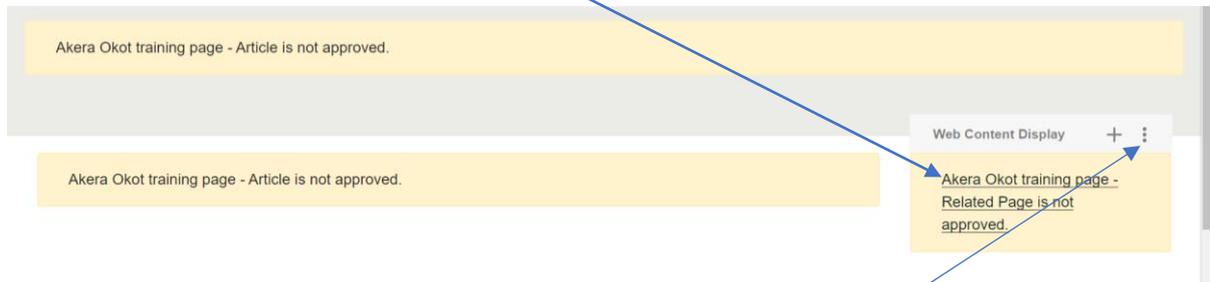


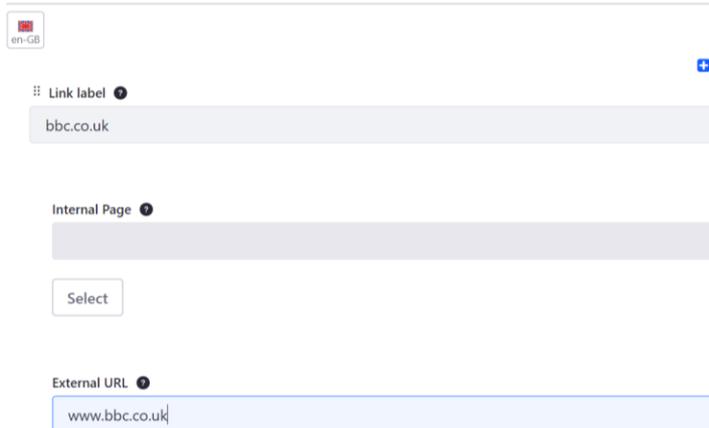
Related pages

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

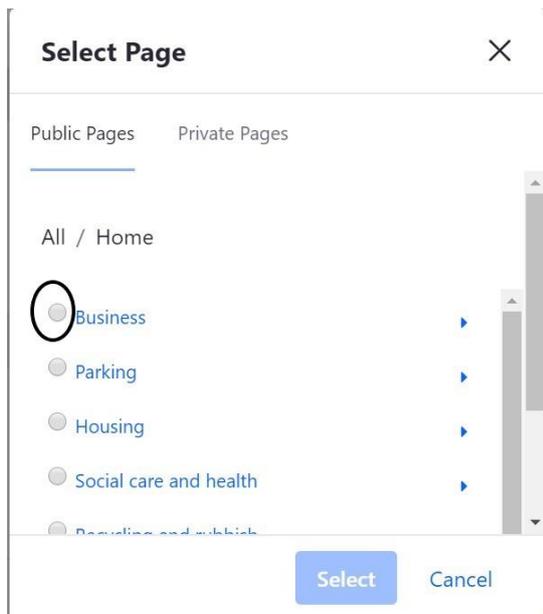


Note: For a previously created page, find the widget, click on the ellipsis (three dots) and select “edit web content”.

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

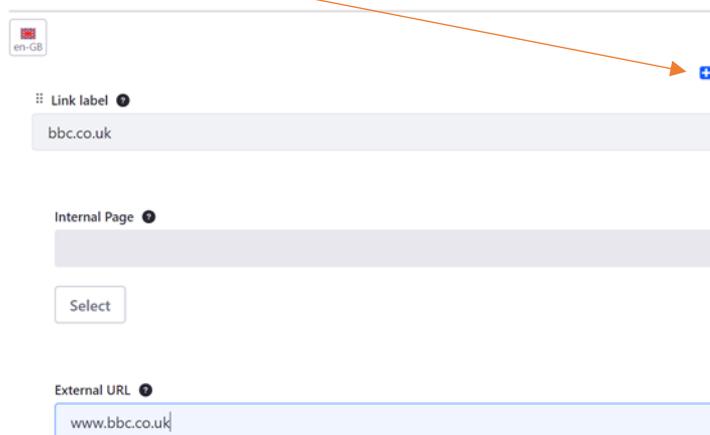
A screenshot of a form for adding a link. At the top left is a small icon with "en-GB" below it. To the right is a blue plus sign. Below this is a section titled "Link label" with a small circle icon. Underneath is a text input field containing "bbc.co.uk". Below that is a section titled "Internal Page" with a small circle icon. Underneath is a large empty text input field and a "Select" button. At the bottom is a section titled "External URL" with a small circle icon. Underneath is a text input field containing "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:



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 button:



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

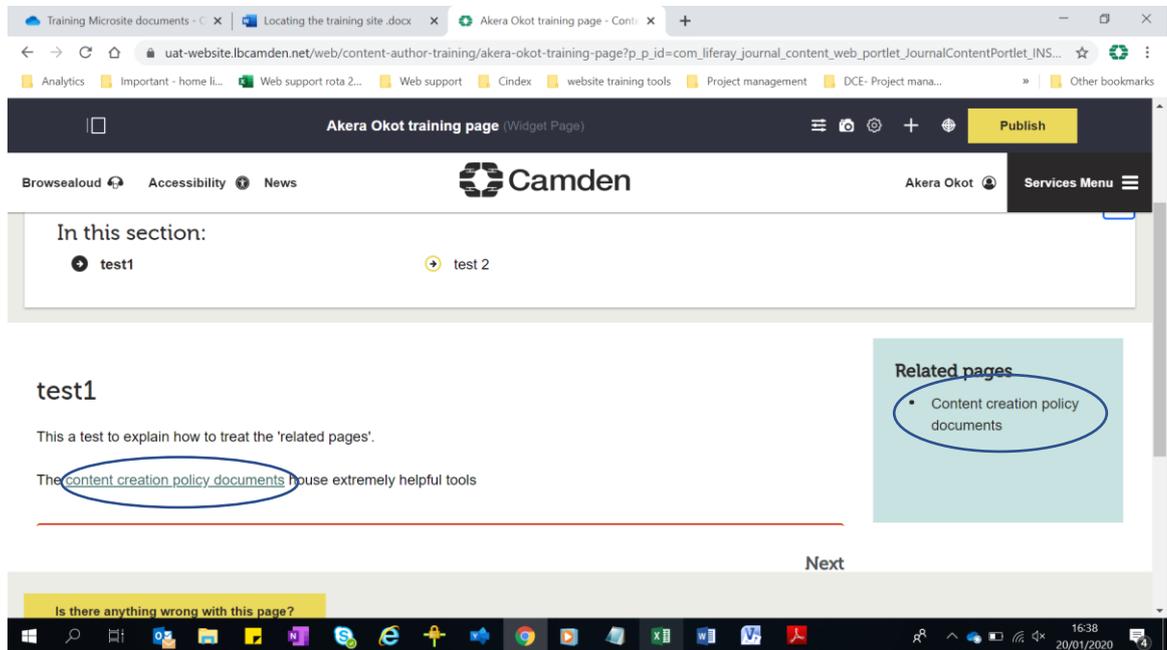
All pages should have roughly 4-7 related pages.

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).



- Landing pages within the same category