

# Accessibility Considerations

## Editing Hyperlinks in Text Boxes on Ploud(6) Sites

### Table of Contents

1. [Defining Text Box](#) (Page 1)
2. [Navigating to Edit a Page](#) (Pages 2-4)
3. [Editing Hyperlinks in Text Boxes](#) (Pages 5-12)



*This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.*

### Defining Text Box

Though this tutorial discusses editing text boxes on pages, this tutorial applies to editing rich text boxes anywhere on a Ploud site. Rich text boxes are the sections of a page, news item, event, portlet, or collection titled Text as well as the Form Prologue and Form Epilogue found in a Form item.

Go To the [Table of Contents](#)

## Navigating to Edit a Page

1. To edit the text box on a page, select the Edit button while on the page you want to update. It is located on the left side of the screen. For our example, we navigated to the Library Cards page in the Services dropdown menu.

The screenshot displays the Missouri Standard Template 24 website interface. On the left side, a dark sidebar contains a menu with the following items: Contents, Edit (highlighted with a red box), View, Add new..., State: Published, Actions, Display, Manage portlets, a clock icon with the text '01/07/2026 10:27:12 AM', Sharing, Assign password, and Missouri State Library. The main content area features a header with the Missouri Standard Template 24 logo (est. PLOUD 2018 Library) and navigation links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right. Below the header, the breadcrumb trail reads 'Home / Services / Library Cards'. The main content area is titled 'Library Cards' and includes a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. The article text includes the author 'admin', the date 'Jan 07, 2026', and the title 'How to get and use a Library Card'. The text describes the library card's benefits and provides contact information. A 'News' section on the left lists 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024). On the right, there are two search boxes: 'Search for Library Materials' with buttons for 'LIBRARY CATALOG' and 'MY ACCOUNT', and 'Search the Missouri Evergreen Catalog' with a search bar and button. At the bottom right, there is a 'Your Library Location' section showing 'Missouri State Library Main Branch'.

Go To the [Table of Contents](#)

- This will take us to the Edit Page screen for that page.

The screenshot displays the 'Edit Page' interface for the Missouri State Library website. The page is titled 'Missouri Standard Template 24'. The main content area is titled 'Edit Page' and contains a form with the following fields:

- Title:** Library Cards
- Summary:** How to get and use a Library Card
- Text:** Used in item listings and search results.

A light blue alert box at the top of the main content area reads: "You are editing the default view of a container. If you wanted to edit the container itself, [go here](#)."

The right sidebar contains a search box labeled "Search for Library Materials" with a "Search" button. Below the search box is a "LIBRARY CATALOG" button and a "MY ACCOUNT" button. At the bottom of the sidebar is a "Your Library Location" section.

- Near the top of the Edit Page screen, there may be an alert box that says, "You are editing the default view of a container. If you want to edit the container itself, go here."

You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).

**Ignore** this as this isn't relevant to editing a text box.

Go To the [Table of Contents](#)

## 4. Instead, we want to focus on the Text section.

The screenshot displays a web page editor interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, a date/time stamp (01/07/2026 10:27:12 AM), Sharing, Assign password, and Missouri State Library. The main content area is divided into several sections:

- Resource Spotlight:** Features logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries.
- News:** Contains two news items: 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024).
- Upcoming Events:** Lists 'Memorial Day: Library Closed' on May 25 at 12:00 AM and 'Independence Day: Library Closed' on July 04 at 12:00 AM.
- Text Section (highlighted with a red circle):** Contains a rich text editor with a toolbar (Insert, Table, Bold, Italic, Underline, Insert image, Paragraph, 12pt, Undo, Redo, More) and the following text:
 

Use your library card to check out a wide variety of materials such as books, magazines, DVDs, eBooks, audiobooks and more. A library card also grants you access to databases and internet.

For questions regarding library cards, please visit your local library or call 573-526-1087.

**How do I Get a Library Card?**

Stop by the Library and present photo identification, such as a driver's license, showing your name and current address. If the photo ID does not include your current address, another document, such as a recent utility bill, can be used. Library cards are free to those who live in or pay property taxes in the county.

**Non-Resident Card Option:**

Residents who live outside of the county obtain a non-resident card at the cost of \$20 per family for 12 months. Some restrictions to databases and digital materials may apply to non-resident cardholders. Additionally, Interlibrary Loan Service is not available to non-resident users.
- Search for Library Materials:** Includes a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, a search bar with 'Placeholder Search Term' and a 'Search' button, and the text 'Search the Missouri Evergreen Catalog'.
- Your Library Location:** Shows 'Missouri State Library Main Branch' with an image of the building, the address '600 W Main St Ste 200, Jefferson City, MO 65101', phone numbers '(123) 123-4567', and a section for 'Hours' with the text 'Enter your hours of operation here'.

At the bottom right of the editor, it says 'POWERED BY TINY'.

Go To the [Table of Contents](#)



4. When editing the link text, a blue highlight box will appear around linked text when you place your cursor in the text and it will stay while you edit the link text.

The screenshot displays a library website editor interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 02/23/2026 2:30:56 PM, Sharing, Assign password, and Missouri State Library. The main content area is divided into three sections:

- News:** Contains two items: "New books!" (Jan 15, 2025) and "Example News Item" (Apr 03, 2024).
- Upcoming Events:** Lists three events:
  - Memorial Day: Library Closed** on May 25 at 12:00 AM.
  - Independence Day: Library Closed** on July 04 at 12:00 AM.
  - Labor Day: Library Closed** on Sep 07 at 12:00 AM.
- Text Editor:** Shows a rich text editor with a toolbar. The text content includes:
  - Section: **What is an eBook?** (An eBook is a book presented in a format which allows it to be read on a computer or smart device such as a tablet or iPhone.)
  - Section: **Why read an eBook?** (List of benefits: Accessible Everywhere, Accessibility Options, Interactive Elements.)
  - Section: **Where do you get eBooks?** (Missouri Libraries 2 Go)
  - Text: "You can borrow eBooks and audiobooks from your library's [Missouri Libraries 2 Go collection](#). You can read or listen to downloaded books through the free app [Libby](#). This is a free app created by OverDrive and is available for Android, IOS and some [Amazon Fire Tablets](#). Libby also can be accessed at through the [Libby App Website](#) You can even have eBooks delivered to a Kindle or Kindle App through Libby."
  - Text: "You can also download and borrow eBooks through EBSCO to read on your computer or reader app. EBSCO eBooks also have the added feature of being able to download PDF versions of their available books."
  - Text: "How to use Libby" (highlighted with a red box)
  - Text: "EBSCO eBooks"
  - Text: "You can also download and borrow eBooks through EBSCO to read on your computer or reader app. EBSCO eBooks also have the added feature of being able to download PDF versions of their available books."
  - Text: "How to get EBSCO eBooks"
- Your Library Location:** Missouri State Library Main Branch. Includes an image of the library building and contact information:
  - Address:** 600 W Main St Ste 200, Jefferson City, MO 65101
  - Phone Numbers:** (123) 123-4567
  - Hours:** Enter your hours of operation here. Monday - Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM
  - Mailing Address:** PO BOX 65

5. To edit the link destination, whether it opens in the same or a new window, or the title of the link, select and highlight the text.

The screenshot displays a content management system interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 02/23/2026 2:30:56 PM, Sharing, Assign password, and Missouri State Library. The main content area is divided into several sections:

- News:** A list of news items, including "New books!" (Jan 15, 2025) and "Example News Item" (Apr 03, 2024).
- Upcoming Events:** A calendar showing library closures for Memorial Day (May 25), Independence Day (July 04), and Labor Day (September 07), all at 12:00 AM.
- Text Editor:** A rich text editor with a toolbar. The text content includes:
  - What is an eBook?** An eBook is a book presented in a format which allows it to be read on a computer or smart device such as a tablet or iPhone.
  - Why read an eBook?** A list of benefits:
    - Accessible Everywhere:** Many books can be downloaded on a single device, making it easy to carry around and taking up less space. And books can be downloaded from anywhere, meaning you do not have to leave your home to get a new book.
    - Accessibility Options:** Most reading apps allow for increased font size, changing of the font style, and read-aloud features. Digital book platforms also have a wider selection of audiobooks.
    - Interactive Elements:** Reading apps also have features where you can highlight text, bookmark pages, take notes, and search for dictionary definitions. You can even search the text and use hyperlinks to access extra information.
  - Where do you get eBooks?** Missouri Libraries 2 Go
  - Missouri Libraries 2 Go** You can borrow eBooks and audiobooks from your library's [Missouri Libraries 2 Go collection](#). You can read or listen to downloaded books through the free app [Libby](#). This is a free app created by [OverDrive](#) and is available for Android, IOS and some [Amazon Fire Tablets](#). Libby also can be accessed at through the [Libby App Website](#) You can even have eBooks delivered to a Kindle or Kindle App through Libby.
  - EBSCO eBooks** You can also download and borrow eBooks through EBSCO to read on your computer or reader app. EBSCO eBooks also have the added feature of being able to download PDF versions of their available books.
  - [How to get EBSCO eBooks](#)
- Your Library Location:** Missouri State Library Main Branch. Includes a photo of the library building and contact information:
  - Address:** 600 W Main St Ste 200, Jefferson City, MO 65101
  - Phone Numbers:** (123) 123-4567
  - Hours:** Enter your hours of operation here
  - Monday - Friday:** 9:00 Am - 6:00 PM
  - Saturday:** 11:00 Am - 5:00 PM
  - Mailing Address:** PO BOX 65

The link "How to use Libby" in the text editor is highlighted with a red box.

## 6. Click on the Insert button below the Text box title.

←

- Contents
- Edit
- View
- Add new...
- State: Published
- Actions
- Display
- Manage portlets
- 02/23/2026 2:30:56 PM
- Sharing
- Assign password
- Missouri State Library

**News**

[New books!](#)  
Jan 15, 2025

---

[Example News Item](#)  
Apr 03, 2024

**Upcoming Events**

**Memorial Day: Library Closed**  
25 MAY 12:00 AM

---

**Independence Day: Library Closed**  
04 JUL 12:00 AM

---

**Labor Day: Library Closed**  
07 SEP 12:00 AM

[Past events...](#)   [Future events...](#)

Text

**Insert** Table

**What is an eBook?**

An eBook is a book presented in a format which allows it to be read on a computer or smart device such as a tablet or iPhone.

**Why read an eBook?**

- Accessible Everywhere:** Many books can be downloaded on a single device, making it easy to carry around and taking up less space. And books can be downloaded from anywhere, meaning you do not have to leave your home to get a new book.
- Accessibility Options:** Most reading apps allow for increased font size, changing of the font style, and read-aloud features. Digital book platforms also have a wider selection of audiobooks.
- Interactive Elements:** Reading apps also have features where you can highlight text, bookmark pages, take notes, and search for dictionary definitions. You can even search the text and use hyperlinks to access extra information.

**Where do you get eBooks?**

**Missouri Libraries 2 Go**

You can borrow eBooks and audiobooks from your library's [Missouri Libraries 2 Go collection](#). You can read or listen to downloaded books through the free app [Libby](#). This is a free app created by [OverDrive](#) and is available for Android, IOS and some [Amazon Fire Tablets](#). Libby also can be accessed at through the [Libby App Website](#) You can even have eBooks delivered to a Kindle or Kindle App through Libby.

[How to use Libby](#)

**EBSCO eBooks**

You can also download and borrow eBooks through EBSCO to read on your computer or reader app. EBSCO eBooks also have the added feature of being able to download PDF versions of their available books.

[How to get EBSCO eBooks](#)

**Your Library Location**

Missouri State Library Main Branch ^

**Missouri State Library**

**Address**  
600 W Main St Ste 200, Jefferson City, MO 65101

**Phone Numbers**  
(123) 123-4567

**Hours**  
Enter your hours of operation here

Monday - Friday 9:00 Am - 6:00 PM  
Saturday 11:00 Am - 5:00 PM

**Mailing Address**  
PO BOX 65

7. Then, select the Insert link option in the dropdown menu that appears under Insert.

The screenshot displays a content management system interface. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', '02/23/2026 2:30:56 PM', 'Sharing', 'Assign password', and 'Missouri State Library'. The main content area is divided into three sections: 'News' with a 'New books!' item dated Jan 15, 2025 and an 'Example News Item' dated Apr 03, 2024; 'Upcoming Events' with three entries: 'Memorial Day: Library Closed' on May 25 at 12:00 AM, 'Independence Day: Library Closed' on July 04 at 12:00 AM, and 'Labor Day: Library Closed' on Sep 07 at 12:00 AM; and 'Your Library Location' for Missouri State Library, including an address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers ((123) 123-4567), hours (Monday-Friday 9:00 AM - 6:00 PM, Saturday 11:00 AM - 5:00 PM), and mailing address (PO BOX 65). A 'Text' editor is open in the foreground, showing a dropdown menu under 'Insert' with 'Insert link: Ctrl+K' highlighted in red. Other options in the menu include 'Insert image', 'Table', 'Media...', 'Table', 'Special character...', 'Anchor...', and 'Date/time'. The text editor content includes a heading 'Where do you get eBooks?' and a sub-heading 'Missouri Libraries 2 Go', followed by a paragraph about borrowing eBooks and audiobooks from the Missouri Libraries 2 Go collection, and a link 'How to use Libby'. Below that is a sub-heading 'EBSCO eBooks' and a paragraph about downloading eBooks through EBSCO, with a link 'How to get EBSCO eBooks'.

8. Update any links in this menu first by making sure to select the correct tab for the type of hyperlink you are adding.
- Internal tab is for adding a hyperlink to something from your website.
  - Uploads tab is for files that you add to a page, such as your library policies documents.
  - External tab is for all other links not hosted on your site, such as a link to Wolfner Talking Book and Braille Library's site.
  - Email Address tab is for email addresses.
  - Anchor tab is for adding an anchor (or a link to a specific section of one of your site's pages).

Go To the [Table of Contents](#)

9. Add a title that will appear when you hover over the hyperlink in the Text box. You can also determine if the link should open in a new window or in the same window in the Target dropdown menu. A general recommendation is to have internal links to your site open in the same window and external links and documents to open in new windows.

The screenshot displays a CMS interface with an 'Insert link' dialog box open. The dialog box has a title bar 'Insert link' and a close button. It contains the following fields and options:

- Specify the object to link to:** Internal, Upload, External (selected), Email Address, Anchor.
- External URL (can be relative within this site or absolute if it starts with http:// or https://):**
- Target:** Open in new window (dropdown menu)
- Title:**
- Buttons:** Cancel, Insert

The background shows a CMS page editor with a sidebar on the left containing navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', '02/23/2026 2:30:56 PM', 'Sharing', and 'Assign password'. The main content area has a 'News' section with 'New books!' and 'Example News Item', an 'Upcoming Events' calendar with dates 25 MAY, 04 JUL, and 07 SEP, and a text block about borrowing eBooks and audiobooks. The right sidebar contains 'Your Library Location' information for Missouri State Library, including address, phone numbers, hours, and mailing address.

Go To the [Table of Contents](#)

10. When you are done, select the Insert button to save your changes.

The screenshot shows a content management system interface with a dark sidebar on the left and a main content area. A modal dialog titled "Insert link" is centered on the screen. The dialog has a close button (X) in the top right corner. Below the title, there is a text box with the instruction: "Specify the object to link to. It can be on this site already (Internal), an object you upload (Upload), from an external site (External), an email address (Email), or an anchor on this page (Anchor)." Below this are five tabs: "Internal", "Upload", "External" (which is selected), "Email Address", and "Anchor". Under the "External" tab, there is a text input field containing the URL "https://help.libbyapp.com/en-us/index.htm". Below the URL field is a dropdown menu for "Target" with the option "Open in new window" selected. Below the target dropdown is a text input field for "Title" containing the text "Libby Help Guide". At the bottom right of the dialog are two buttons: "Cancel" and "Insert". The "Insert" button is highlighted with a red rectangular box. The background content is dimmed, showing a page with sections like "New books!", "Upcoming Events" (with dates 25 MAY, 04 JUL, 07 SEP), and "Missouri State Library" information.

Go To the [Table of Contents](#)

## 11. Finally, select the Save button.

The screenshot shows a web editor interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 02/23/2026 2:30:56 PM, Sharing, Assign password, and Missouri State Library. The main content area is divided into three columns. The left column contains a calendar with two events: 'Independence Day: Library Closed' on July 04 at 12:00 AM and 'Labor Day: Library Closed' on September 07 at 12:00 AM. The middle column contains text about eBooks, including a bulleted list item about 'Interactive Elements', a section titled 'Where do you get eBooks? Missouri Libraries 2 Go', and a section titled 'EBSCO eBooks'. The right column contains contact information: '600 W Main St Ste 200, Jefferson City, MO 65101', 'Phone Numbers (123) 123-4567', 'Hours' (Monday-Friday 9:00 AM - 6:00 PM, Saturday 11:00 AM - 5:00 PM), and 'Mailing Address' (PO BOX 65). At the bottom of the editor, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red square.

←

Contents

Edit

View

Add new...

State: **Published**

Actions

Display

Manage portlets

02/23/2026 2:30:56 PM

Sharing

Assign password

Missouri State Library

**Independence Day: Library Closed**

04 JUL 12:00 AM

**Labor Day: Library Closed**

07 SEP 12:00 AM

Past events... Future events...

- **Interactive Elements:** Reading apps also have features where you can highlight text, bookmark pages, take notes, and search for dictionary definitions. You can even search the text and use hyperlinks to access extra information.

### Where do you get eBooks?

#### Missouri Libraries 2 Go

You can borrow eBooks and audiobooks from your library's [Missouri Libraries 2 Go collection](#). You can read or listen to downloaded books through the free app [Libby](#). This is a free app created by [OverDrive](#) and is available for Android, iOS and some [Amazon Fire Tablets](#). Libby also can be accessed at through the [Libby App Website](#). You can even have eBooks delivered to a Kindle or Kindle App through Libby.

[How to use Libby](#)

#### EBSCO eBooks

You can also download and borrow eBooks through EBSCO to read on your computer or reader app. EBSCO eBooks also have the added feature of being able to download PDF versions of their available books.

[How to get EBSCO eBooks](#)

POWERED BY TINY

text/html

Change Note

Enter a comment that describes the changes you made.

Save Cancel

600 W Main St Ste 200, Jefferson City, MO 65101

**Phone Numbers**  
(123) 123-4567

**Hours**  
Enter your hours of operation here  
Monday - Friday 9:00 Am - 6:00 PM  
Saturday 11:00 Am - 5:00 PM

**Mailing Address**  
PO BOX 65