Instructions for adding links to internal and external resources on static content pages

You can insert links to both internal and external resources within the static content of BDRS pages.

Internal resources are either:
- o direct links to other pages (URLs) within your BDRS portal which you may want to use to avoid having to navigate to the target page (eg. Link from the survey form to the field guide to save users having to navigate to the field guide when filling out a survey form. This could even be opened in a separate tab so that the survey page is not lost in the process.); or
- o Links to open attached documents/files that have been loaded as media files (eg. A strategy document, plan, map, fact sheet, etc.)

External resources are essentially other web sites (URLs).

When linking to either internal or external URLs you need to decide whether you want to open the target page in a new tab within the current browser or to replace the current/calling page with the target page.

How To:

Internal Resources – Links to internal pages

1. First you need to produce a list of the pages that you want to link to and their respective URLs. The easiest way to do this is in a simple table - eg:

Calling page	Target page	Target URL
The name of the page that you want to put the link on	The name of the page that you want to link to	The URL of the page that you want to link to
		Open the target page in a browser, copy the URL from the address bar, and paste into this table cell.

To get the target URL, go to the target page and "right-click/copy" the URL in the address bar of the browser, then paste it into your table.

2. Open the Admin>Manage Portal>Edit Content page and select the appropriate calling page from the drop-down list.
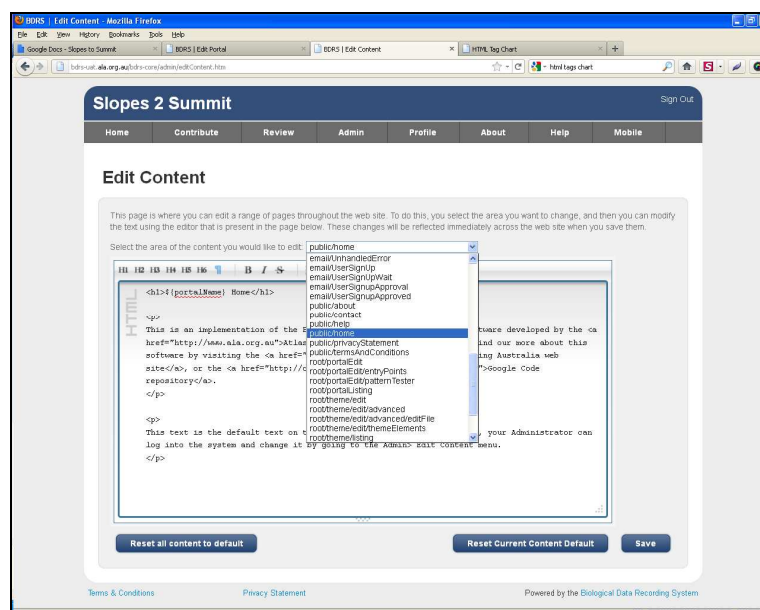
3. Find the appropriate place in the text (or type new text) where you want to add the link.
4. Type in the string as follows, inserting the target URL and target page details from your links table (copy/paste works best):
   o to open target page in a new tab:
      link text for target page

 | This is the actual URL that you are linking to | This is the text that appears on the page as link text. |

   o to open target page in the current tab:
      link text for target page
5. Save the change and open that page to test the new link.

Internal Resources – Links to images, documents, & other objects

1. First you need to **load the linked objects into the BDRS**. This stores them locally in the system and allows for a fixed path to be mapped to them.
   a. Select menu option "Admin/Manage Portal > Manage files"
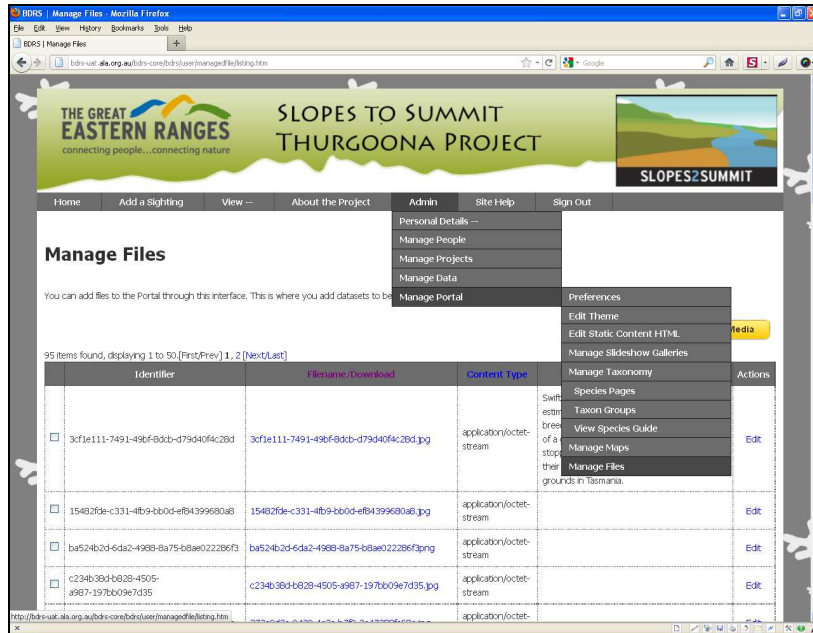
   b. Click on the **Add Media** button. This will open a new screen. Select the relevant file from the source location (where you have it stored), include a description of the document and any attribution credits and licensing information that you want to accompany the document/image.

c. The new media resource will appear in the list (probably at the bottom, but potentially it could be anywhere in the list. Scroll to find it.

| | ad4a7d29-ed4b-433d-b92e-581cfbe4274e | Albury Ranges Threatened Species Maps.pdf | application/pdf | Albury Ranges Threatened Species Conservation Strategy | Edit |

Unique identifier for the resource

Name of the resource. This is a URL link to open the document.

2. **Copy the document link** into text on a BDRS page.
    a. Right-click on the document name link. In the dialogue menu, there will be an option to "copy the link location" (terminology varies with different browsers).
    b. Follow steps 2-5 (Internal Resources – Links to internal pages) to insert the link text on the relevant page and paste this copied link location into the target URL in the <a href tag> - eg.
    Albury Ranges Threatened Species Maps (Davidson et.al., 2004)

> **TIP:**
> The most efficient method is to load all of your images and documents as a block first. As you add each one, copy the unique ID, resource name URL, and resource description into a separate simple Word^{TM} or Excel^{TM} table as this will make step 2 much easier.
> For step 2, use the relevant resource name URLs and resource descriptions from your separate document to paste into the target URL and link text for target page within the <a href> tags.

External Resources – Links to external pages

1. The steps to do this are essentially the same as those for placing links to internal pages into another internal page except that you are using an external URL instead of an internal URL.

   Follow steps 1 – 5 for Internal Resources – Links to internal pages above.