

# 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)



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### 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 add or edit headings 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, a dark sidebar contains a menu with the 'Edit' option highlighted by a red rectangle. The main content area shows the 'Library Cards' page, which includes a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below this is a 'News' section with two items: 'New books!' dated Jan 15, 2025, and 'Example News Item' dated Apr 03, 2024. The right sidebar features a search box, a 'LIBRARY CATALOG' button, a 'MY ACCOUNT' button, and 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 Standard Template 24. The page is divided into several sections:

- Header:** Features the Missouri State Library logo (est. 1820 PLOUD 2018 Library) and the title 'Missouri Standard Template 24'. Navigation links include Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search box is also present.
- Left Sidebar:** Contains navigation options like Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and a timestamp of 01/07/2026 10:27:12 AM.
- Main Content Area:**
  - Alert Box:** A light blue box at the top states: "You are editing the default view of a container. If you wanted to edit the container itself, [go here](#)."
  - Resource Spotlight:** Displays logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries.
  - News:** Shows a post titled 'New books!' dated Jan 15, 2025.
  - Edit Page Form:**
    - Tabs:** Default (selected), Settings, Categorization, Dates, Ownership, Layout.
    - Title:** Library Cards
    - Summary:** How to get and use a Library Card
    - Text:** Used in item listings and search results.
    - Rich Text Editor:** Includes options for Insert, Table, and various text formatting tools.
  - Right Sidebar:**
    - Search for Library Materials:** Includes a search box with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons.
    - Your Library Location:** A section for displaying the library's location.

- 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 rich text box.

Go To the [Table of Contents](#)

4. Instead, we want to focus on the Text section since that is where we need to add heading levels.

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, 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:** Lists items like 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024).
- Upcoming Events:** Shows 'Memorial Day: Library Closed' on May 25 and 'Independence Day: Library Closed' on July 04.
- Edit Page:** The central editing area with tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Text' section is highlighted with a red circle. It contains a title 'Library Cards', a summary 'How to get and use a Library Card', and a text block with the following content:
 

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, and a search bar for the 'Missouri Evergreen Catalog'.
- Your Library Location:** Shows the 'Missouri State Library Main Branch' with an address: 600 W Main St Ste 200, Jefferson City, MO 65101, and phone number (123) 123-4567.

Go To the [Table of Contents](#)

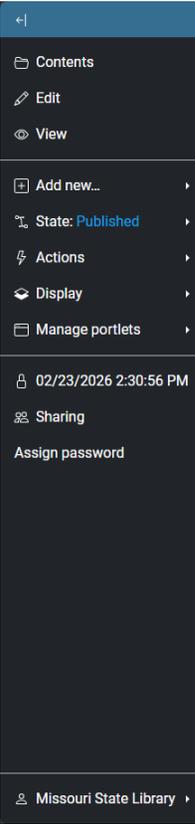
## Editing Hyperlinks in Text Boxes

1. While it is beyond the scope of this tutorial to go over all possibilities for hyperlinks on your Ploud site, it is important to try to ensure your linked content is accessible. Below are a few resources with guidance on how to make links more accessible to users of your site.
  - a. [Understanding Success Criterion 2.4.4: Link Purpose \(In Context\) | WAI | W3C](#)
  - b. [WebAIM: Links and Hypertext - Introduction to Links and Hypertext](#)
  - c. [WebAIM: Links and Hypertext - Link Text and Appearance](#)
  - d. [WebAIM: Links and Hypertext - Hypertext Links](#)
  
2. In the Text box of the editing page, identify any links that may need to be made more accessible.
  
3. If you only need to change how the hyperlink appears on the page, move your cursor to the link text and edit the link text as you would other text.

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 image shows a multi-panel interface for editing a library website. 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 items 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024); 'Upcoming Events' with 'Memorial Day: Library Closed' (25 MAY, 12:00 AM), 'Independence Day: Library Closed' (04 JUL, 12:00 AM), and 'Labor Day: Library Closed' (07 SEP, 12:00 AM); and a 'Text' editor. The 'Text' editor shows a rich text toolbar and content with sections: 'What is an eBook?', 'Why read an eBook?' (with a bulleted list of features like 'Accessible Everywhere', 'Accessibility Options', and 'Interactive Elements'), 'Where do you get eBooks?' (with sub-section 'Missouri Libraries 2 Go'), and 'EBSCO eBooks'. A link 'How to use Libby' is highlighted with a blue box. On the right is a 'Your Library Location' page for 'Missouri State Library Main Branch', featuring a photo of the building and details for 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).

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.



**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

👁️ 🗑️ <> Ix 🖼️ Insert image Paragraph 12pt ↶ ↷ ⋮

**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

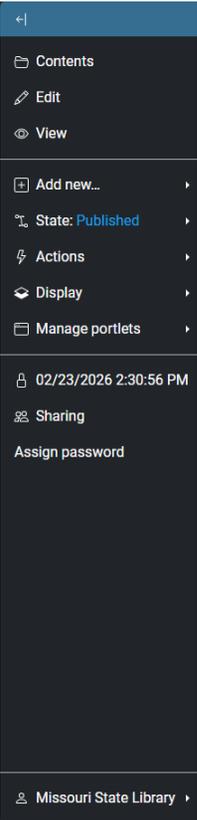
**Phone Numbers**  
(123) 123-4567

**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

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



**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

Insert image Paragraph 12pt

**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**  
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[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: 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 items 'New books!' and 'Example News Item', 'Upcoming Events' with 'Memorial Day: Library Closed', 'Independence Day: Library Closed', and 'Labor Day: Library Closed', and a 'Text' editor. The 'Text' editor's dropdown menu is open, with 'Insert link: Ctrl+K' highlighted in red. The right sidebar, titled 'Your Library Location', shows 'Missouri State Library Main Branch' with a photo, 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).

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.

Go To the [Table of Contents](#)

- c. 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.
  - d. Email Address tab is for email addresses.
  - e. Anchor tab is for adding an anchor (or a link to a specific section of one of your site's pages).
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 content management system interface. A central dialog box titled "Insert link" is open, allowing the user to configure a new link. The dialog includes the following fields and options:

- Target Selection:** Radio buttons for "Internal", "Upload", "External" (selected), "Email Address", and "Anchor".
- External URL:** A text input field containing "https://help.libbyapp.com/en-us/index.htm".
- Target:** A dropdown menu set to "Open in new window".
- Title:** A text input field containing "Libby Help Guide".
- Buttons:** "Cancel" and "Insert" buttons at the bottom right.

The background page shows a sidebar with 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 features "Upcoming Events" with dates for Memorial Day (May 25), Independence Day (July 04), and Labor Day (September 07). A "Your Library Location" section for Missouri State Library provides address, phone numbers, and hours.

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 area 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", "Email Address", and "Anchor". The "External" tab is selected. A text input field contains the URL "https://help.libbyapp.com/en-us/index.htm". Below the input field is a "Target" dropdown menu set to "Open in new window". Below that is a "Title" input field containing "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 "News" section with items like "New books!" and "Example News Item", and an "Upcoming Events" section with dates like "25 MAY" and "04 JUL". On the right side, there is a "Your Library Location" section for "Missouri State Library" with details like address, phone numbers, and hours.

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, a timestamp 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 an article titled 'Where do you get eBooks?' with sub-sections for 'Missouri Libraries 2 Go' and 'EBSCO eBooks'. The right column contains contact information for the Missouri State Library, including the address (600 W Main St Ste 200, Jefferson City, MO 65101), phone number (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

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[How to use Libby](#)

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P 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