



## MCPS Content Management System (Epsiver) Training

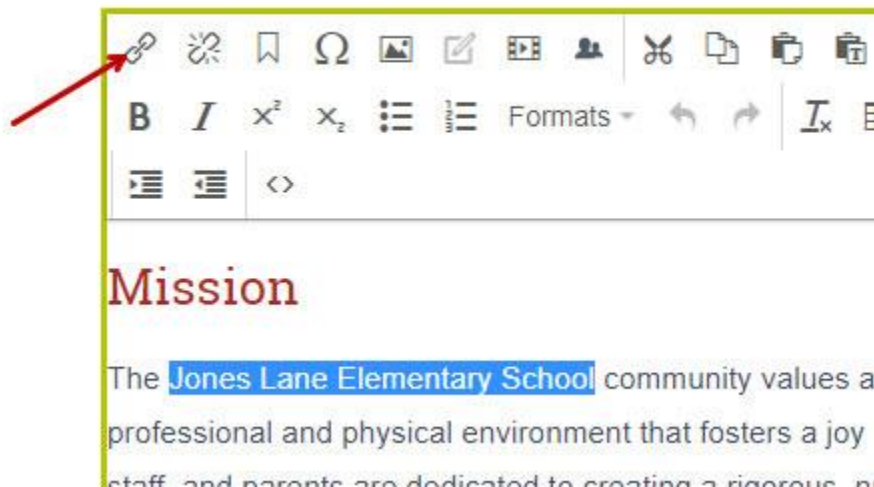
### *How to Link to Other Web Pages (District Site)*

#### Linking to Another Page on the MCPS Website

1. Navigate to your website's folder and select a page to edit
2. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.

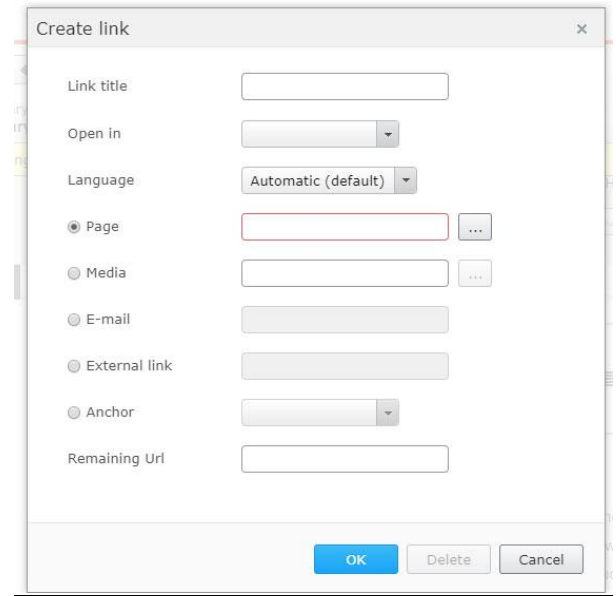
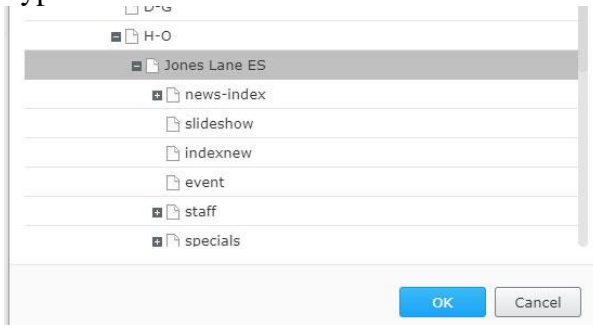


3. Hover over or click the content area until the border turns blue and you will see a menu button in the top right corner. Select the menu icon and click **Edit**. The rich text editor will appear.
4. Select the text you want to link and click the **Insert/Edit** link button.



5. If you are linking to another page on your website, select the radio button for Page and click the ... button to the right of the text field.

6. A 'Select Page' screen will appear with the site hierarchy. Select the page for the hyperlink and click **OK**.

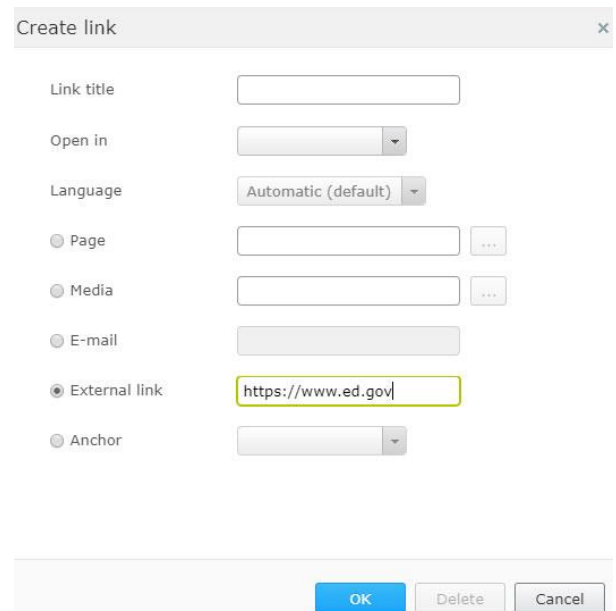


7. If you want to add more description about the link you are creating, enter it in the **Link Title** field. This will appear to users as a tool tip when they hover over the link in most browsers, but it is not necessary if the link text is descriptive enough.

8. Click **OK** again to close the 'Create Link' window and you will see that the
9. selected text is now hyperlinked.

### Creating an External Link

1. Select the text you wish to link and click the **Insert/Edit** link button.
2. If you are linking to a page outside the MCPS website, select the radio button for **External Link** and enter the URL. Be sure to include <https://> at the beginning of the link.
3. If you want to add more description about the link you are creating, enter it in the **Link Title** field. This will appear to users as a tool tip when they hover over the link in most browsers, but it is not necessary if the link text is descriptive enough.
4. Click **OK** again to close the 'Create Link'



window and you will see that the selected text is now hyperlinked.