

Tutorial:How to create an article - insert links

Statistics Explained

Overview of all steps

This tutorial is part of [How to create an article step by step](#) and describes inserting the links to an article.

Links either connect your article internally within Statistics Explained to other articles or to glossary items, and also to external information on the Eurostat site or elsewhere.

Internal link versus external link

Internal link

A link is 'internal' if it links to another page within Statistics Explained. The most common case is a text in an article leading to another article. To insert an internal link in the Editing mode you have to type the exact title of the article and put **[[before and]]** after; or you click on the SE icon on the Editor navigation pane:



Enter the name of the Statistics Explained article you want to link to and click 'insert'.

Whenever possible for internal links within Statistics Explained, templates should be used.

Advantages of template-generated stable links

The use of a template-generated stable link instead of an individual one has two major advantages:

- for *contributors* it is easier and more efficient: for most template-generated external links there is [wikitext editing button](#), so only the code and the text to be displayed have to be added;
- for Statistics Explained *site managers*' it is more efficient if something changes in the structure of the standard url: only one template page has to be changed, instead of several individual links in numerous articles.

External link

A link is 'external' if it links to a page outside Statistics Explained. To insert an external link in the Editing mode you have to type the link and put **[before and]** after or you click on the icon on the navigation pane:



Excel file

It is recommended to upload the Excel file with the data presented in tables , graphs or maps in the corresponding article under the section 'Source data for tables and graphs'.

Although mentioned on this page with the other links contained in the section 'Direct access to', **the link to the excel file is placed directly after the end of the text of the article and NOT among the external links.**

This is done by:

- Uploading the file to Statistics Explained
- Log in
 - If you are on the [Main Page](#) , click on Tools (top of the screen) and select Upload file
 - Select your file (xlsx), choose a unique selective title (for example *File:Job_vacancy_trends_2014.xlsx*) and click **upload file**
 - Go to the article where the link should be placed, open **editing mode** (click 'edit' at the bottom of the page), place your cursor where the link should be displayed and paste the exact title in the following template:
- [Download Excel file](#)

or choose the following icon from the editor navigation bar.



- in the field 'Excel file name' fill the exact title of the file (example: *ENPE - agriculture_2014.xlsx*), in the field 'Text to display' insert for example *ENPE - agriculture 2014* , click 'Insert'.

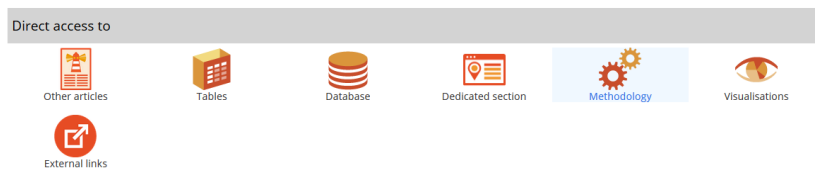
Notes

To add some footnotes in the text:

- place the cursor where the footnote should be inserted
- click on the little book icon next to excel the ribbon tool
- `<ref>Insert footnote text here</ref>` this links is created
- paste the text of the footnote between the two 'ref' tags and save your article.

To have the footnotes displayed you need to have the following tags in your article

```
<notes>
<noprint>=== Notes ===</noprint>
<references />
</notes>
```



Links in Direct access to - Other articles

This section should contain links to other articles with the same topic. The title of the article is put between brackets before and after the title `[[title]]`

Example:

- [International trade in goods](#)

Links in Direct access to - Main tables

The following template should be used:

***[[Template:Main tables|dedicated_section=balance_of_payments]] Title of top Main tables folder], see:**

:Title(s) of second level folder (if any)

::Title(s) of third level folder (if any)

Replace **balance_of_payments** with the appropriate dedicated section containing relevant main tables. Further information on the exact names of the dedicated sections: [Template:Main tables](#) . Should you need a link to a dedicated section not mentioned in the list, please then just enter url link instead of a template.

Links in Direct access to - Database

The following template should be used:

***[[Template:Database|dedicated_section=balance_of_payments]] Title of top Database folder], see:**

:Title(s) of second level folder (if any)

::Title(s) of third level folder (if any)

Replace **balance_of_payments** with the appropriate dedicated section containing relevant database tables. Further information on the exact names of the dedicated sections: [Template:Database](#) . Should you need a link to a dedicated section not mentioned in the list, please then just enter url link instead of a template.

Links in Direct access to - Dedicated section

The following template should be used:

***[[Template:Dedicated section|dedicated_section=balance of payments]] Balance of payments**

Replace **Balance of payments** with the appropriate dedicated section. Further information on the exact names of the dedicated sections: [Template:Database](#) . Should you need a link to a dedicated section not mentioned in the

list, please then just enter url link instead of a template.

Links in Direct access to - Publications

The following template should be used:

***{{Template:Publication|code=KS-RA-07-002|title=Title of the publication}} .**

Replace **KS-RA-07-002** with the publication code of the publication you want to link to; if you don't know the code, you can find a list of recent publications or search for it on the publications section of the Eurostat web site. Replace **Title of the publication** with the exact title of the publication.

Links in Direct access to - Methodology

The following template should be used:

***{{Template:Esms|code=crim_esms|title=Crime and criminal justice}} (ESMS metadata file — crim_esms)**

Replace **crim_esms** with the appropriate data code;

Replace **Crime and criminal justice** with the appropriate metadata file title.

Links in Direct access to - Legislation

In this section all information other than Publications, Main tables, Database and Dedicated section can be inserted. Examples are Regulations and other legal texts, Communications from the Commission, administrative notes, policy documents etc...

For links to Eurlex, the easiest way to proceed is as follows:

- Position the cursor at the location you want to insert a EUR-Lex link
- Click on the **EUR-Lex button**



- A window will open, where you enter:
 - the year of the legal text in the box **Year**
 - select 'Regulation', 'Directive', 'Decision' or 'COM final' for the box **Type**
 - enter the four-digit EUR-Lex code in the box **Number** (*add if necessary one or more '0' at the beginning to make it four-digit*)
 - modify if necessary the language (default EN=English) in the box **Language**
 - the string to be used in the url is generated automatically in the box **EurLex Product code**
 - the name of the legal document is generated automatically in the box **Text to display**
 - click **OK** - a template `{{Template:EurLex|code=CELEX:32010R0029:EN:NOT|title=Regulation 0029/2010}}}` linking to the EUR-Lex product page is inserted at the chosen location.

Links in Direct access to - Visualisation

If possible a link is to be made to visualisation data using the following link:

- [Regional Statistics Illustrated](#) - select statistical domain 'xxx' (= *Agriculture, Economy, Education, Health, Information society, Labour market, Population, Science and technology, Tourism or Transport*) (top right)

Links in Direct access to -External links

External links are all links leading to other institutions (European Parliament...) other DGs (MOVE etc...), OECD, ILO etc... The link to be used is:

- [Name of organisation/web site/deep link](#)

←

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