

# **GEORGIA GOV**

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## INTERACTIVE

### COLUMNS

**Columns**

A Portal Training Manual from GeorgiaGov Interactive

Version 1.0

Updated October 19, 2016

For further assistance, fill out a support request at [support.georgia.gov](https://support.georgia.gov)

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# 1 Getting Started

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Columns allow you to organize your more complex pages. Instead of putting all your content in one WYSIWYG field, including images and videos, you can now choose between pre-defined content types (think: columns) that are independent from one another.

## 1.1 Introduction to Columns

Ok, great but all you heard was, “Here we go again... Something new to learn and adjust to.” Right? I hear you, so let’s make this a simple and painless process.

Why use columns? Well, they add visual flare to your content but more importantly, they organize your pages into clear, easy to read, aesthetically pleasing information for both you and your readers. But wait, I promised you simple, so here’s the short answer: It’s EASY, PRETTY and FREE!

Columns are just tools in your web toolbox; use the tools to organize your content into big (1 column), medium (2 columns) small (3 columns) or bite sized pieces (4 columns). They’re a simple way to help you display your content how you’ve always wanted to without using complicated work-arounds.

Maybe you have some amazing **videos**, **infographics** or **photographs** to add to your Site Page or Blog. Or maybe you are looking to add **links**, **documents** or **text**. Whether your users are on phones, tablets, desktops, Columns will show *all* of your content at its best. Just follow some basic rules described in detail below, and we’ll do the rest.



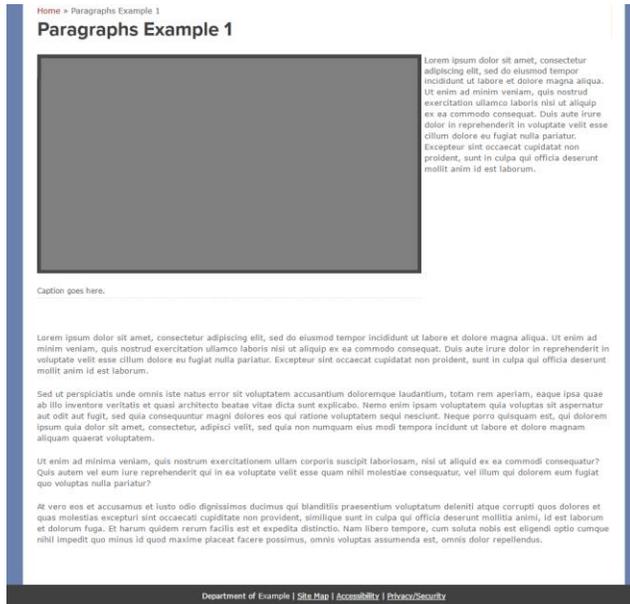
**Note:** Remember the golden rules: *less is more* and *use the right tool for the job*. Never use 4 columns when you only need one. Most content looks great with only one column.

**Columns are available as 6 types of content that can be mixed and matched throughout your page as needed:**

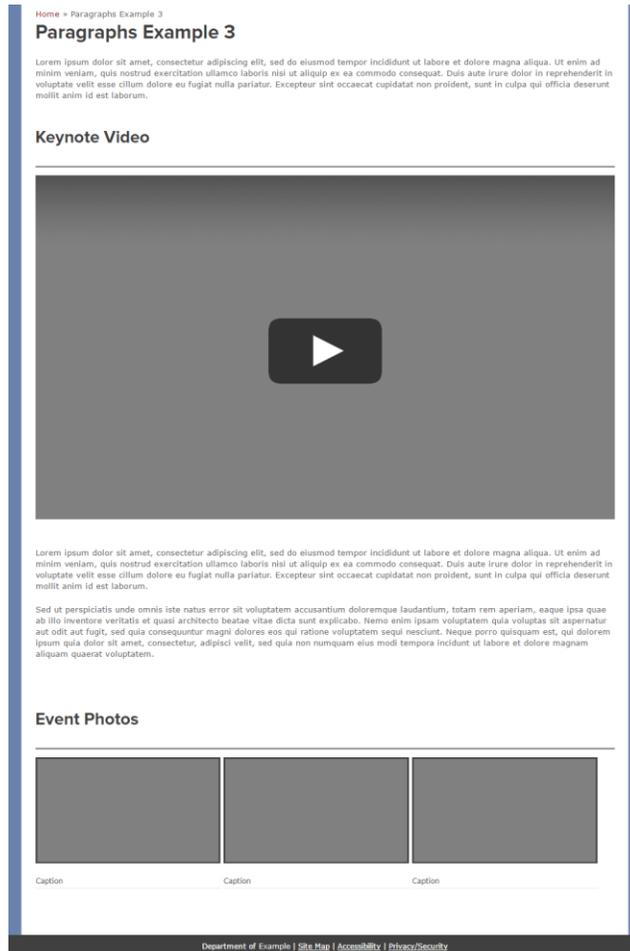
1. Related Links
2. Images
3. Text Area (with WYSIWYG)
4. Videos (hosted on YouTube, Vimeo, Brightcove, or Facebook)
5. Infographics
6. Related Files

## 1.1.1 Example Layouts

Check out these examples to see how your layouts might benefit from Columns:



Show two types of related content next to each other in a 2-column layout.



Use one column for the main content and add photographs using 2, 3 or 4 columns.

Home » Blog » Paragraphs Example 2

## Paragraphs Example 2

August 25, 2016

### Intro

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

**Infographic**  
Here's the Sub-Title

**Section Header**  
Section Sub-Heading

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga.

**Section Header**  
Section Sub-Heading

Go to [www.example.gov](http://www.example.gov) for more information.

### Text Version

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Previous Post](#)

Department of Example | [Site Map](#) | [Accessibility](#) | [Privacy/Security](#)

Display full-width infographics using the specialized Columns content type.

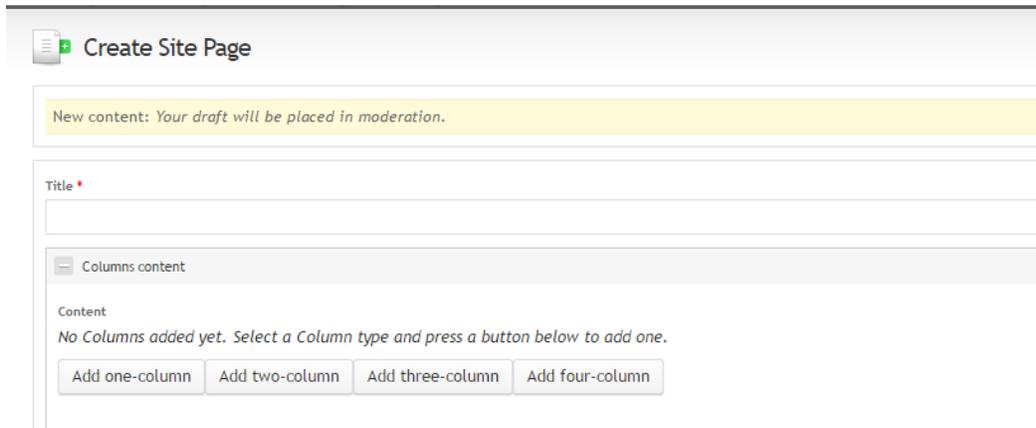
Columns provide the option to add Titles, Text and Caption to all of your content. This is a great way to build on taxonomy and to help screen reader software programs convert text to audio for people with visual and cognitive disabilities.

See [Appendix A](#) for more on column widths and images sizing

## 2 Adding Columns

### 2.1 Adding Columns to a Site Page or Blog Post

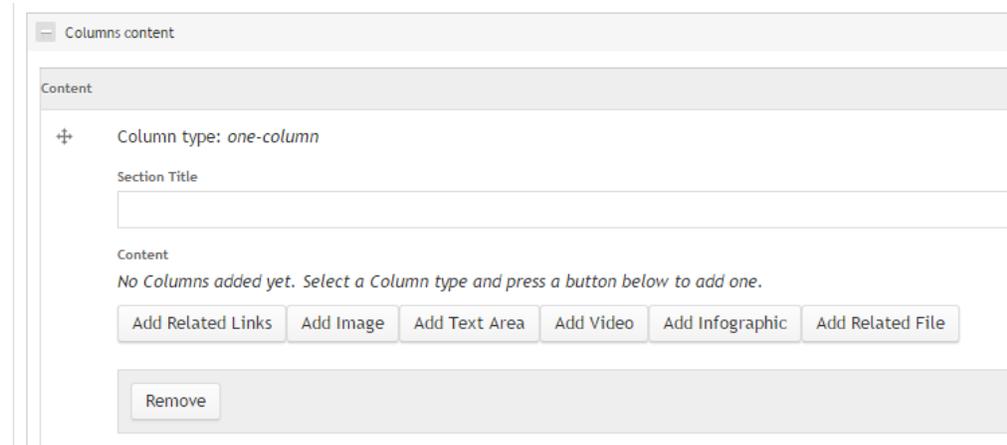
Beneath your Page Title, you will see the option to add one, two, three, or four columns:



The screenshot shows the 'Create Site Page' form. At the top, there is a 'Title' field. Below it is a 'Columns content' section. The 'Content' area within this section displays the message: 'No Columns added yet. Select a Column type and press a button below to add one.' Below this message are four buttons: 'Add one-column', 'Add two-column', 'Add three-column', and 'Add four-column'.

Choose the appropriate number of columns for your first row of content.

Next, you'll see options to add content and customize the new section:



The screenshot shows the 'Columns content' section with one column added. The column is labeled 'Column type: one-column'. It has a 'Section Title' field and a 'Content' area. The 'Content' area displays the message: 'No Columns added yet. Select a Column type and press a button below to add one.' Below this message are six buttons: 'Add Related Links', 'Add Image', 'Add Text Area', 'Add Video', 'Add Infographic', and 'Add Related File'. At the bottom of the column configuration is a 'Remove' button.

- ▶ **Section Title:** The title that will show up above its respective content column. Not to be confused with the Page Title, this is optional for each row of your Columns layout.
- ▶ **Content:** Choose what type of content you will be displaying in this column: Related Links, Image, Text, Video, Infographic, or a Related File.
- ▶ Select one of the six content types.
- ▶ A box will now appear allowing you to format the first column. (Repeat these steps for each column added.)



**Note:** Content inserted in the default WYSIWYG will always appear below Columns. To avoid confusion, you may want to use *only* Columns, and not the WYSIWYG box whenever you use Columns.

## 2.1.1 Entering Content into Columns

### 2.1.1.1 Related Links

You can place any number of links in this section of the page. These can be links to content already on your site or any other external link on the internet. See [Appendix B.2](#) for more information on Links.

- ▶ Linking to External URLs:
  - Enter the **Title** and the absolute **URL** for the link.
  - Leave the **Related Links** field blank.
- ▶ Linking to Internal (relative) URLs, you have two options:
  - Enter your Section Title Related Links
  - Scroll Down to the Related Links Area
  - Enter the **Title** and the relative **URL** for the link. (e.g., when referencing a listing page) or
  - Type the title of the content item into the **Related Links** field and the system will provide a list of possible matches.
- ▶ In both cases, you have the option to add a description of the link if you choose.



**Note:** If you enter the content title in the Related Links field, you should typically leave the URL and the Title fields blank. You can choose to enter a new Title to override the existing title for the content.

- ▶ To add more links, select “Add Another Item” and repeat the process from above.

**Sort Items:** If your link list is made up of similar items, you can adjust their sort order after all of the links are created. You will find the Sort Items area ABOVE the Related Links section. Set the Sort Field, Comparison Type and Sort Direction, and then click Sort to see the Related Links auto-sort below.



**Note** You can also add, edit or remove related links by clicking the Add button on the front-end view.

## 2.1.1.2 Image

Images added into a Column area are **structured** and **responsive**. This means they will resize as needed to fit the width and layout the device needs, and will provide fields to add alt text for accessibility.

It's important to both **resize** and **compress images** for optimal performance. Compressed images load faster, reducing wait time for your viewers. Most viewers follow the 3 second rule. If it doesn't load in three seconds... they leave.

**Before you upload your image(s)**, save them to **900px wide** and compress them with an appropriate tool, such as:

- ▶ Compress JPGs: <http://compressjpeg.com/>
- ▶ Compress PNGs: <http://compresspng.com/>

To add an Image:

- ▶ Create a new Site Page or Blog Entry, select the appropriate number of columns for your image and click Add Image.
- ▶ Upload an image from your computer, or select an existing image from your IMCE (website file browser).
  - To upload an image, click Choose File and navigate to your image. Double-click on your image and click Upload.
  - To select an existing image, click File Browser, then Browse, and find your image in the IMCE. Double-click on your image.

The screenshot shows the 'Content' editor interface for an image column. At the top, it says 'Content'. Below that, 'Column type: Image'. Under the 'Image' section, there is a placeholder image, a file icon, and the text 'image.png (2.36 KB)' with a 'Remove' button. Below the image, there are two text input fields: 'Alternate text' with a note 'This text will be used by screen readers, search engines, or when the image cannot be loaded.' and 'Title' with a note 'The title is used as a tool tip when the user hovers the mouse over the image.' Below these fields is a 'Caption' section with an empty text input field. At the bottom, there is a 'Structured Image Caption' section with a 'Collapse' button and a 'Remove' button.

- ▶ Add any of the following information:
  - **Alternative text:** Alternative text (or "alt text") will not be visible on the page, unless the image itself doesn't load.

- Add a short description of the image which screen readers will dictate to people with disabilities.
  - Focus on the *function* of the image, rather than what’s literally in the image (e.g., You would add the alt text “Search” to a search icon, rather than “Magnifying glass”).
  - Not necessary for purely decorative images.
- **Title:** The image title will show when users hover their mouse over the image.
  - **Caption:** You can add a caption to your image that will appear under the image.

### 2.1.1.3 Text Area

When you need a simple block of text within a Column layout, Text Area provides you with a field with the same features as the Body field. For more information on the WYSIWYG functions, see [Appendix B](#) at the end of this guide.

### 2.1.1.4 Video

You can select any video from YouTube, Vimeo, Brightcove, or Facebook and upload it using the appropriate URL.

To add a Video:

- ▶ Find the video you want to embed on YouTube, Vimeo, Brightcove, or Facebook and copy the URL.
- ▶ Create a new Site Page or Blog Entry, select the appropriate number of columns for your video, and click Add Video.

The screenshot shows a user interface for adding a video. At the top, there is a grey bar labeled 'Content'. Below it, the text 'Column type: Video' is displayed. A text input field contains the word 'Video'. Below this field is a prompt: 'Enter the URL from a video hosted in YouTube, Vimeo, Brightcove or Facebook'. Underneath the prompt is a text input field labeled 'Video URL' with a red asterisk next to it. At the bottom of the interface, there are two buttons: 'Collapse' and 'Remove'.

- ▶ Click in the Video URL field and paste your URL from the service provider and enter it in the field below; the URL may look similar to this:

<https://www.youtube.com/embed/ly46MD9JWCw>

### 2.1.1.5 Infographic

This area will allow you to upload large, detailed images, such as infographics, that may require more interaction from a user. Using the Infographic option allows the viewer to click on the image on a mobile device to get a “lightbox” view they can pinch and zoom in to. For best performance, use the SVG image format due to its small file size and clear quality. All image formats (PNG, JPG, GIF, and SVG) will retain their original pixel and file size across all devices when using Infographic.

Infographics added into a Column area are **structured** and **responsive**. This means they will resize as needed to fit the width and layout the device needs, and will provide fields to add alt text for accessibility.

It’s important to both **resize** and **compress infographics** for optimal performance. Compressed images load faster, reducing wait time for your viewers.

- ▶ For the sake of accessibility, infographics need to pair with a text version with the same information. Follow the [Infographic Exercise](#) to see how this can be done.
- ▶ File Types
  - Files must be less than 8 MB.
  - Permitted file types: .png .gif .jpg .jpeg .svg
  - Learn more about file types in the [Glossary](#).

Add an infographic like you would add an image:

- ▶ Create a new Site Page or Blog Entry, select the appropriate number of columns for your image and click Add Image.
- ▶ Upload an image from your computer, or select an existing image from your IMCE (website file browser).
  - To upload an image, click Choose File and navigate to your image. Double-click on your image and click Upload.
  - To select an existing image, click File Browser, then Browse, and find your image in the IMCE. Double-click on your image.

Content

Column type: *Infographic*

Image



 infographic.svg (323.69 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Pinch and Zoom is supported for mobile devices. For best performance, use the SVG image format due to its small file size. All image formats (PNG, J devices.

Caption

Structured Image Caption

- ▶ Add any of the following information:
  - **Alternative text:** Alternative text (or “alt text”) will not be visible on the page, unless the image itself doesn’t load.
    - Add a short description of the image which screen readers will dictate to people with disabilities.
    - For infographics, good alternative text is: “Graphical representation of the text provided in this blog.” Feel free to adjust this text as you see fit.
  - **Title:** The image title will show when users hover their mouse over the image.
  - **Caption:** You can add a caption to your image that will appear under the image.

### 2.1.1.6 Related Files

Use to attach files specific to this piece of content. Users will be able to click links to download the files. Files must be less than 8 MB

- ▶ Permitted file types: .txt .pdf,.docx, .xls, .png, .jpg, gif
- ▶ Create a new Site Page or Blog Entry, select the appropriate number of columns for your video, and click Add Related File.
- ▶ Upload a file from your computer, or select an existing file from your IMCE (website file browser).
  - To upload a file, click Choose File and navigate to your image. Double-click on your file and click Upload.

- To select an existing file, click File Browser, then Browse, and find your file in the IMCE. Double-click on your file.

Content

Column type: *Related File*

Related File

Please upload files here that you would like to have appear in the "Related Files" section of the page (not to be confused with the "Related Links" field)

File information	Display
  file.docx (12.35 KB)	<input checked="" type="checkbox"/>
Description <input type="text"/>	
<small>The description may be used as the label of the link to the file.</small>	

- ▶ You may add the following:
  - **Description:** The Description is the clickable title for the document. Enter a human-readable title for the document here. If you enter nothing, the filename will be used.

## 2.2 Collapse

Collapse allows you hide one Column while working on other content.

 **Note:** It's important to Save your content before collapsing a section. If you collapse a section before you save it, your changes will not be saved.

Content

Column type: *Image*

Image

[Upload](#) | [File browser](#)

No file chosen

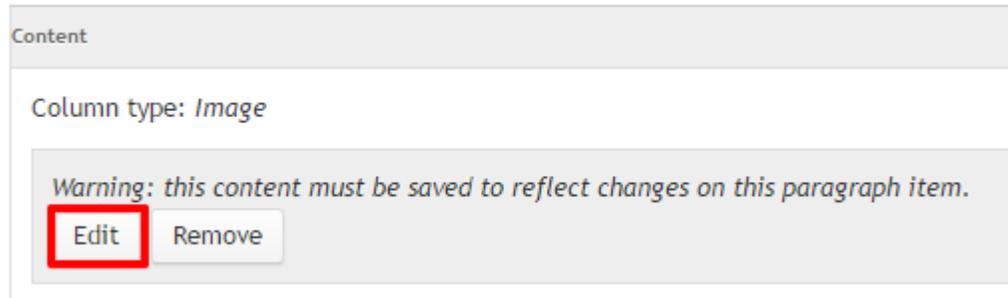
Files must be less than 8 MB.  
Allowed file types: png gif jpg jpeg.

Caption

Structured Image Caption

## 2.2.1 Editing Collapsed Content

For content that you have already collapsed but want to edit, click Edit under the respective content piece in order to make your changes.

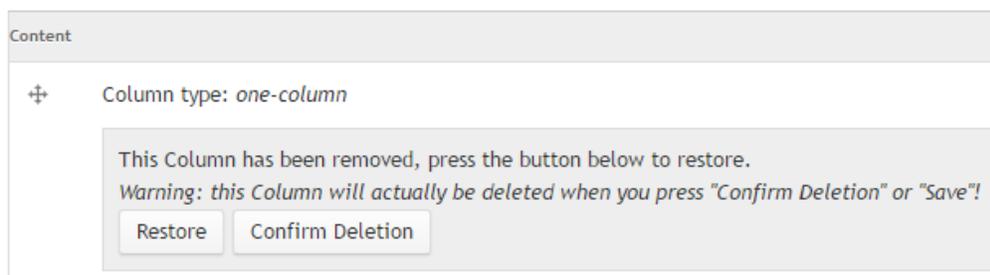


## 2.3 Remove

The option to Remove will appear in several locations under the Columns content type. This is where you can completely remove content you have already added. Additionally, if you selected the wrong type when adding content (i.e. chose Add Infographic instead of Add Video) you can remove the content type while keeping your columns in place.

 **Note:** It's important to take note of what you are deleting before you Confirm Deletion. You don't want to delete an entire column when you only needed to delete a particular content type (i.e. Add Video).

- ▶ **Remove:** Removes the content or column depending on which you choose to delete.
  - Removing Columns
    - If you want to remove an entire Column, you must select Remove for the entire Column type. You will be asked to Confirm Deletion or Restore the Column.



- Removing content in a column
  - If you have already selected the Content type inside of your column (i.e. Add Image), choose Remove **within that Content type**. You will be asked to Confirm Deletion or Restore the prior Content Type.

Content

Column type: *Image*

Image

[Upload](#) | [File browser](#)

No file chosen

Files must be less than 8 MB.  
Allowed file types: png gif jpg jpeg.

Caption

Structured Image Caption

## 3 Exercises

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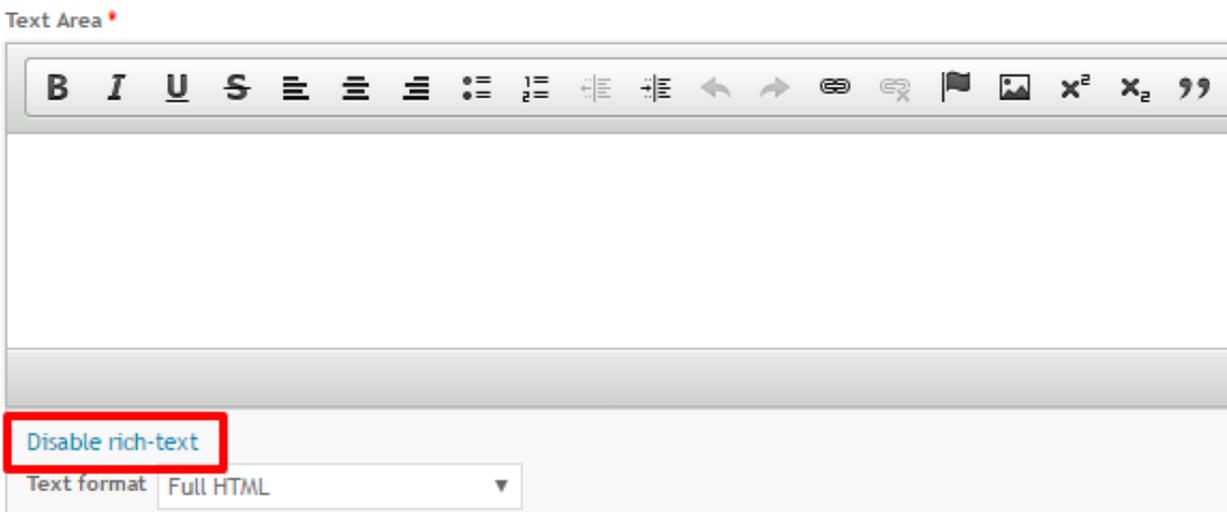
### 3.1 Create – Infographic

A blog page helps you market or promote a product or service. Additionally, many blogs are written to help people by answering questions and providing information.

**Exercise Files:**

- ▶ Infographic Example.doc
- ▶ GeorgiaFacts.png

1. To create a Blog Page, select **Add content** from the shortcuts menu bar
2. On your Add Content page, select **Blog Entry** from the list of content types
3. In the **Title** field, title this page “Georgia Facts [Infographic – *initials*]”
4. **Add One-Column** from the Content section
5. Choose the **Add Text Area** option
6. At the bottom of the WYSIWYG body, choose “Disable rich-text” located in the Text Format area.



7. In the **Body** field, you will paste the contents of the **Infographic Example.doc** file.
  - a. Open the Exercise File, **Infographic Example.doc**. Select the contents of this Word document, and copy the first paragraph including “<p><a href="#text">Jump to the text alternative of this infographic.</a></p>” link.
  - b. Return to the browser window where your Blog Page is created. Click in the Body field, and paste the content you copied.

- c. The contents will appear with some formatting removed, into the Body field but the jump link is set up.
8. **Add One-Column** from the Content section
9. Choose the **Add Infographic** option
10. Upload the GeorgiaFacts.png
11. Enter the Alt text for the graphic, “Graphical representation of the text provided in this blog.”
12. Add another **one-column**
13. Choose **Add Text Area**
14. Copy the rest of the content from Infographic Example.doc, including headings and bullet points
15. Paste into the WYSIWYG
16. You will need to reformat your bullet points (if the formatting looks correct, it is best to reformat to guarantee correct spacing)
  - a. Scroll to the end of the Body area, where you see the bullet lists for *History*, *General*, and *Legislation*. Depending on the web browser you’re using, the bullet list may or may not have moved over with the proper formatting.

#### Improperly formatted bullets

- Accessible and Affordable Health Care
- Program Integrity/Ethics

#### Properly formatted bullets

- Accessible and Affordable Health Care
- Program Integrity/Ethics
- Fiscal Responsibility and Efficiency

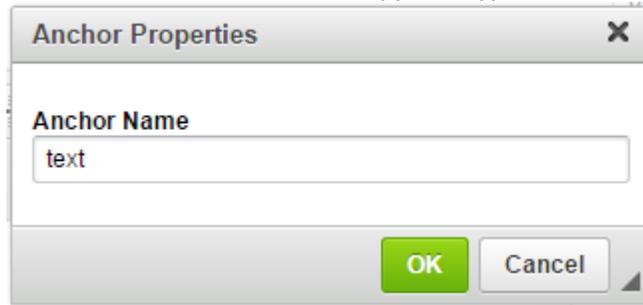
- b. If your bullets are not properly formatted, highlight the bulleted list, and click the  bullet icon to add in proper bullets. Then you will need to delete the small character bullets and extra spacing from the beginning of each bullet item.



**Note:** Even when your bullet points appear to format correctly, it’s best practice to remove and re-apply bullets with the WYSIWYG’s bullet icon to ensure proper line spacing.

17. Remember the jump link we set up in step 5? It needs to connect to an anchor in this Text Area so that users can click it to jump from the top of the infographic to the bottom, where we have the infographic’s text description. (We include the jump link and text description for accessibility reasons.)
  - a. Place the curser in front of the History header and click once
  - b. Once the cursor is blinking in front of the “H” in the WYSIWYG, click the Anchor icon .

- c. In the Anchor Name field that appears type “text”



- d. Click **OK**.

18. Right now, the subheadings for History, General, and Legislation are in the normal font size. You would like these to stand out as subheadings

- a. Highlight the word “History” and click the Header 2 option from Formatter drop down in the WYSIWYG
- b. Repeat these steps for the General and Legislation subheadings

19. Click **Save**.

20. If you’re happy with how this page looks, you can Publish it.

- a. Scroll back to the top of the page, and in the yellow box, set the moderation state to **Published**, and click **Apply**.



## 3.2 Create – Site Page with Related Links

A Site Page displays static and informational content on your website.

### Exercise Files:

- ▶ Resources.doc

1. To create a Site Page, select **Add content** from the shortcuts menu bar.
2. From the list of content, select **Site Page** from the list of content types.
  - a. In the **Title** field, title this page “Resources – [Your Initials\*]”
3. **Add One-Column** from the Content section
4. Choose **Text Area**
5. Copy and paste the first paragraph from the Resources.doc
6. Add another **one-column**

7. Choose **Related Links**
8. Title the section, "**Added in 2015**"
9. Copy the first link title from the Resources.doc and paste it in the **Title** field, copy the link, and paste it in the **URL** field. Last, copy the description and paste it in the Description field
10. Click Add another item
11. Repeat steps 9-10 for the next Title, URL, and Description for the next link.
12. Add **One-Column**
13. Click **Add Related Links**
14. Typing "A" in the **Related Links** field and choose the first option.
15. Click Add another item
16. Typing "A" again in the Related Links field and choose the second option.
17. Click **Save**.
18. If you're happy with how this page looks, you can Publish it.
  - b. Scroll back to the top of the page, and in the yellow box, set the moderation state to **Published**, and click **Apply**.

Revision state: *Draft*  
Current draft: *Yes*  
Set moderation state:

## 4 Glossary

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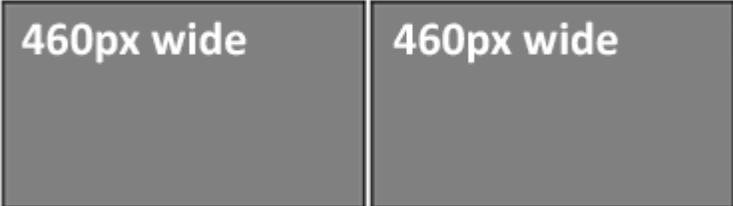
The following is a glossary of commonly used terms when using columns.

- Absolute URL** A link that is formatted with a full web path, e.g. <http://georgia.gov/education>.
- Column** An area that can contain one or more vertical fields of content.
- Infographic** A graphic visual representation of information, data or knowledge intended to present information quickly and clearly.
- JPEG/JPG** Joint Photographic Experts Group, a Lossy Format – lossy formats are great at compressing but can become corrupt when re-saved multiple times. It's recommended to keep a back-up copy of all jpg images. JPGs' 256 color range and ability to compress images while retaining life-like details makes it a great choice for **photographs**.
- PNG** Portable Network Graphics, a Lossless Graphic Format – A raster format created as an alternative to the GIF format which was mainly used for animations and logos. PNGs are great at compressing images and will not degrade or become corrupted if re-saved multiple times. It's also great for *preserving transparency*. PNGs are often a great choice for **flat graphics**.
- Relative URL** A link that is formatted with a partial web path and points to content on your agency's site. On [Georgia.gov](http://georgia.gov), for example, the relative URL *"/education"* points to <http://georgia.gov/education>.
- SVG** Scalable Vector Graphics – SVGs will not lose quality when resized and can be directly embedded into your HTML. SVGs are W3C recommended. Learn [more about SVGs from the W3C blog](#).

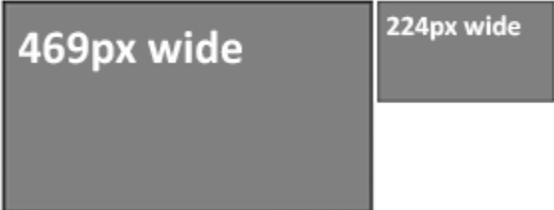
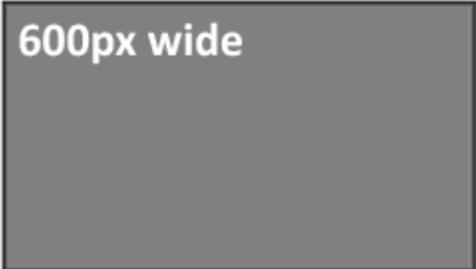
# Appendix A: Column Widths

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The following shows the pixel width for each of the Column choices on **desktop**:



The following shows the pixel width for each of the Column choices on **tablet** (or **narrow**):



The following shows the pixel width for each of the Column choices on **mobile**:



# Appendix B: WYSIWYG Editor

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The WYSIWYG (What You See Is What You Get) Editor provides you with functions to enhance your content creation experience. Many of the function buttons will be familiar from Microsoft Word, and if you hover over an icon, a tooltip will tell you what each icon does. Some of the more detailed functions are listed below.

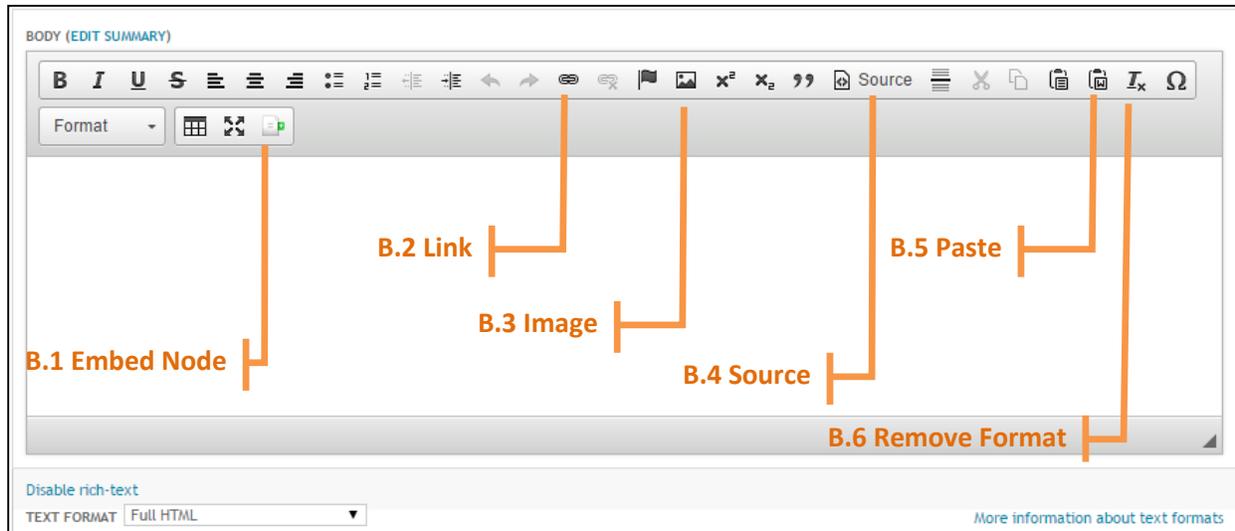


Figure 1 WYSIWYG editor

## B.1 Embed Node

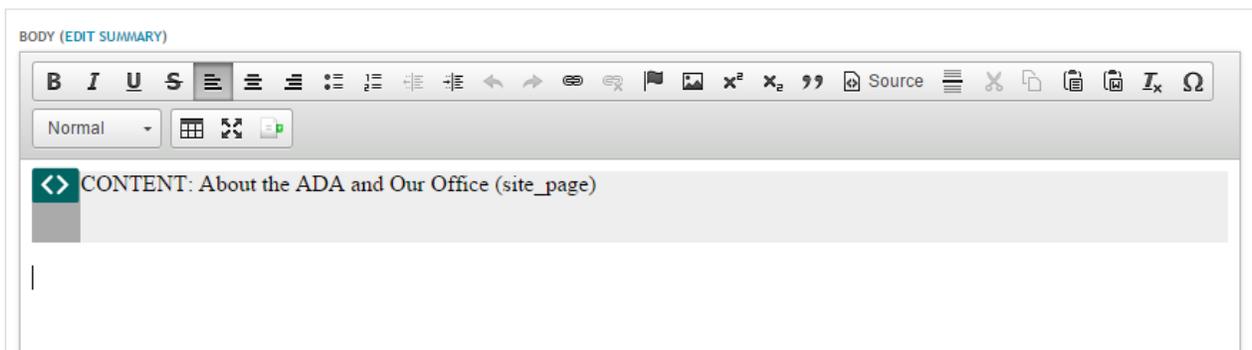
You can use the Embed Node  function to embed another content item (such as an Index List) into a WYSIWYG field on a separate content item (such as on a Site Page).

1. Click on the **Embed Node** button. An Embed Node pop-up window appears.



The image shows a pop-up window titled 'Embed Node'. It has a close button (X) in the top right corner. Inside the window, there is a text input field labeled 'CONTENT'. Below this field is a 'VIEW MODE' dropdown menu currently set to 'Full content'. At the bottom of the window is an 'Insert' button.

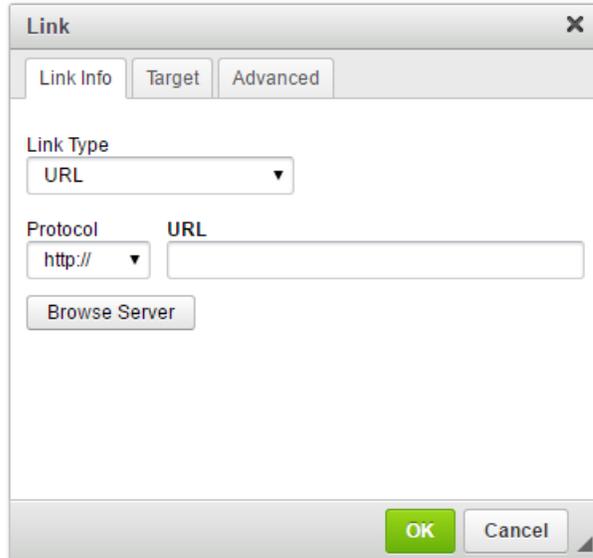
2. In the **Content** field, start typing the name of the content item (such as an Index List) that you want to embed. The field should show an autosuggest list of content items with similar titles.
3. Select the appropriate content item. Click **Insert**.
4. The WYSIWYG area will show a reference to your content item. When you save the content item, the full content of the embedded item will show on the published page.



## B.2 Link

To create a link  within the Body of your content item:

1. Highlight the text you want to hyperlink and click the Link icon. A pop-up box will appear.



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Link Type' dropdown menu set to 'URL'. Below it, there is a 'Protocol' dropdown menu set to 'http://' and a text input field for the URL. A 'Browse Server' button is located below the input field. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

2. From the Link Type dropdown box, you can choose to link to an external URL, an internal Anchor, or an Email address.
3. Alternately, you can select Browse Server to select a file to link to from the IMCE. (PDF, Word document, etc)
4. Fill out the fields and click **OK**.

 **Note:** Most content types contain preset fields for inserting Related Links and Related Files. Whenever possible, please use those fields to insert links into your content item. Only use the WYSIWYG Link feature when the others will not work for your content.