Related pages

1) For a newly created page, find the related pages widget and click the hyperlink.



Note: For a previously created page, find the widget, click on the ellipsis (three dots) and select "edit web content".

2) If you want to add in an external URL, also add a label:

En -GB	0
🗄 Link label 🚳	
bbc.co.uk	
Internal Page 🔘	
Select	
www.bbc.co.uk	

3) To link to an internal page, click "Select" under "Internal page" and go through the categories until you find the correct page. When you find your page, select it by clicking the empty circle:

Select Page	×
Public Pages Private Pages	
All / Home	•
Business	•
Parking	
Housing	•
Social care and health	
Passaline and withhigh	-
Select	Cancel

4) If you add an internal page link, you do not need to add a label. Simply pick the page you want, and the title will be pulled automatically.

5) To add another related link (ideally you want between 4-7 related pages), click on

the blue plus	s button:
en-G8	
#	Link label
	bbc.co.uk
	Internal Page 🚳
	Select
	External URL
	www.bbc.co.uk

6) To preview your content, save and exit from the editor, and click the preview camera icon at the top right.

Note: Once you're happy with your content, go into the text editor for the related pages content and click "Submit for publication".

Related pages

All pages should have roughly 4-7 related pages.

Related pages should link to:

• Internal or external pages relevant to the content of the page

They should not link to:

• Pages already linked to in the main body of the article (please see the example below).

Training Microsite d	locuments - 🛛 🗙 📔 📬	Locating the training si	te .docx 🗙 🤇	Akera Okot tra	ining page - Cont	× +					-	٥	×
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• Landing pages within the same category