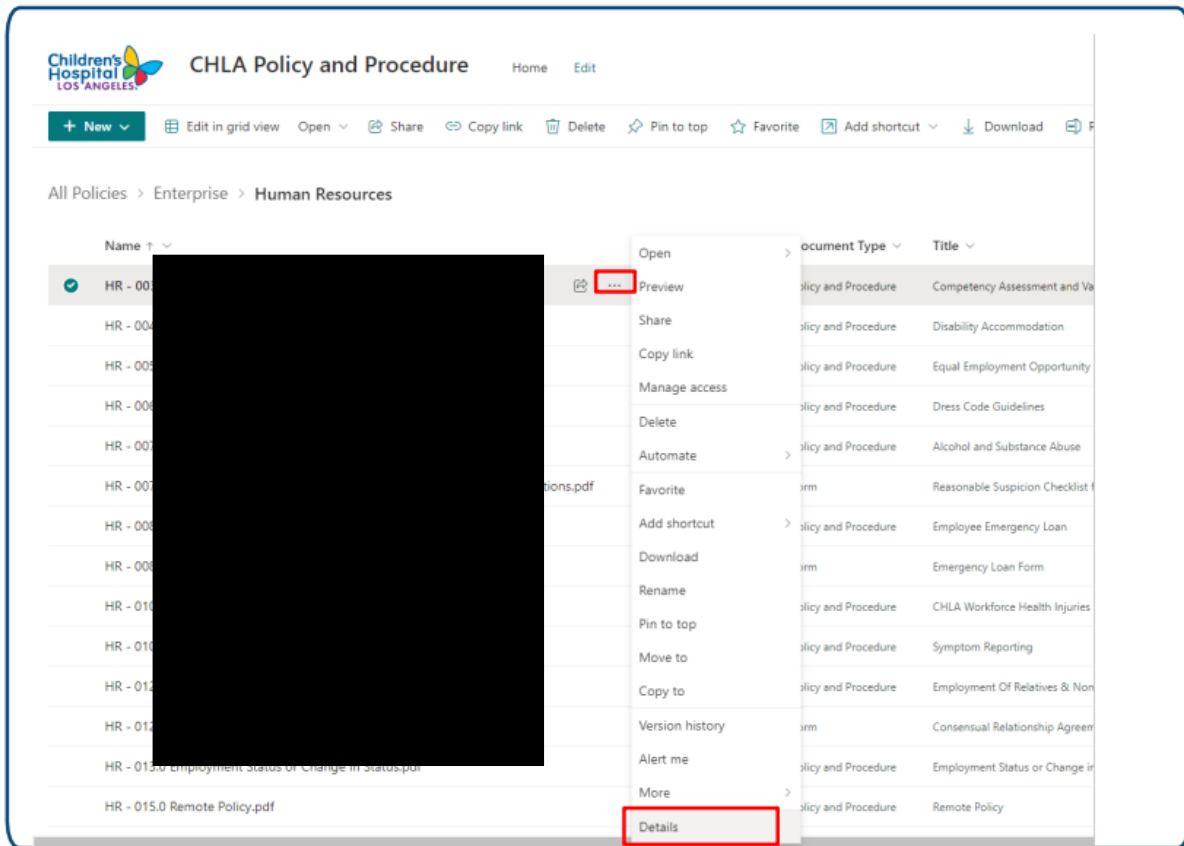


Methods for Creating Evergreen Hyperlinks in SharePoint

Option 1 – use a direct link to document

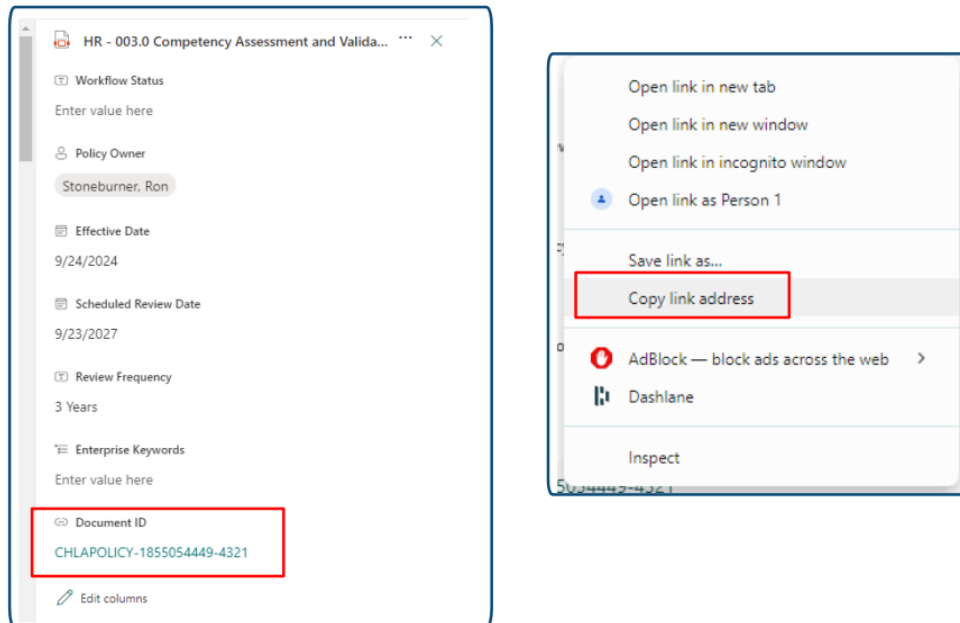
1. Click on 3 dots next to any document and go to details.




5. To the right-hand side, a tab will pop up. Scroll to the bottom of tab to the Document ID section.

6. Right click on the Document ID -> Copy link address -> paste hyperlink to your document/site.


**By copying and pasting the document ID hyperlink, the link will not break when the document title changes, policy number changed, and/or moved to another folder.*



NOTE: if you use this method, you will need to “Replace a File” when uploading a new file to your SharePoint file library (do not “Keep Both”).

To replace a file in SharePoint, upload a new file with the **exact same name and file type** to the same document library. SharePoint will detect the duplicate name and prompt you with an option to replace the existing file. If you drag and drop the file, it may prompt you to replace it or may do so automatically. 

Method 1: Using the "Upload" button

1. Navigate to the document library in SharePoint where the file is located.
2. Click the **Upload** button and select **Files**.
3. Browse for and select the new version of the file you want to upload.
4. Click **Open**.
5. SharePoint will detect the file name is the same as an existing file and will ask if you want to replace it. Confirm to replace the file. 

Option 2 – link to a SharePoint page section instead of document

1. Hover next to a Section Header to copy the permalink for that SharePoint page section instead of a direct document link.

Please notice how the hyperlinks are different between the top of the webpage and the bottom of the webpage (where the section hyperlink is displayed)

The screenshot displays a SharePoint page titled "Emergency Management" with the main heading "Emergency Response Plans and Procedures". The page lists several documents:

Internal/External Disaster Policy	Emergency Operations Plan (EOP)	Emergency Response Procedures
EP 001.0 - Code Triage Policy	EP 100.0 - Emergency Operations Plan	EP 100.0 - Emergency Operations Plan
EP 001.1 - Code Triage Activation Criteria	EP 100.1 - Dept Guidance during EOP Activation	EP 100.1 - Dept Guidance during EOP Activation
EP 001.2 - Incident Escalation Guidance	EP 100.2 - 1135 Waiver Guidance	EP 100.2 - 1135 Waiver Guidance

The browser address bar at the top shows the URL: `chla.sharepoint.com/teams/Quality/EmergencyManagement/SitePages/Emergency-Response-Procedures---All-Staff.aspx`. The browser address bar at the bottom shows the URL: `https://chla.sharepoint.com/teams/Quality/EmergencyManagement/SitePages/Emergency-Response-Procedures---All-Staff.aspx#internal-external-disaster-policy`.