Accessibility Considerations
Editing Hyperlinks in Text Boxes on Ploud(6) Sites

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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.

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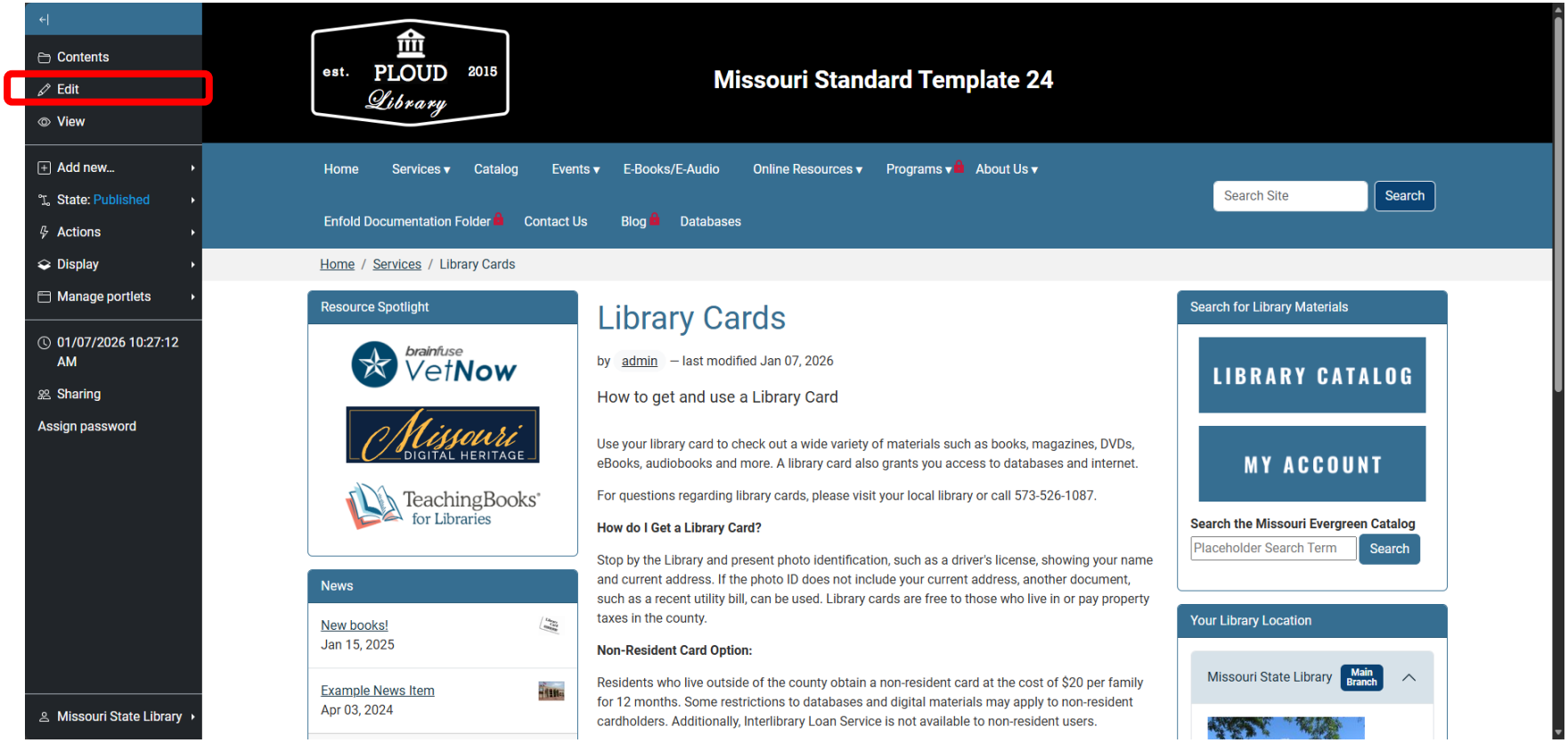
Navigating to Edit a Page

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.



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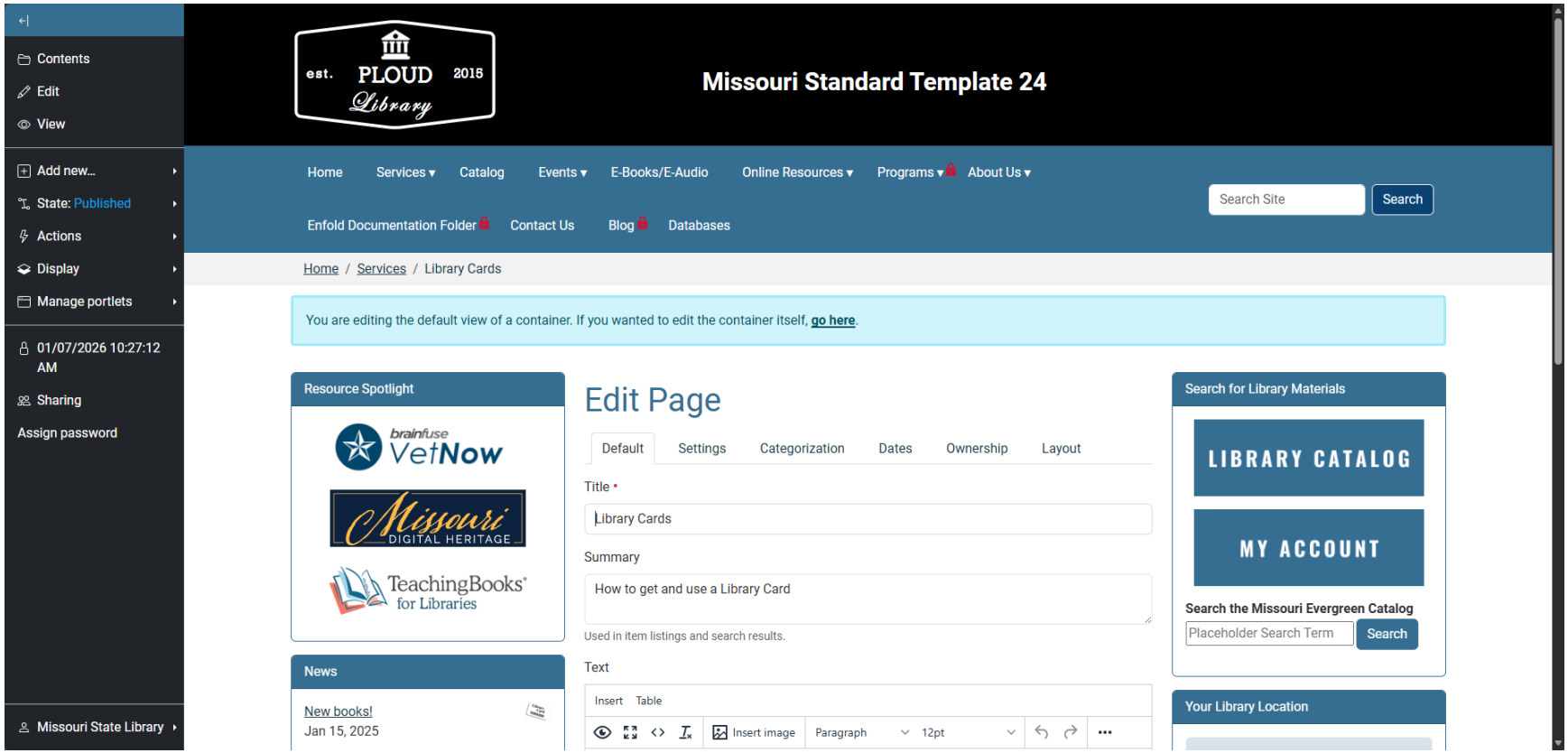
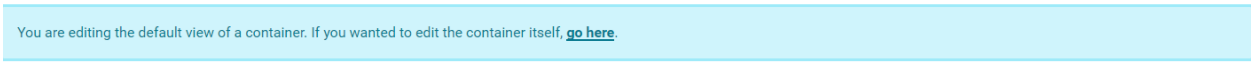
2. This will take us to the Edit Page screen for that page.



3. 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.”



Ignore this as this isn’t relevant to editing a rich text box.

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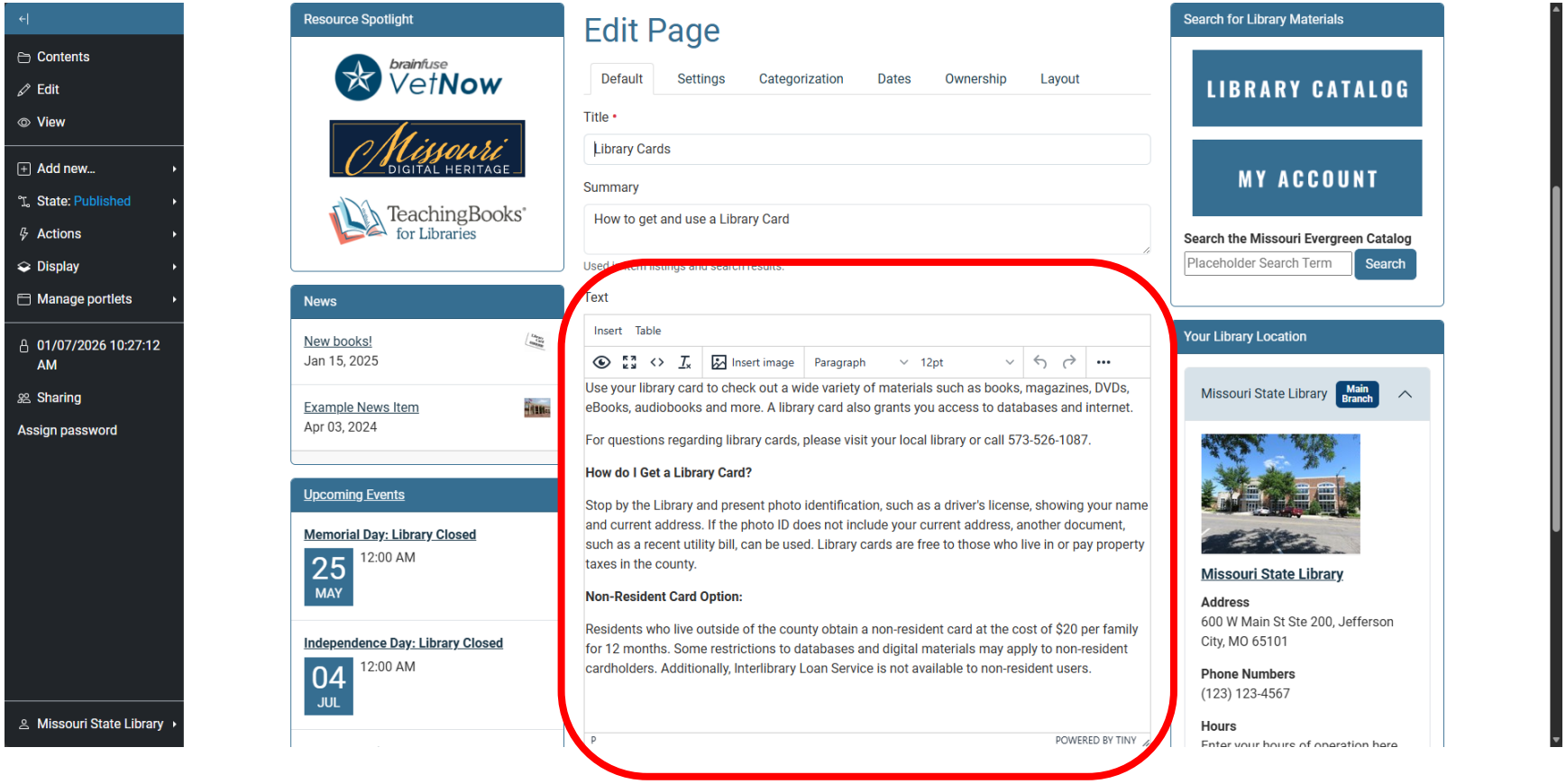
4. Instead, we want to focus on the Text section since that is where we need to add heading levels.



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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 curser to the link text and edit the link text as you would other text.

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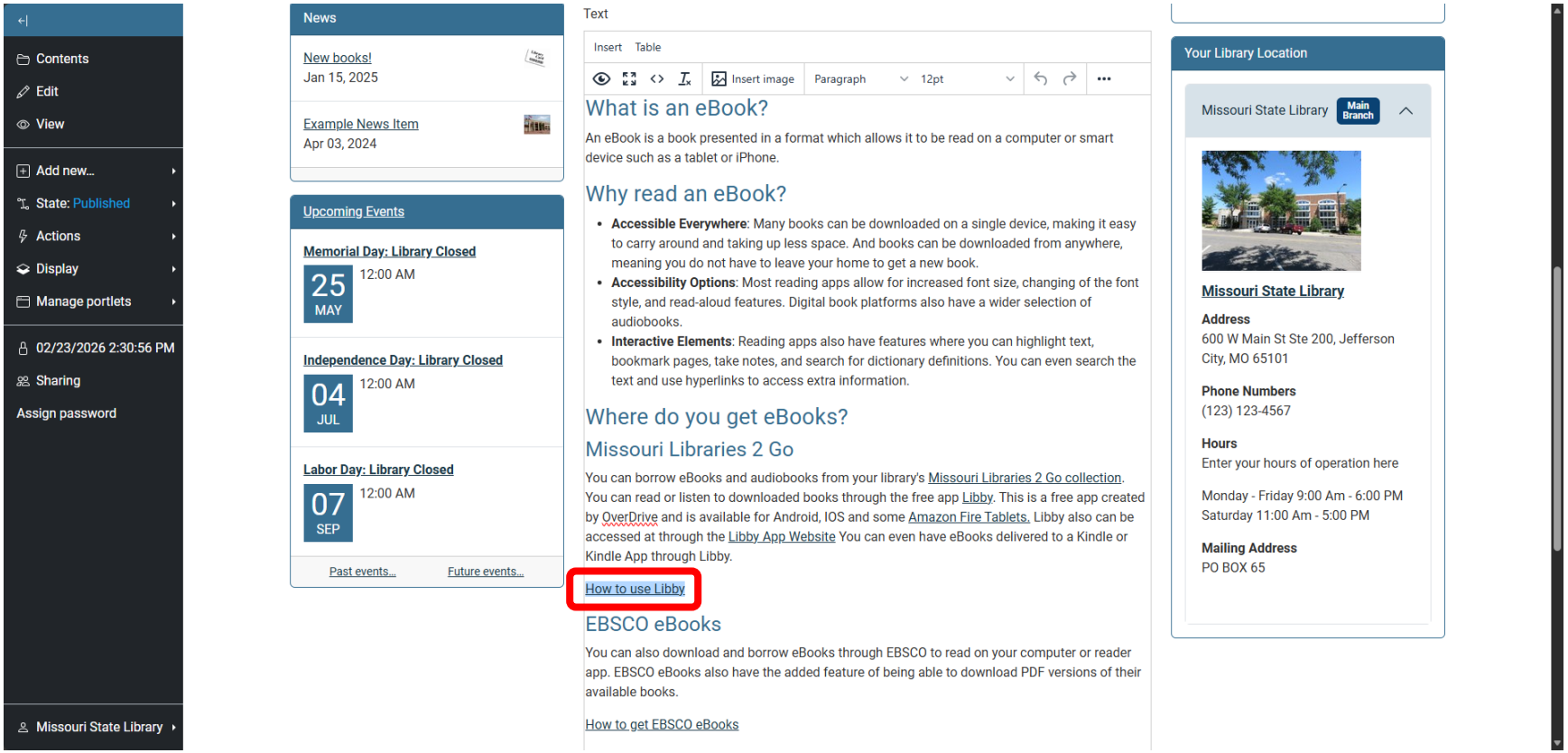
4. When editing the link text, a blue highlight box will appear around linked text when you place your curser in the text and it will stay while you edit the link text.



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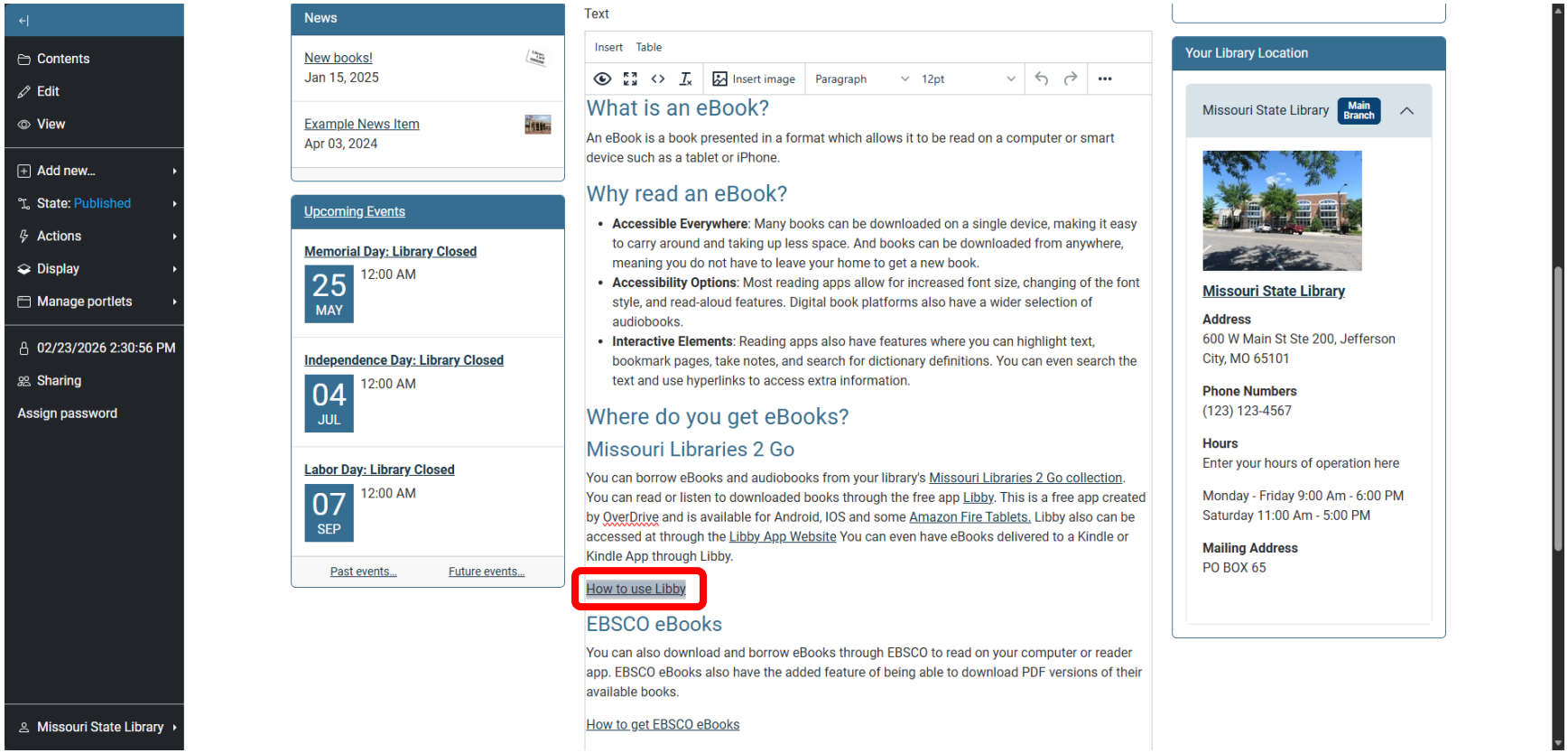
5. To edit the link destination, whether it opens in the same or a new window, or the title of the link, select and highlight the text.



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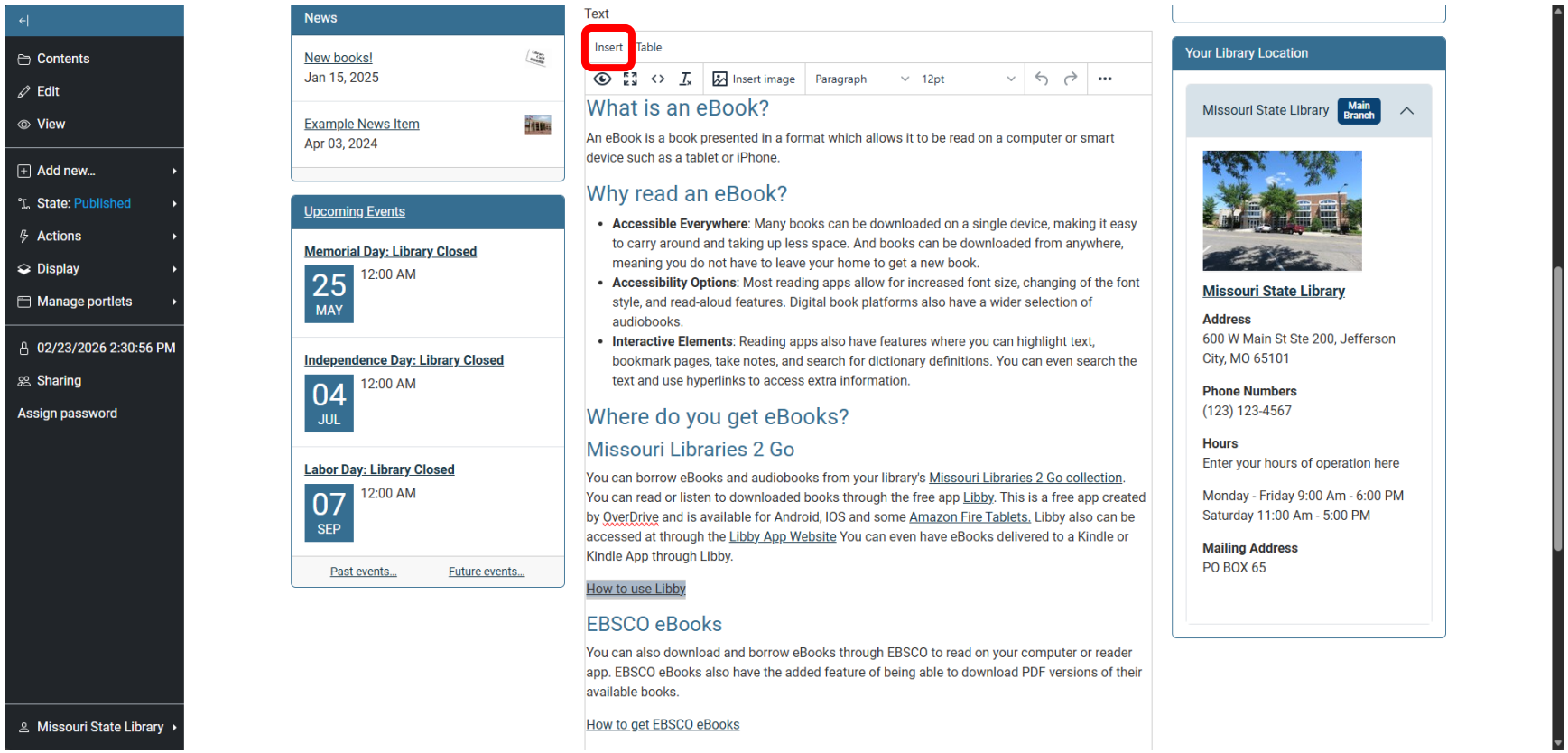
6. Click on the Insert button below the Text box title.



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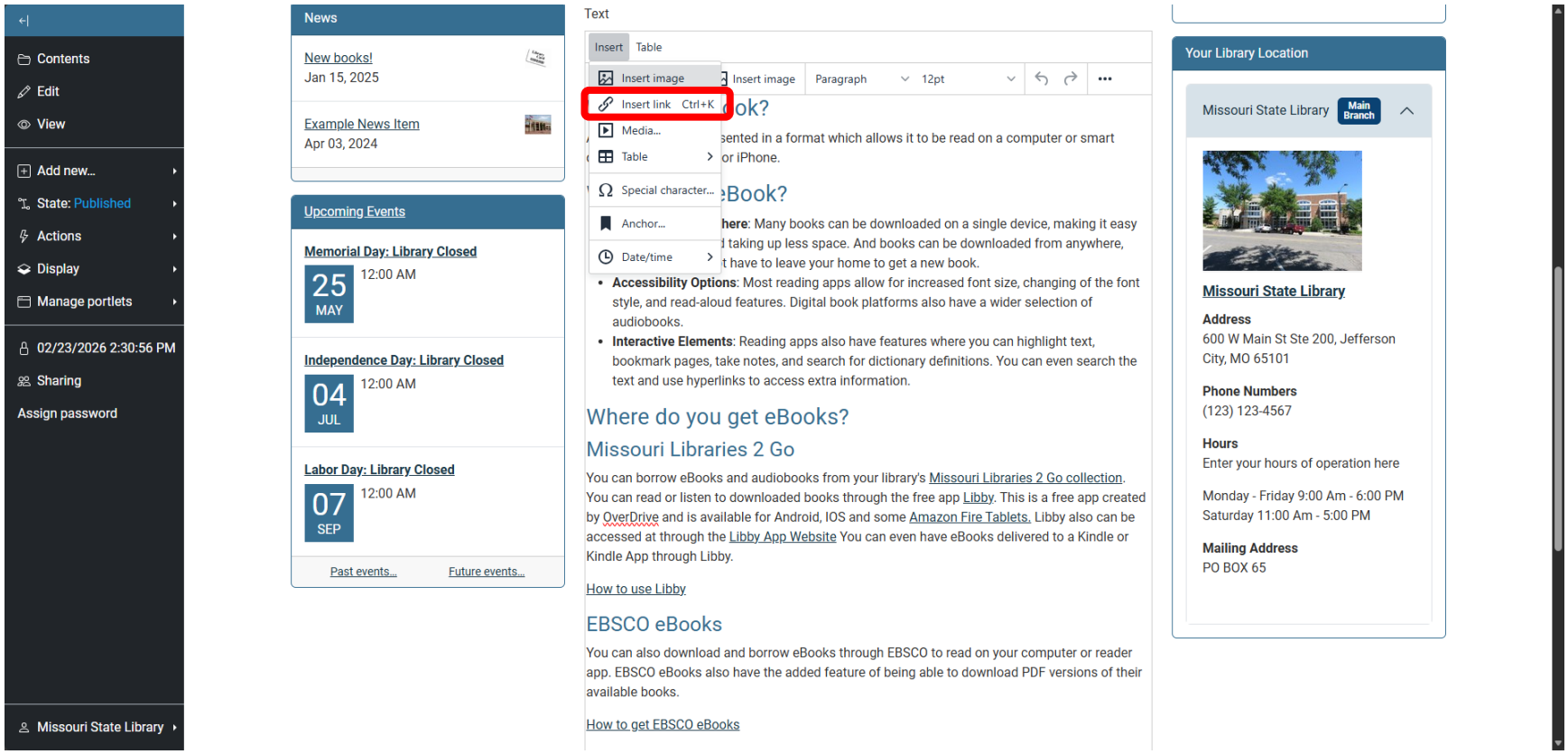
7. Then, select the Insert link option in the dropdown menu that appears under Insert.



8. Update any links in this menu first by making sure to select the correct tab for the type of hyperlink you are adding.
    a. Internal tab is for adding a hyperlink to something from your website.
    b. Uploads tab is for files that you add to a page, such as your library policies documents.

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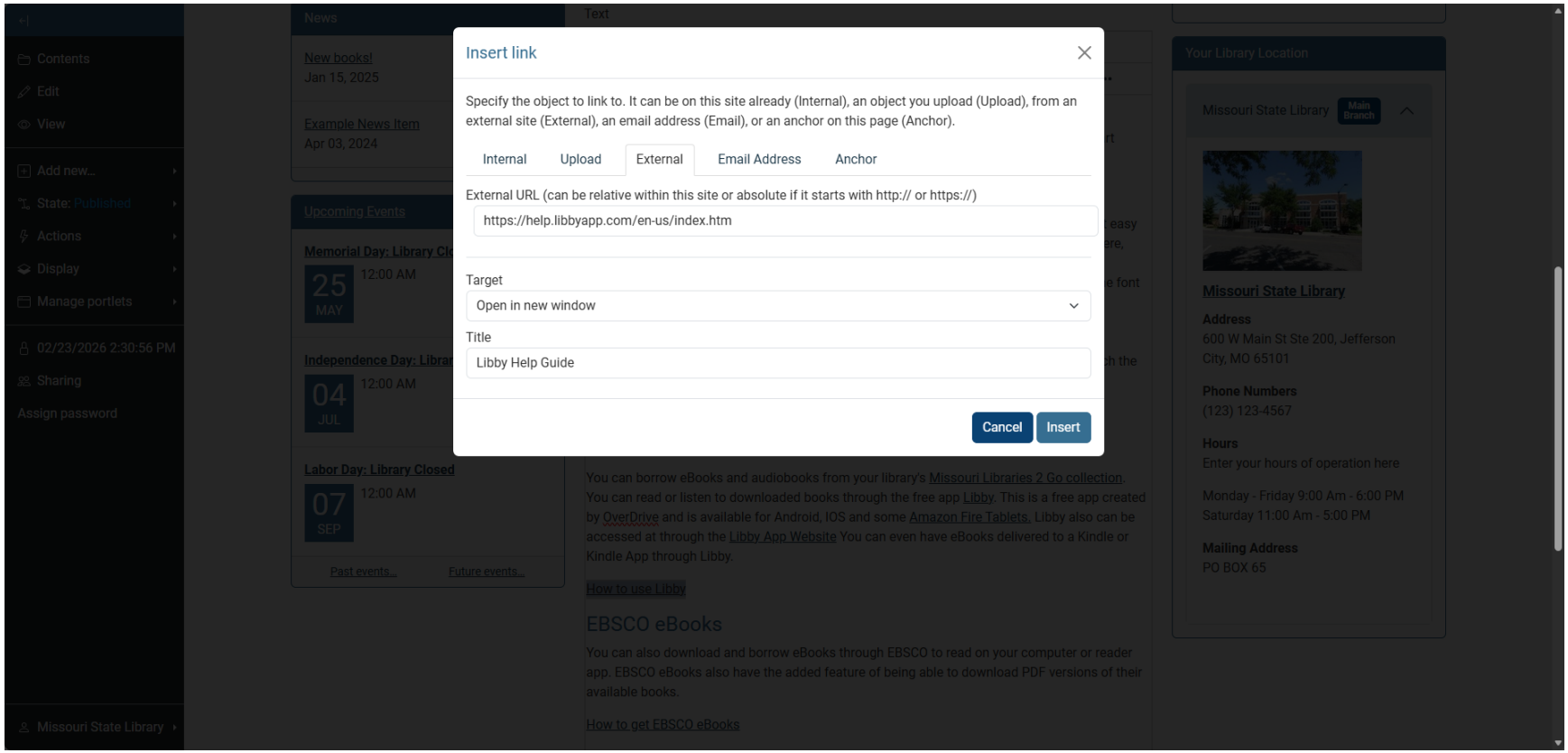
c. External tab is for all other links not hosted on your site, such as a link to Wolfner Talking Book and Braille Library's site.
d. Email Address tab is for email addresses.
e. Anchor tab is for adding an anchor (or a link to a specific section of one of your site's pages).

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.



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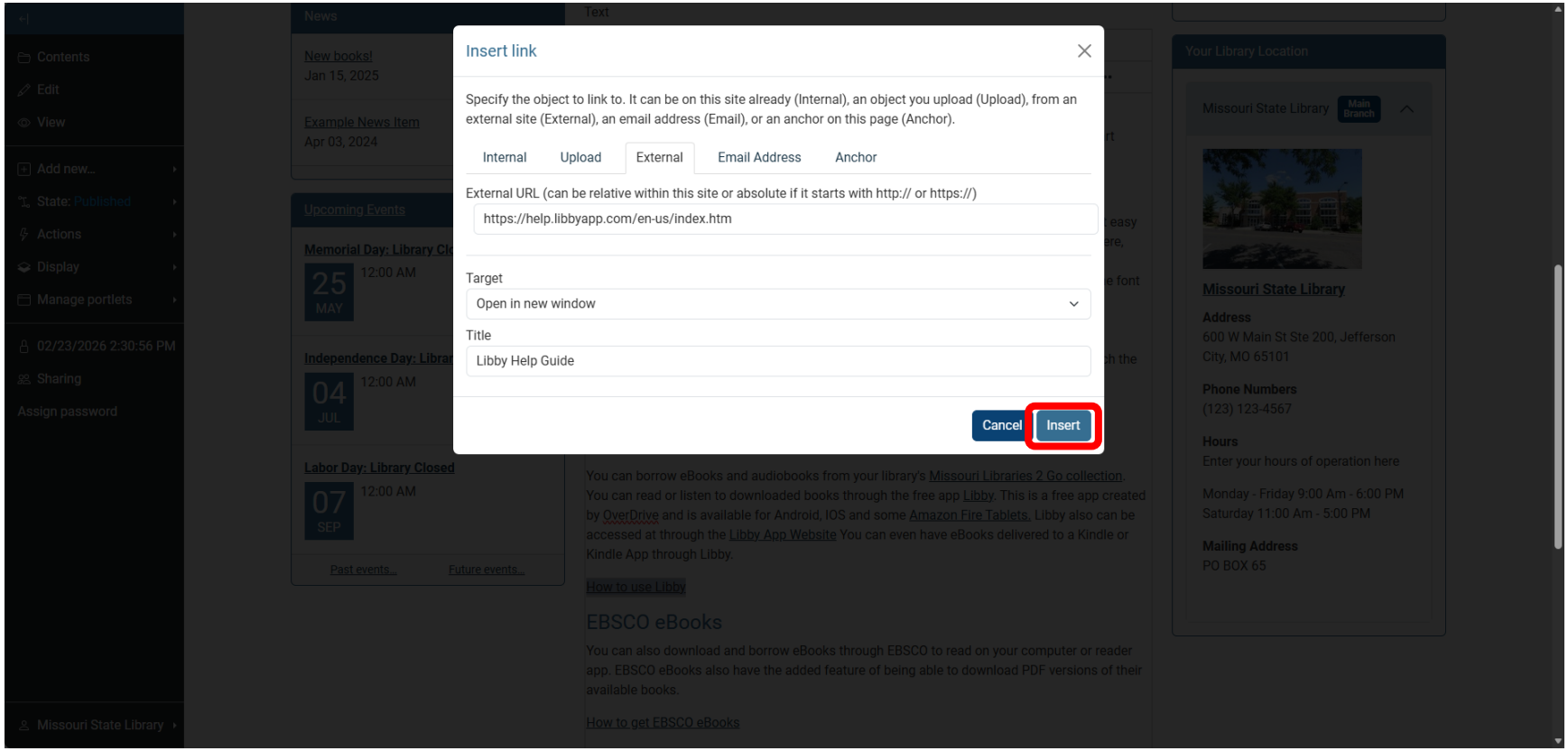
10. When you are done, select the Insert button to save your changes.



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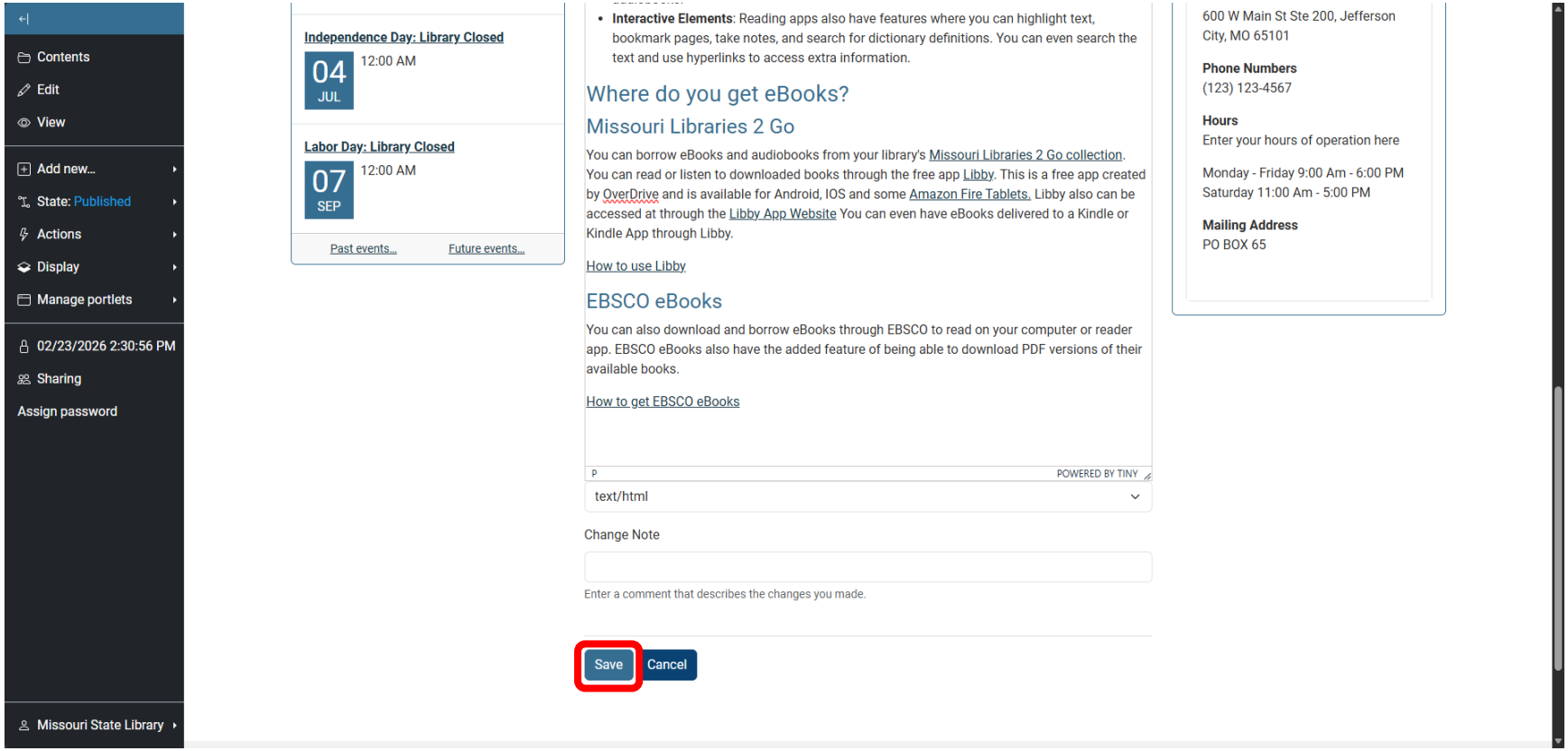
11. Finally, select the Save button.



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