

16. Webifying your article – getting ready to publish on the web

If your article is to be published on the web (including intranets) it must be “webified”. Many of the steps involved in webifying an article are explained in detail in other chapters of this user guide. These other chapters are referred to in each webifying section.

16.1 OBJECTIVES

By the end of this chapter you will be familiar with the steps needed to webify your article to ensure that it is in a format able to be published on the web.

16.2 STEPS INVOLVED IN WEBIFYING AN ARTICLE

i Paste images into the body of the article

Images must be put in the body of the article in the position that you want them to appear in the published version of your article.

Pictures that have been added to your article using the **Paper** tab,

<Attach Pictures> or the Attachments and resource files field will not appear in the article unless they are pasted into the body of the article.

① see [Chapter 9: Including documents and images in articles](#).

ii Classifying your article

Check that the classifications that have been applied to your article are still relevant.

① see [section 11.3: Classification tab](#) for information on adding and updating classification details.

iii Add links to external sites – if needed

If your article refers to other organisation’s websites and you want your readers to be able to quickly go to those other sites, you need to create links to those sites. Links are created by adding **Hotspot links**.

① see [section 8.9: Creating link \(text\) hotspots – Linking to other articles and external sites](#) and [section 9.9: Image hotspots](#).

iv Replace internal page references with hotspot links - if needed

This is mostly relevant when you are converting large articles, or written reports, into several smaller articles and subarticles. Links are created by adding **Hotspot links**.

① see [section 8.9: Creating link \(text\) hotspots – Linking to other articles and external sites](#) and see [section 9.9: Image hotspots](#).