

Rich text editor guide

Contents

- The basics 2
- Headings 3
- Links 4
 - Linking to another website 4
 - Linking to a page on our website 4
 - Option 1: select page from the content tree 4
 - Option 2: paste link to the page..... 5
 - Linking to a document on the website 5
 - Liking to an online service: button 6
 - Removing links and buttons..... 7
- Styling important info: callout boxes 8

The basics

All pages on the website have a rich text editor, and this is usually where you'll make most of your changes.

For a basic introduction, please view the generic [rich text editor guide from Umbraco](#).

Our text editor is slightly different as it has the council specific styles added to it. This guide explains how to use them.

Headings

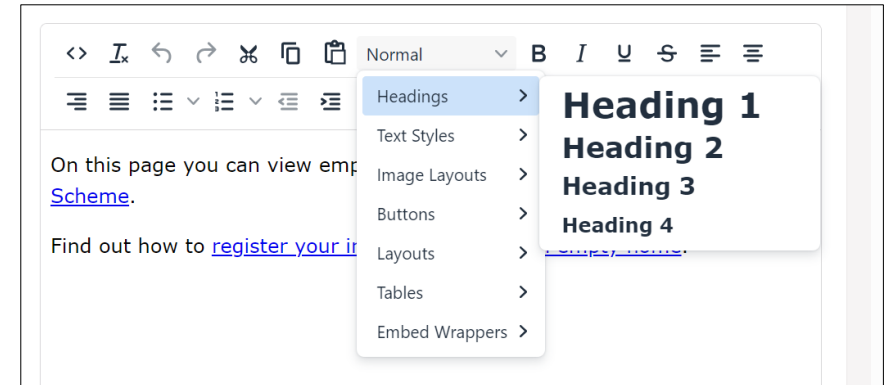
You will need to use headings to organise content and break up long paragraphs. You can find out more about [principles of using headings](#).

To add a heading:

1. Highlight the relevant part of text.
2. From the editor menu, select the **Formats** dropdown.
3. Hover over the **Headings** option.
4. Select the appropriate heading level from the list.

To remove a heading style from text:

1. Follow steps 1 to 3 for adding a heading.
2. Unselect the heading level from the list.



Links

Links should be easy to use and accessible for all website users. For more information, view the [principles of using links](#).

Linking to another website

View Umbraco's instructions on [how to link to another website](#).

Linking to a page on our website

There are two ways you can link to another page on our website.

Option 1: select page from the content tree

This only works if you are linking to a page that you have access to in Umbraco.

View Umbraco's instructions on [how to link from the content tree](#).

Option 2: paste link to the page

Always use soft links when linking to another page on the website.

Full links include a full web address. Soft links skip the domain name therefore they are more flexible and work on both [stage and live](#).

To add a link:

1. Have the soft link copied and ready for pasting (no domain name).
2. View Umbraco's instructions on [how to link to another website](#) and make sure that you paste the soft link.

Linking to a document on the website

To link to a document:

1. If you need to upload it first, view instructions for [adding, updating and deleting media](#).
2. View Umbraco's instructions for [linking to a media file](#).
3. In the **Link title** field, the document name will be automatically populated by Umbraco. Check that the name is correct and without typos. The field is editable so amend the text if needed.

Full link: full web address, includes domain name:

<https://www.aberdeenshire.gov.uk/housing/housing-options/buying/>

<https://stage.aberdeenshire.gov.uk/housing/housing-options/buying/>

Soft link: no domain name

</housing/housing-options/buying/>

Select link

Link	Anchor / querystring
/media/zjcfbyyx/property-schedule-9-main-road-ea	#value or ?key=value
Link title	
Property Schedule 9 Main Road East	
Target	
☐ Opens the linked document in a new window or tab	
Link to page	
Type to search...	
Home Document Store Document Store Groups	
Link to media	
Select media	

Liking to an online service: button

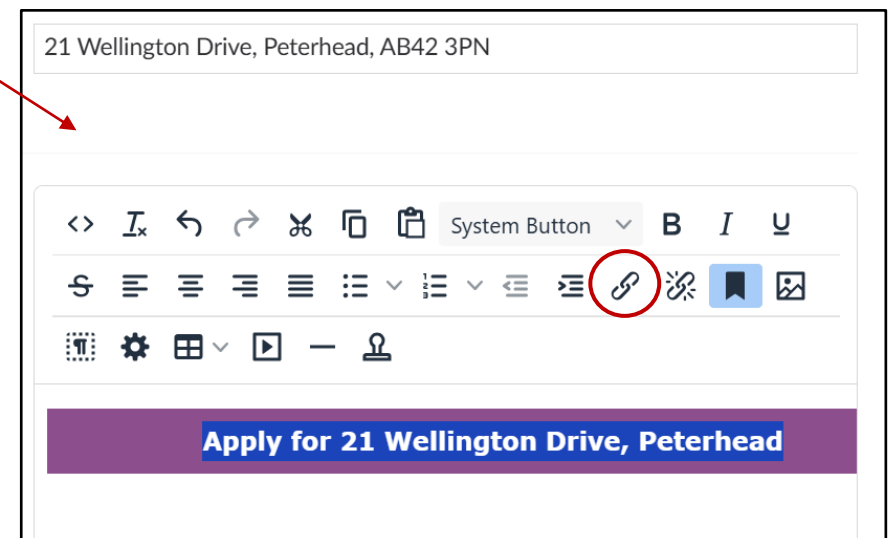
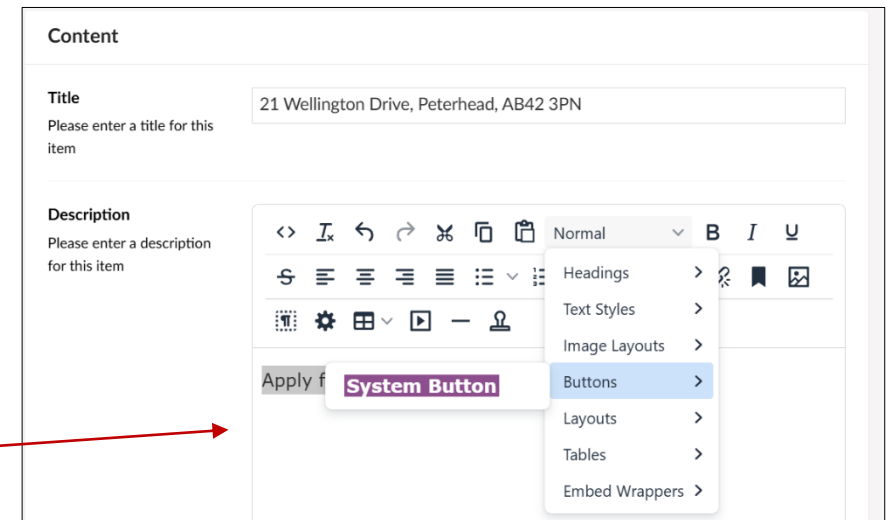
Use button styling when linking to an online service such as a digital form.
View the [principles of using buttons](#).

To link to an online service:

1. Type the text for the button and highlight it.

It needs to be in a separate line as buttons shouldn't be added in a paragraph or a list.

2. From the **Formats** dropdown, select **Buttons** then **System button**.
3. With the text is still highlighted, select the insert link icon to link the button then view instructions on [how to link to another website](#).



Removing links and buttons

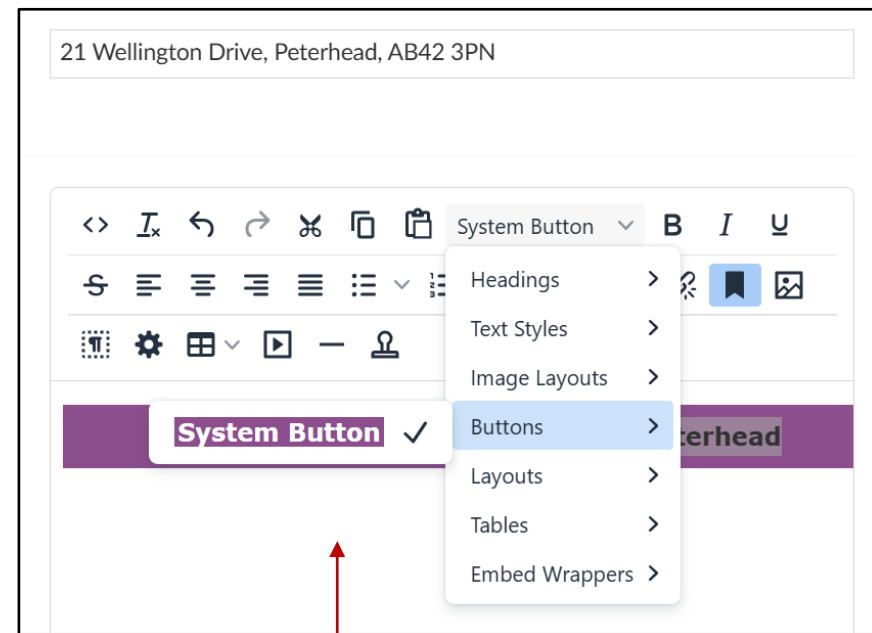
Removing a link to a document does not remove it from the website. Even though it is no longer linked, it can still be accessed by the public for example from search results so it's important to remove documents properly.

To remove a link:

1. View Umbraco's instructions on [how to remove a link](#).
2. If you are removing a link to a document that is no longer needed, you must also delete it from media. View instructions for [deleting documents from media](#).

To remove button styling:

1. Highlight the text with the button styling.
2. From the **Formats** dropdown, select **Buttons** then, unselect **System button**.



Styling important info: callout boxes

Sometimes you will need to add important information such as a closure, closing date or advise users about significant changes to a service. To help this information stand out, you can use a callout box.

There are two types of callout boxes:

- Primary callout box - for short urgent or critical messages (for example, ad hoc closures)
- Secondary callout box - for important notices or reminders that need one or two short sentences

They must be used sparingly. To find out more about when to use them, view the [principles of using callout boxes](#).

To add a callout:

1. Highlight the relevant text. Make sure the text is as short as possible.
2. From the **Formats** dropdown select **Text Styles**.
3. Select the relevant style either **Callout (Primary)** or **Callout (Secondary)**.

