

Content Station 9

Working with Web sites



This document is part of the documentation for Content Station 9 and is an extract from the former Content Station 9 User Guide. For more information about using Content Station, visit the [Help Center](#).

The Internet is a great source of information and one that you are most likely to make use of when gathering reference material for your to be published content.

Content Station allows you to add shortcuts to Web sites—in the form of hyperlinks—to the Enterprise system for use in Dossiers.

This document explains in detail how to work with hyperlinks and Web sites in Content Station.

1. Web Sites as an Application

Content Station can be set up in such a way that a particular Web site is available *as an icon in the Applications pane on the Home page*.

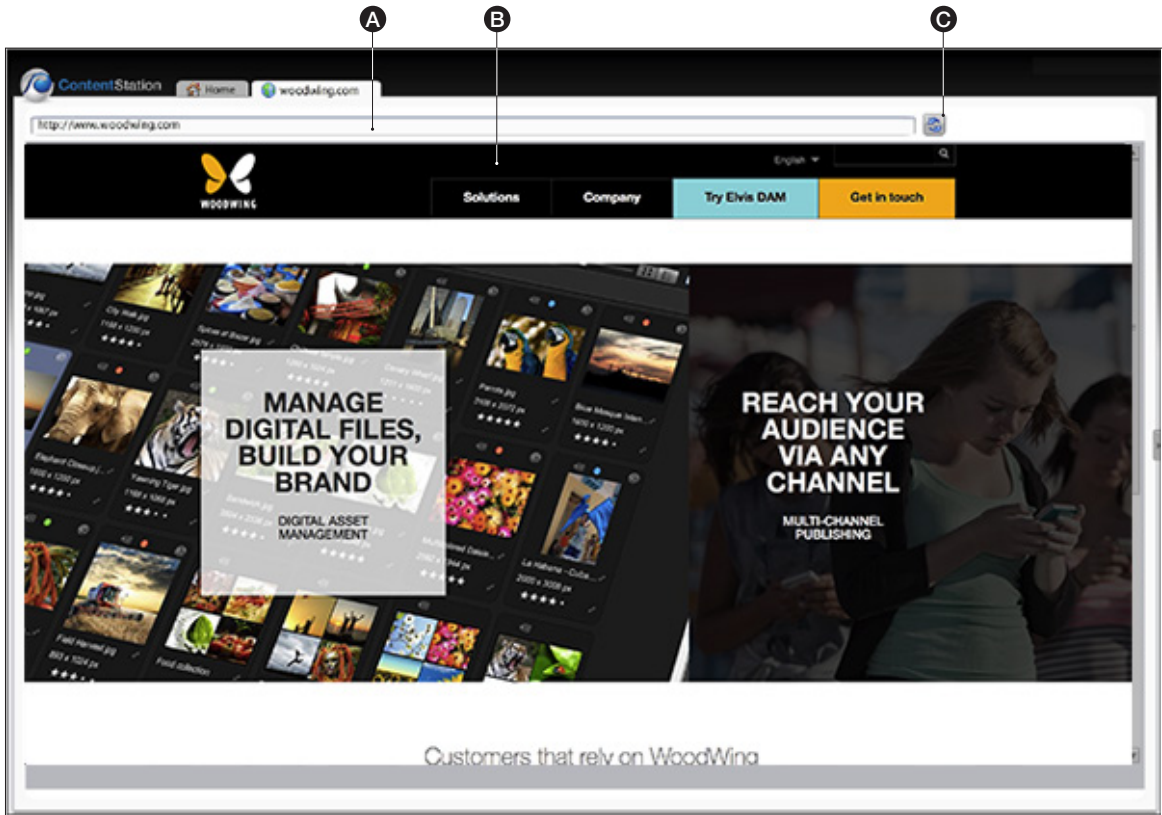
The Web site can then be viewed within Content Station AIR in its own page or window (see *figure 1* on the next page); or within the default Web browser when using Content Station Web.

2. The Web Site Page

The Web site page contains the following components (see figure on the next page):

- **Address bar.** Shows the URL of the Web site.
- **Web site pane.** Shows the content of the Web site.
- **Refresh button.** Refreshes the page view.

When viewed within Content Station, the Web site can be fully navigated. It is also possible to browse to a different Web site by entering its URL.



- A Address bar
- B Web Site pane
- C Refresh button

Figure 1. The Web site page in Content Station AIR

3. Adding a Hyperlink to Enterprise

Hyperlinks can be added to the Enterprise system by using one of the following methods:

- By dragging-and-dropping
- By using of the Add Hyperlink button
- By using the File > New menu

Each method is explained in the following sections.

3.1 Using Drag-and-drop

Adding a hyperlink by drag-and-drop is only possible in Content Station AIR.

To add a hyperlink through drag-and-drop, perform the following steps:

Step 1. Locate an item holding the hyperlink information.

These items could be any of the following:

- The Web site logo in the address bar of the Web browser.
- A hyperlink item on the Web page—viewed either in a Web browser or within Content Station—such as a section of text or a graphic.

Step 2. Use one of the following methods:

- Drag the item onto a Dossier in the Favorites pane.
- Drag the item onto the Document pane of a Dossier page.

When holding the item over the Dossier or Dossier Document pane, a white plus sign appears next to the mouse pointer.



Figure 2.1. When holding a hyperlink item over a Dossier or Dossier Document pane, a white plus sign appears

Step 3. Release the mouse button.

The *Upload Files* dialog box appears.

Step 4. Click **Upload**.

3.2 Using the Add Hyperlink Button

To add a hyperlink by using the Add Hyperlink button, perform the following steps:

Step 1. In the *Toolbar* in a *Dossier* page, click the **Hyperlink** button (.

The *Insert Hyperlink* dialog box appears.

Step 2. Enter the **URL**.

Step 3. Click **OK**.

The *Upload* dialog box appears.

Step 4. Click **Upload**.

3.3 Using the File > New Menu

To add a hyperlink by using the File > New menu, perform the following steps:

Step 1. Open a **Dossier, Dossier Template** or **Task**.

Step 2. Choose **File > New > Hyperlink**.

The *Insert Hyperlink* dialog box appears.

Step 3. Enter the **URL**.

Step 4. Click **OK**.

The *Upload* dialog box appears.

Step 5. Click **Upload**.

4. Revisions

The following sections list the changes that have been made to this document.

4.1 Version 1.0.1

Released August 2015

Changed the link to the Online Help into a link to the Help Center.

4.2 Version 1.0.0

Released 11 November 2014

- First version created by extracting chapter 15 'Working with Web sites' from the Content Station 9 User Guide v1.3.8.