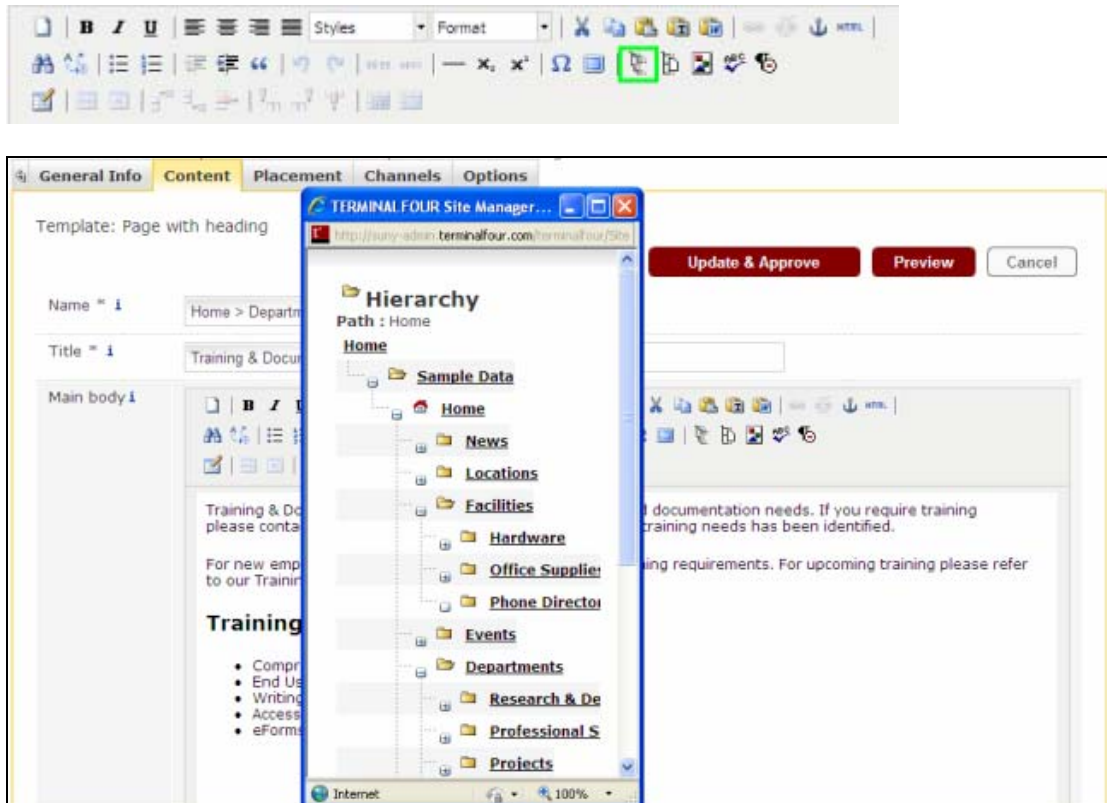


Section Link

To Do

1. Create a section link to the "News" section in the Site Structure in an existing piece of content.



The screenshot shows the Terminal Four Site Manager interface. The top toolbar contains various editing tools, with the 'Insert Section Link' button (represented by a document icon with a link symbol) highlighted in a green box. Below the toolbar, the 'Content' tab is active, showing a text editor with a 'Training' section. A 'Hierarchy' window is open, displaying a tree view of the site structure. The 'News' section is selected, and the 'Update & Approve' button is visible in the top right corner of the editor.



Notes

1. Select **Modify Content** from the section drop-down menu beside the relevant section.
2. Click on the content name.
3. In the main body of the highlight the text you wish to use as the link text.
4. Select the **Insert Section Link** button from the editor.
5. The site structure is displayed, select the section you want to link to – **News**.
6. The section link is inserted, **Preview** to test the link.