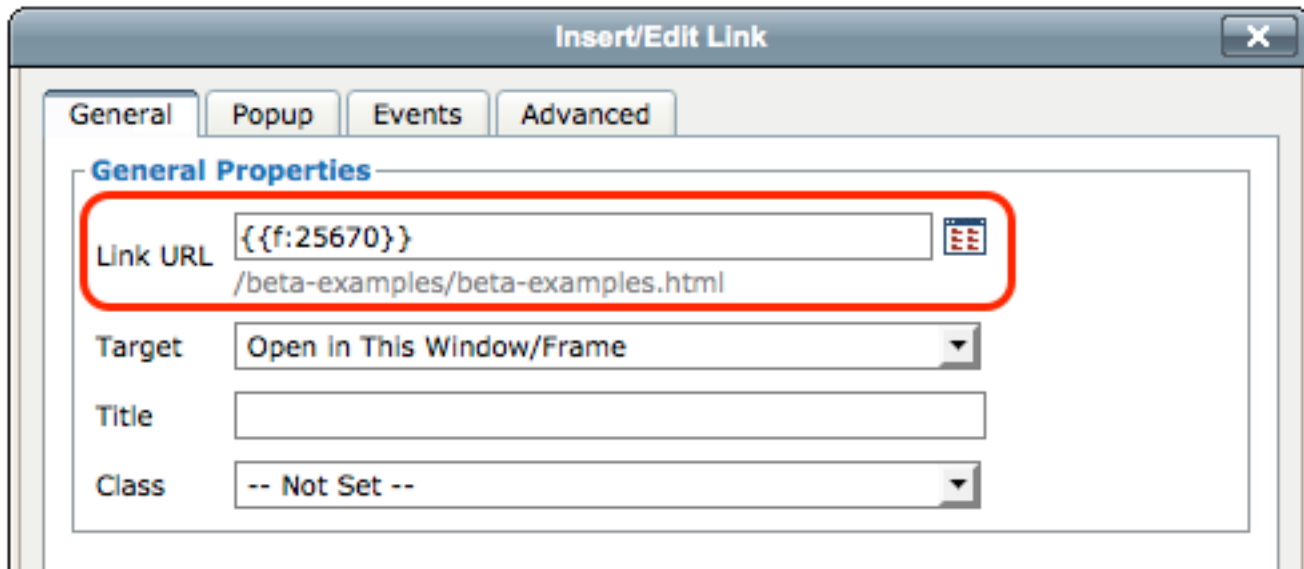
Dependency Manager can be configured to manage links both within a site and across sites within an OU Campus account. However, it does not manage links to external websites such as CNN. If Binary Management is in use for the site or sites, binary files such as PDFs and images are also managed.

Links with dependency tags may also be inserted with the Source Editor and file choosers and are supported across publish targets if Multi-Target Publish is configured. Once the appropriate page is selected, a dependency tag is shown instead of the page path. The actual path to which the link will be pointed is shown below the dependency tag.

Example syntax for the tags are shown as follows:

- `{{d:####}}` — Directory tag
- `{{f:####}}` — File/Page tag
- `{{a:####}}` — Asset tag
- `{{s:####}}` — S-tag

Example of a Dependency Tag



Inserting an Internal Link (Typical)

1. Within the **WYSIWYG Editor**, select the text or image for the link.

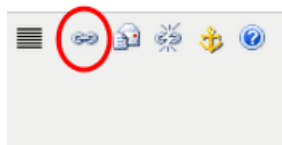


nds of **asteroids** throughout the solar system before being placed in hiberna
: to identify the population of potentially hazardous near-Earth objects, as we

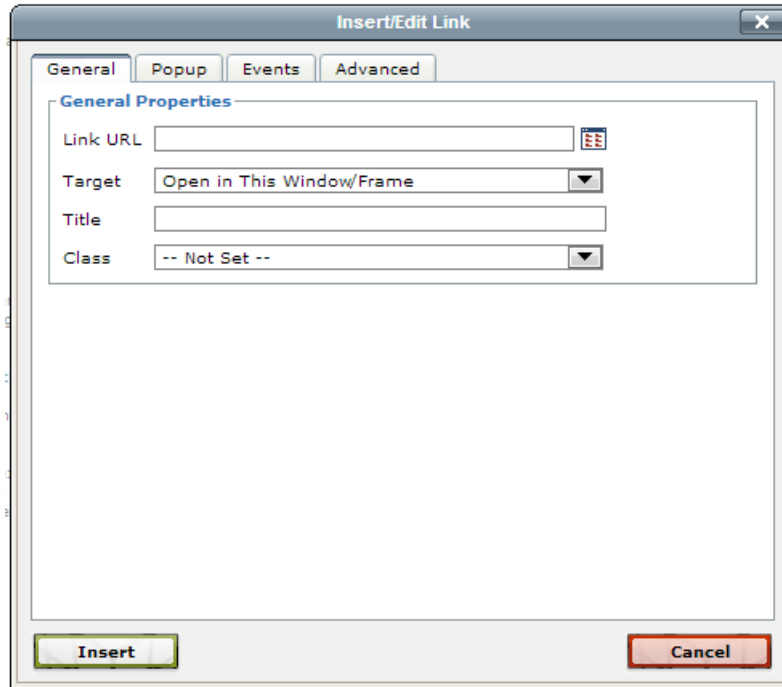
with the goal of discovering and characterizing near-Earth objects (NEOs), spa
und the sun. NASA anticipates WISE will use its 16-inch (40-centimeter) teles
lbedo and thermal properties of about 2,000 others -- including some which

the science even further in its survey of asteroids. NASA is now extending the
the new asteroid initiative," said John Grunsfeld, [NASA's](#) associate administra
raging existing capabilities across the agency to achieve our goal."

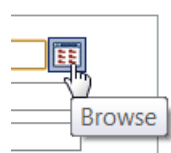
2. From the toolbar, click the **Insert/Edit Link** tool.



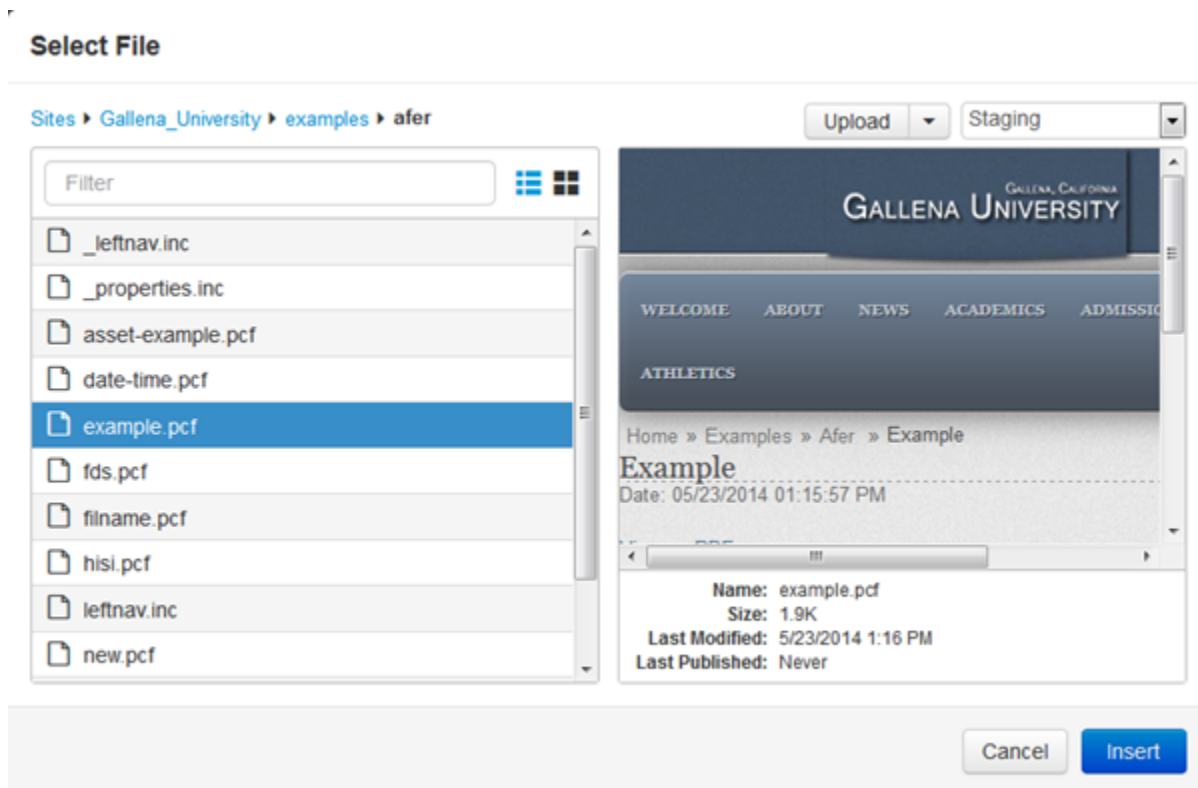
The **Insert/Edit Link dialog > General tab** is shown. If applicable, the dialog contains existing link information.



3. Click the **Browse** icon to select an internal page to which to link.



The **Select File** modal is shown.



4. Select a file to which to link. The staging server is selected by default and a PCF file type should be selected in order to have links managed. Navigation can be accomplished by:

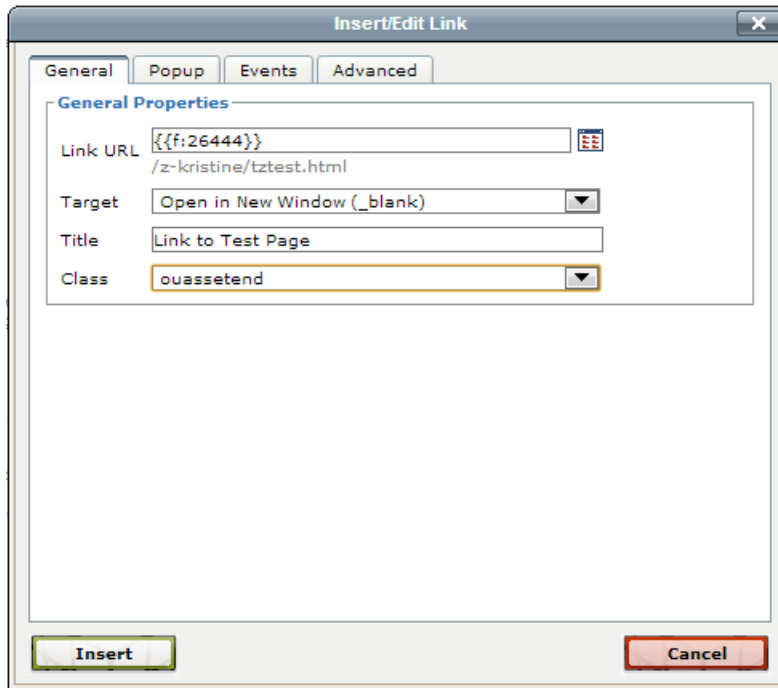
- Clicking the breadcrumb link to navigate up the folder structure
- Filtering by enter the first few characters of a subfolder or file name.
- **Uploading** a file and linking to it (Click the **Upload** button)
- Selecting a different environment or auxiliary site.

Generally, for internal linking just select the PCF, click **Insert**, and see the next step.

4. From the **Select Product** dialog, the HTML output is usually the default and highlighted, so click **Insert Link**.

5. In the **Title** field, it is frequently a best practice to add a short descriptive phrase.

6. From the **Insert/Edit Link** dialog, click **Insert**.



Other configuration options for a link are also available before inserting the link; for example, selecting a **Target** window/tab for the link to open in. NOTE: It is **not** recommended to change the Target, keep the Target to "Open in This Window/Frame".

The **Title** is both valuable and important as this is used by screen readers and helps keep the site in compliance with accessibility compliance standards. The text entered in this field is used to create the title attribute for the <a> element in HTML. A developer might use this attribute to display the text when mousing over the link. Here's what it looks like in HTML:

```
<a title="Contact Us" href="{{f:####}}">test</a>
```

Linking to an External Page

The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but rather than browsing for the internal link the complete URL for the resource can be typed (or pasted) into the URL field. Links to external pages are not under Dependency Manager tracking. The protocol prefix is required; i.e., http:// or https://

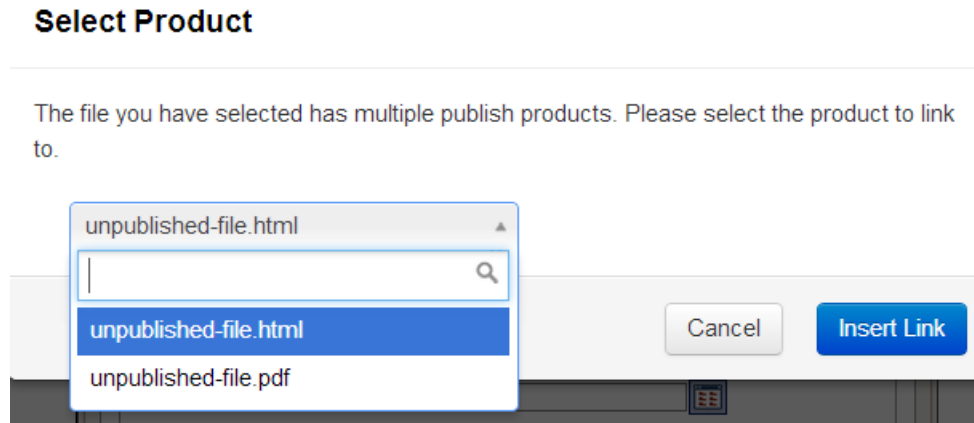
Linking to an Unpublished File

An unpublished file on the staging server or publish target can also be linked to prior to actually publishing the page. The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading up to and including linking to the HTML product. Note that the important difference is that when publishing the file, there will be an Include Unpublished Dependencies checkbox and by default it will be selected. This ensures that the unpublished file that was linked to is also published and proper link management is maintained.

1. Select the text or image for the link.
2. Click the **Insert/Edit Link** tool.
3. From the **Insert/Edit Link** dialog > **General** tab, click the **Browse** icon.

4. From the **Select File** dialog, select the file and click **Insert Link**.

5. From the **Select Product** dialog, the HTML output is usually the default and highlighted, so click **Insert Link**.



6. Click **Insert**.

7. For a publish or scheduled publish, make sure the **Include Unpublished Dependencies** checkbox is selected before publishing.

More Options with Insert/Edit Link Tool

For more information about the additional functionality available on the other tabs, see:

- [Links: General Tab](#)
- [Insert/Edit Link Popup Tab](#)
- [Insert/Edit Link: Events Tab](#)
- [Insert/Edit Link: Advanced Tab](#)

Renaming or Moving a Directory or File

Dependency Manager maintains the correct link association when files or directories are moved or renamed. All the files that link to a moved or renamed file or directory are automatically republished to maintain the correct link.

When a file or directory is either moved or renamed, a prompt that all dependent pages will be republished will appear. This will republish the page based on the current version of the page on the live production server with the new dependency links. If changes have been made but not published to the live site, those changes will still not be published to the live production server but will be available in OU Campus and still saved on the staging server. This includes backed up versions.

Broken Links

When initiating a recycle action, the dialog provides a warning that any derivatives on the production server or publish target will be removed, as well as listing any files that contain links that will become broken.

If content is deleted anyway, a broken link is created. The system has various indications for broken links. Dependency Manager provides informative reporting for broken links and broken assets. When a dependency is lost; for example, a linked-to page or a subscribed-to asset is deleted, the dependency tag, path, and file name are shown within asterisks. For example:

```
*** Broken f:1234 /training/about/filename.html***
```

One way to avoid broken links is to utilize the Include Unpublished Dependencies checkbox from the publish dialog to publish any unpublished content. Dependency Manager reports at page publish time if there is dependent content that has not been published to the target server. This includes content that is linked or referred to by the page that is being published, as well as any unpublished assets. By selecting to include the unpublished dependencies, those unpublished files are published as well. This action prevents broken links (for example) from existing on the current page being published.

This checkbox is only shown if the Dependency Manager is being used on the site, dependency tags are used in the page being published, and one or more of those dependency tags refer to files that have not been published to the target yet.

Final Notes and Reminders

Dependency Manager links are case sensitive. As such, it is advised that paths for links to pages managed in OU Campus are always inserted using the browse functionality.

Dependency Manager inserts Dependency tags into <a> and <link> tags at the “href” attribute automatically, both when the Dependency Manager Scanner is run and when new links are created. However, tags can be manually included elsewhere as desired.

Dependency Manager will not automatically add Dependency tags to any other types of tags, including php, asp, and JavaScript.

Important Exception: Dependency tags cannot be placed within processing instructions or the prologue, which is the instructions prior to the opening XML comment. Entering in Dependency tags within these will cause an error as they will not be able to be rendered.

Dependency Manager renders root relative links (i.e. /directory/page) or absolute links (i.e. http:www.college.edu/directory/page), depending on the site settings. The rendered URL to the Production Site cannot and will not be page relative (i.e., ../page).

Reporting is available with details on which Dependency tags refer to which pages, and which pages are currently subscribing to those pages.