

How to add a link to your text in Cascade CMS

Note- As per design standards, all links in Cascade CMS should be nested behind unique, meaningful text. This means we want to avoid putting naked links (<https://website.edu/example/naked-link>) directly into our web content. This document will walk you through the process of creating quality links that meet standards and provide a positive user experience for visitors to your site. This document will not cover the process for adding buttons to pages in Cascade. That topic will be covered in another supplemental document.

Note- When creating links, do not add any extra style such as bold, italics or underlining as these extras can create violations of accessibility standards.

1. Log-in to the Cascade content management system and navigate to the page to which you would like to add a link.
2. Click the “Edit” button in the top right corner and select the row of content from the center pop-up you would like to add the link to.
3. Scan the text for a good place to add your link either with existing text or by adding new text that could be used to nest the link.
 - a. If you are adding text, type it into the WYSIWYG and move to step 4.
 - b. If you need to add a link to an existing list of links, put your cursor at the end of the link directly above where you would like to add your new link and click the “enter” key. You should see the same dot or circle used to separate the other items in the list. Type the text you wish to use for the link and move on to step 4.
4. Once you have the text you want to use, highlight it by left clicking and dragging over the text until all of the text you would like to use is highlighted in a blue background.
5. Click on the chain icon (eighth from the right) in the second row at the top of the WYSIWYG with the “Insert/Edit Link” help message that pops up when hovered over. This will bring up the Insert Link pop-up.
6. Link Type is the first field on the pop-up and has two options- Internal and External. Internal set by default and should be used if you are linking to pages or pdf’s that you have direct editorial access to in the Cascade content management system. The other option, external, is to be used for anything else.
 - a. If your link is internal, click the “Link Source” field below the link type field and use the “Choose a file, page, or link” flyout to navigate to the asset you would like. The flyout defaults to “Recent” which lists all of the

assets you have visited most recently in the system. If the asset you wish to link to isn't on this list, click "Browse" at the top of the flyout and use the navigation and file structure that appear to find the specific asset you wish to link to and click on it. When you click on an available asset, the "Choose" button in the top right corner will go from a faded blue to a brighter, more robust blue. Click the "Choose" button and move to step 7 of this doc.

- b. If your link is external (anything on the internet that you do not personally have editorial access to in the Cascade content management system), click the check box marked "External" in the Link Type row. This will replace the "Choose File, Page, or Link" field after Link Source with a text field. Paste the URL of the page you wish to link to into this box and move to step 7.
7. The next field on the Insert Link pop-up is labeled "Anchor". This is an advanced topic not covered in this document and, for our purposes, can be ignored.
8. The field below Anchor is labeled "Text to Display" and should already contain the text you highlighted in the WYSIWYG to nest your link behind. Note- Any changes made in this field on the pop-up will be reflected in the WYSIWYG.
9. Below Text to Display is the "Title" field. The Title field holds a very important place in our efforts to ensure that all of the content on our UIW websites is accessible to all users. Many times when you are nesting links in the middle of a paragraph of text, the text you choose may not directly refer to the name of the page or asset you are linking to causing potential confusion and a poor user experience. This is where the Title field comes in. Text added to the Title field appears when the user hovers over the nested link text allowing the user to see where the link will take them without ruining the flow of the text itself. In instances where the link text directly refers to the name of the asset linked, the Title field should remain blank. If this field is filled out when additional clarity is not needed, it adds unnecessary redundancy and therefore, reduces accessibility.
10. Below the Title field is the Target Selector. The Target Selector determines what will happen when a user clicks on your link. The Target Selector has two potential options on its dropdown; "None" and "New Window". When the link is clicked on, if the Target Selector is left to its default option of "None", the link will open the new page/asset in the same tab as the page it was linked from. If the Target Selector is set to "New Window", the link will open in a new tab adjacent to the one it linked from. The rules governing which option should be used in a given situation are as follows-
 - a. Select "None" when you are linking to any non-pdf asset in any UIW website.

- b. Select “New Window” when you are linking to a pdf or any site not directly affiliated with UIW.

11. The final field on the Insert Link pop-up is the Class Selector. This is not used and can be skipped.
12. Once all of your fields in the Insert Link pop-up are set up correctly, click the OK button in the bottom right corner of the pop-up to make it disappear.
13. Click the “Preview Draft” button in the top right corner to take a look at how your new link will look and function.
14. When your draft renders, hover over and click on your link to make sure everything is working correctly.
15. If there is a problem, highlight the link again and click the Chain icon to check the layout of your options in the Insert Link pop-up.
16. If everything works as you intended, congratulations on successfully adding a link to the Cascade content management system!!! Now make any other updates you have and submit the page to workflow.
17. If you need help with the workflow submission, check out the reference documentation located in the same section as the doc you are reading.