

### Purpose

To keep your web page actively linked to the most current UFV policies and information, please use the instructions below to properly create a link from your department website to the Policies web page on the Secretariat website.

### Find a Policy Location

The following is the list of new categories for UFV policies:

- Academic
- Budgeting & Finance
- Communication & Marketing
- Development
- Human Resources
- Students & Student Services
- University Awards
- University Business – General
- University Services

Before you begin, review the policy categories and policies on the Policies web page at [www.ufv.ca/Secretariat/policies.htm](http://www.ufv.ca/Secretariat/policies.htm) to confirm the **policy name** and **number** and which **category** your policy is located.

### Link a Policy to a Specific Location Using Anchors




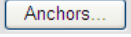
The best practice for linking to the Policies web page is to insert a link to jump from your web page to an anchor on the Policies web page.

An anchor is a particular section within a web page. In this case, the anchor you choose to link to will be a policy category. The categories on the Policies web page have already been created as anchors so you will only need to choose a suitable anchor.

**Note:** Another option is to open a policy PDF and copy its URL directly into your website; however, this will create a hard link which will eventually break as policies are updated on the website.

## Instructions for Linking to a Policy

Below are instructions to insert a link to jump from your webpage to an anchor on the Policies web page.

1. Open a browser, preferably Internet Explorer.
2. Go to the ACM login page at **www.ufv.ca/admin**.
3. Your ACM login information is the same as your computer login information (what you use to log into your computer each day). Therefore, type in your computer **username** and **password** and click on the **Login** button.
4. From the **My Sites** menu option, select **UFV**.
5. From the **Site Menu**, find your department by scrolling with your mouse button to your department page or by typing your department page name directly into your internet browser.
6. Open your web page in full edit (the red button). 
7. Position the cursor where you want the link to be.
8. Click the **Create Link**  on the toolbar to display the **Insert Link** window.
9. Make sure the **Internal Link** tab is displayed.
10. In the page explorer, locate the **Secretariat** page farther down in the list.
11. Click on the  plus sign to the left of Secretariat to expand the **Secretariat** page to see its child pages.
12. Locate the **Policies** child page.
13. Click on the **Policies** child page to select it (text becomes bold).
14. Click the **Anchors...** button  to display a list of anchors (categories) available on the page you are linking to.
15. Select an **Anchor** from the list and click **Insert**.
16. Leave the **Title** as displayed. You can change the link text later.
17. Select to open the linked page in in a **New Window**.
18. Click **Insert**.
19. When you have returned to the page you are editing, click **Save** or **Publish**.
20. **Right-click** on the link and select **Properties**.
21. On the **Hyperlink** tab, change the **Link Text** to the text you want displayed.
22. On the **Hyperlink** tab, change the **Tooltip** to the text you want displayed.
23. Click **OK**.
24. Click **Save** or **Publish**.
25. Preview and test your link to ensure it is working properly.