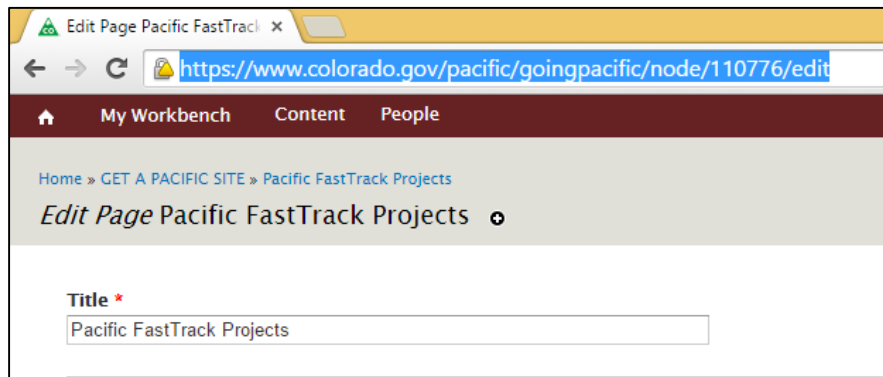


Creating Relative Path Links

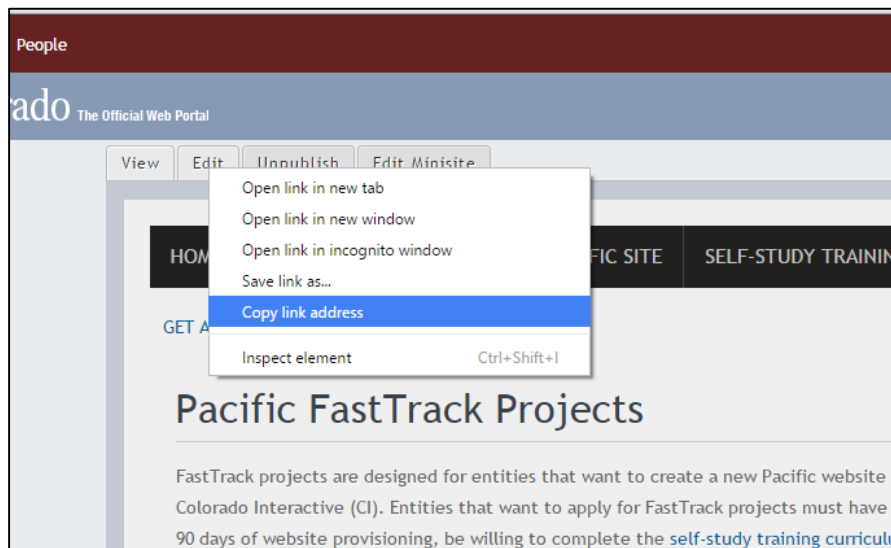
Relative path links in Pacific are a type of link based on a page's node number rather than its name. Links based on page names may break if a content editor changes the page name without following the instructions to [prevent changes to Pacific URLs](#). For this reason, we recommend creating relative links whenever possible; content editors can create relative path links to any page within a minisite to which they are provisioned.

1.1. CREATING RELATIVE PATH LINKS

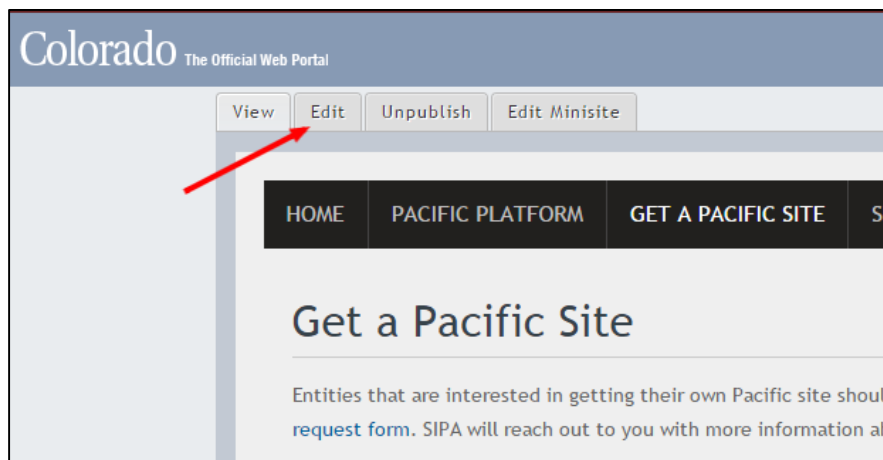
1. Locate the page to which you want to create a link and click the Edit tab. Copy the URL from the address bar once you are in the Edit Page screen.



If you are working in Chrome or Firefox, you can right click the edit tab and select “Copy Link Address” or “Copy Link Location” instead of opening the Edit Page screen.

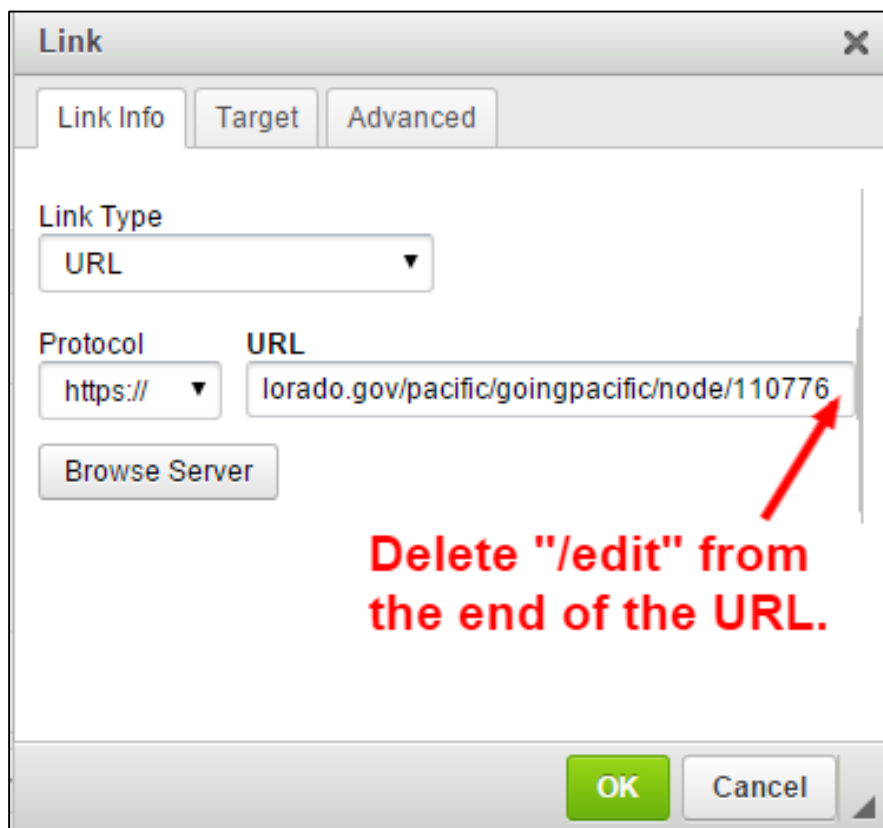


2. Navigate to the page on which you wish to create the link and click the Edit tab.



3. As you would with any other link, highlight the text you want to use as the hyperlink and click the link button. [Watch the training video for more details.](#) Paste the URL into the URL field and **delete the "/edit"** at the end.

Click OK in the Link dialog. Save or Publish the page and test your link.

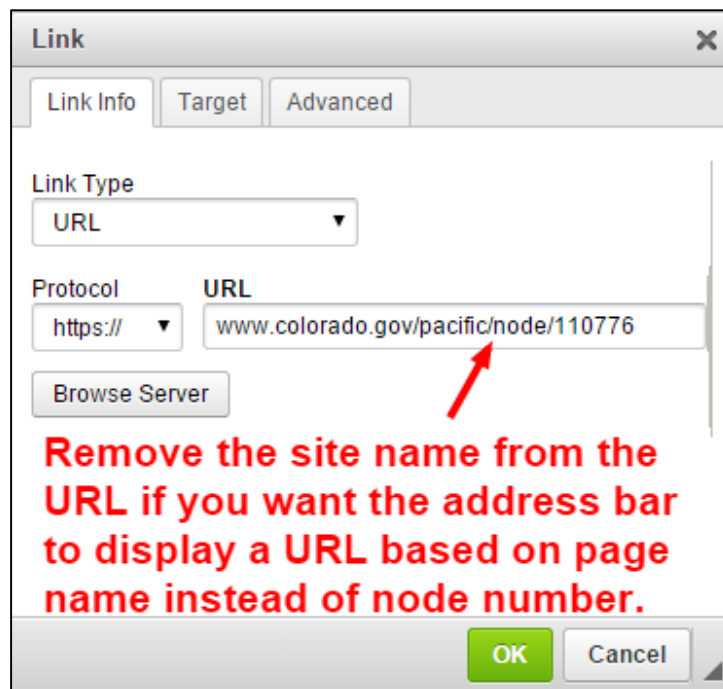


You can now make as many changes to the page's name and/or custom URL as you want without affecting internal links. The relative path links are based on the node number—and the node number will never change.

1.2. DISPLAYING PAGE NAMES IN THE ADDRESS BAR

Pasting URLs as described in Step 3 will result in the end user seeing URLs that include node numbers in the address bar. If desired, you can complete an extra step that results in the URL based on the page name instead of the node number appearing in the address bar. By completing this extra step, the user will see a URL that looks like `www.colorado.gov/pacific/goingpacific/fasttrack` instead of `www.colorado.gov/pacific/goingpacific/node/110776`.

To have the address bar display the URL based on page name, delete the site name from the URL field when creating your link. Relative path URLs created this way should be in the format of `https://www.colorado.gov/pacific/node/#`. You must include `/pacific/` in the URL.



1.3. CHANGING PAGE NAMES

Although relative path links will no longer break if a user changes a page's URL, it is worth noting that your redirect addendum (if applicable), external links to your Pacific site, and bookmarks your users saved will still be affected if you change page names and/or custom URLs. Use the [Preventing Changes to Pacific URLs](#) guide when changing page names to avoid impacting those items.