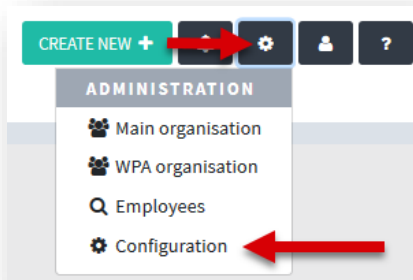


## Insert LINK in templates



Click Setup - and select the module you want to edit

You now have the option to insert a link to an external URL. It happens as a help text.  
In fact, in three areas:

### 1. I In the main heading

- a. Write a help text by red arrow - and you can format it bold and / or italic if you wish
- b. And then comes the place where you want to insert the link: Click the yellow icon link icon and fill it in (see below)
- c. Then you will be able to click on where in the template you want to insert the help text with the link:
  - i. At the bottom of the questionnaire
  - ii. Before the question group xxx [and then list all your sections in the questionnaire]
- d. Click: SAVE!

A screenshot of the 'COMCAT' configuration page. The breadcrumb trail at the top shows: Configuration > Competence spiderweb > JANES NYE TEST > Templates > COMCAT. The page title is 'COMCAT' with a pencil icon for editing. There are two language flags (Danish and English). The 'Sheet name' field contains 'COMCAT'. The 'Help text' area has a rich text editor with a yellow arrow pointing to a link icon. A red arrow points to the main text area below the editor. Below the editor is a dropdown menu labeled 'Select where extended templates should be allowed to add their own question groups', with a green arrow pointing to it. The dropdown is currently set to 'At the bottom of this template'. Below the dropdown is the text 'Templates that extends this one will include all the question groups below.' and a large green 'Save' button at the bottom.

## 2. In the individual heading - as a help text

The screenshot shows the 'Professional skills' form. The 'Group name' field contains 'Professional skills'. The 'Help text' field contains 'Type your tekst here'. An 'Insert link' dialog box is open, showing the URL 'http://www.musskema.dk', the title 'Link to Musskema.dk', and the text 'Click and go direct to Musskema.dk'. The dialog has 'Confirm' and 'Cancel' buttons. A 'Save' button is visible in the bottom right corner of the form.

- Write a help text by the red arrow - and you can format it bold and/or italic if you wish
- And then comes the place where you want to insert the link:
  - Click the yellow icon link icon and fill it in
  - Green arrow: Enter the URL to which you want to refer
  - Give this link a title
  - And then type the text that will be in the link - on the questionnaire (Purple arrow)
  - Click: Confirm!
  - And then it will look like this - and can be used as a link...:

The screenshot shows the 'Professional skills' form after the link has been inserted. The 'Help text' field now contains 'Type your tekst here' followed by the link 'Click and go direct to Musskema.dk'. A green dashed arrow points to the link. The 'Save' button is visible in the bottom right corner of the form.

To finish click: **SAVE!**

- The same can happen with every question - as a help text.**  
Just follow the instructions for point 2.