


Add a link to a page or create a clickable emailaddress


When you are logged in to your CMS, click on a page. You can now edit text of the page. Select some normal text with your mouse. The chain symbol will be clickable . Click on the chain symbol. A little window pops-up where you can enter the URL where you want to link to.

For links, make sure you start with **http://** or **https://** because otherwise you will create a link relative to the current page - for example: <http://www.mysite.com/path/to/file>

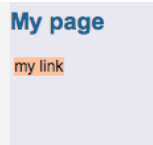
For emails, start with **mailto:** - for example: <mailto:my@email.com>


If you want to link to one of your own pages, simply select some text, click the chain symbol and then select from the page from the following list:

Hyperlinklijst:

To remove a link or email-link, click on the link and then click the breaking chain symbol .

If you want to add a link to a document that is not online yet, do the following:



first select some text with your mouse that you want to turn into the link, then click the chain symbol .



Algemeen Popup Gebeurtenissen Geavanceerd

Algemene eigenschappen

URL link 


Hyperlinklijst


Bladwijzers

Bestemming

titel

Stijl

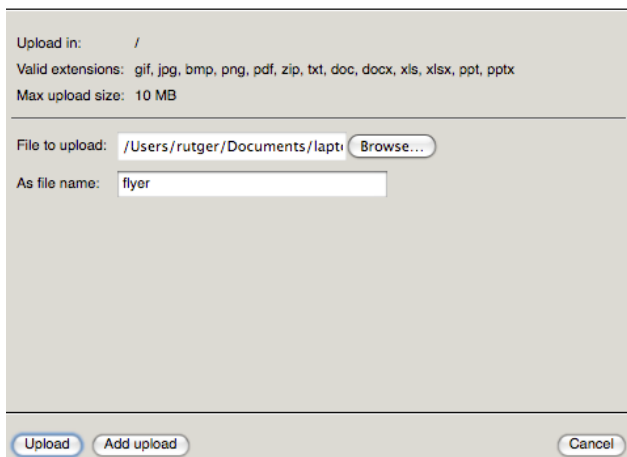
from this page, click on the small icon to the right of URL link .

Then another pop-up window shows up, click on the upload button .

This window appears:

Upload

Use the form to upload files.



Upload in: /

Valid extensions: gif, jpg, bmp, png, pdf, zip, txt, doc, docx, xls, xlsx, ppt, pptx

Max upload size: 10 MB

File to upload:

As file name:

Select your file (eg. a PDF file) by clicking "Browse..." and then enter the "As file name", just a name without extension, then click "Upload" to upload the file.

You then return to the screen with all your uploads, select your upload by clicking on its name and then click in the

You then return to the screen with all your uploads, select your upload by clicking on its name and then click  in the lower righthand corner.

You have now successfully added a link to a file.