Linking from LEW to the World

As you know, links add a lot of power to your pages as you provide your readers with more detail or information on your site or other web sites. The page named in a link must exactly match the actual page on the web. This includes upper or lower case letters and all numbers or other characters. After entering a link, preview the page and click on the link to test that it works correctly.

In LEW, it is easy to make a link.

1. Decide what words should be the "link words" – the ones that a visitor will click on to go to a new page.
2. Enclose those words in double quotes.
3. Immediately following the last quote mark (no blank), type <>.
4. Paste or type the page to link to in between the "<" and ">".

That's it!   Here are three examples of how to make links on a LEW page.

To another page on your LEW site

ENTER	For more information, "contact us"<contact.html>.
TO SEE	For more information, contact us.
TIPS	The names of all of your pages are displayed in a list on the right side of your editing page. Find the name of the page you want to link to, copy the complete name and paste it inside of the <>. Or you can type the name, but it must match the name *exactly*.

To one of your uploaded PDF files

ENTER	Read our current newsletter, the "May VOTER"<+files/08mayvoter.pdf>.
TO SEE	Read our current newsletter, the May VOTER.
TIPS	The names of all of your uploaded files are displayed in a list on the right side of your editing page. Find the name of the file you want to link to, copy it, then paste it into <+files/> after the "/". The "+" sign is optional, but recommended when linking to a PDF file. If the plus sign is present, then the PDF file will open in a new browser window. This makes it easier for your readers to return to your web page.

To a page on another web site

ENTER	Sign up for the national "Action Elist"<+http://takeaction.lwv.org/lwv/mlm/signup/">.
TO SEE	Sign up for the national Action Elist.
TIPS	In a separate browser window, open the web page you want to link to. Then place your mouse pointer in the long thin box near the top of the window and click. This should select the complete page name. Copy it, then paste it into the <+> on your page after the "+". The page might be a PDF file.

ABOUT USING THAT "+" SIGN: When linking to pages not on your web site, you might want to force a new browser window to open so that the users can always return to your page. This is especially recommended when you link to non-League sites, but you may also want to force a new page when linking to other League sites. Just be consistent so people get used to how to return to your page. Do they use the "Back" key or do they close a window? Opening a new window also makes it more obvious to the visitors that they have left your site and gone to another.

HOW TO DO COPY AND PASTE: On a PC, place your mouse pointer at the beginning of the set of words and/or images you want to copy, then click with the left button as you drag the pointer to the end of the area. This highlights the entire area you want to copy. To tell the computer to "copy", either:

1. Press and hold the CTRL key then press the "C" key or
2. Near the top of the browser window, click on "File", then on "Copy".

To paste, go to the window to receive the new contents and place your mouse pointer at the point where the new contents should go and click there. Then tell the computer to "paste":

1. Press and hold the CTRL key then press the "V" key or
2. Near the top of the browser window, click on "File", then on "Paste".

ADVANCED LINKING

Usually you can use the "easy" way of forming links as described above. But there are times when you may need to use real HTML to make the link. For example, if you have uploaded a graphical image and want people to click on that image to go to another page, you must use real HTML.

Please do not use real HTML if the easy way will work. Think about the next person who wants to make a change to your page – if she doesn't know HTML, you have made it more difficult for her.

TIPS ABOUT USING LINKS

People reading your page want to quickly see what content you have for them. And they like to have an idea what they will see if they click on a link. The trick is to choose "link words" that describe the page succinctly. Sometimes those words will be the exact title of the page you are linking to. Try to make the length of the link as short as possible while still giving the information – perhaps 3-5 words.

You may also further describe the contents of the linked to page in words before and/or after the "link words".

More Questions?

Contact support@lwvnet.org or log in to your LEW site generation page and read the Help FAQs.