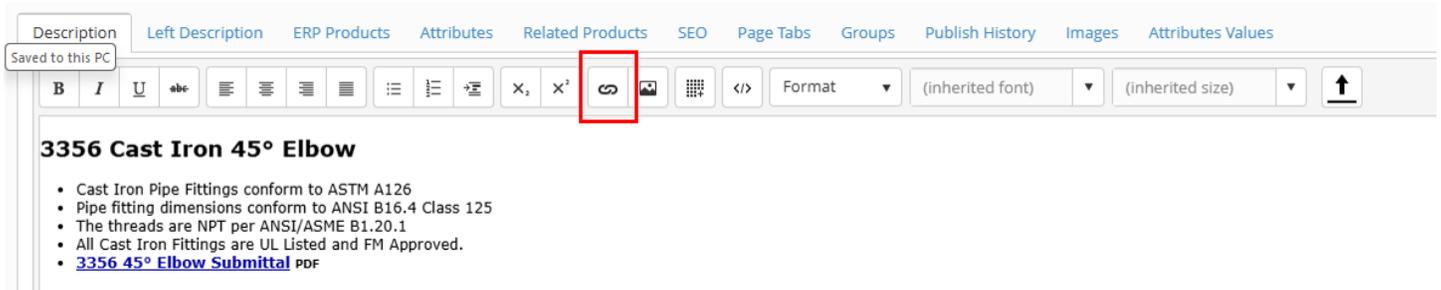


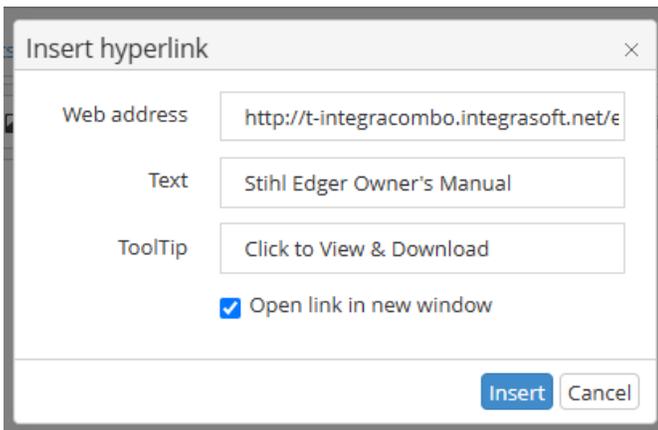
Best Practices for Adding URLs

Throughout the iNextAdmin tool, you will see areas that include this rich text editor, shown below. These are on the landing page, category pages, product code pages, and elsewhere. This guide will provide best practices for adding URLs, answer some frequently asked questions, and prevent broken links in the future.



Adding hyperlink URLs to Content

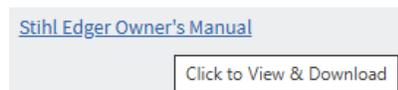
By clicking the  symbol, you will see this popup to create a URL link in the editor:



Web address: the url you want to link to (please see note on next page)

Text: the url text to show in the content

Tooltip: text that shows up when you hover over the link:



Open link in new window: checking this box opens the url in a new tab (recommended).

Important! Please note: If you are adding an internal URL (a link to another page on the same domain), it is recommended to remove the domain prefix, so the link begins with /ecommerce (or whatever path immediately follows your domain .com name. This ensures links created before a site goes live, work when it switches domains... **For example... t-integracombio.integrasoft.net will become rocksolid.com**

Instead of... <https://t-integracombo.integrasoft.net/ecommerce/productimages/stihl-fc-70-owners-instruction-manual.pdf>

Use this instead: </ecommerce/productimages/stihl-fc-70-owners-instruction-manual.pdf>

So when this site “goes live” on rocksolid.com the above shortened url will automatically convert to:

<https://rocksolid.com/ecommerce/productimages/stihl-fc-70-owners-instruction-manual.pdf>

After adding a URL, or making any changes to a page or section, you’ll want to save and publish the landing page, category page, product group page, product code page, etc to push the update out to your eCommerce site.

If you are making a lot of changes and saving as you go without publishing, you can run a full site publish via **iNextAdmin > Site > Publish UI > Publish Selling Site**

- Verify changes show on your customer-facing site (you may need to hard refresh with CTRL+F5 or clear your cache / open in an incognito window).

If you have any issues, please reach out to your Digital Experiences consultant or the support team through the usual channels.

