

1

Navigate to any page that has buttons - in this case >>
<https://bcnursinghistory.ca/forms-for-access-to-archives/>

Forms for access and use of Archival Materials

The following forms are designed to facilitate access and use of BCHNS Archives Office for the purpose of gathering information from our collection, about the History of Nursing in BC and Canada.

Individuals who are going to access and use our collection need to complete the Research Application form.

In some instances, depending on the nature of the research, the Copyright and Photocopy forms may also be required.

To download please click on the required form.

For further information:

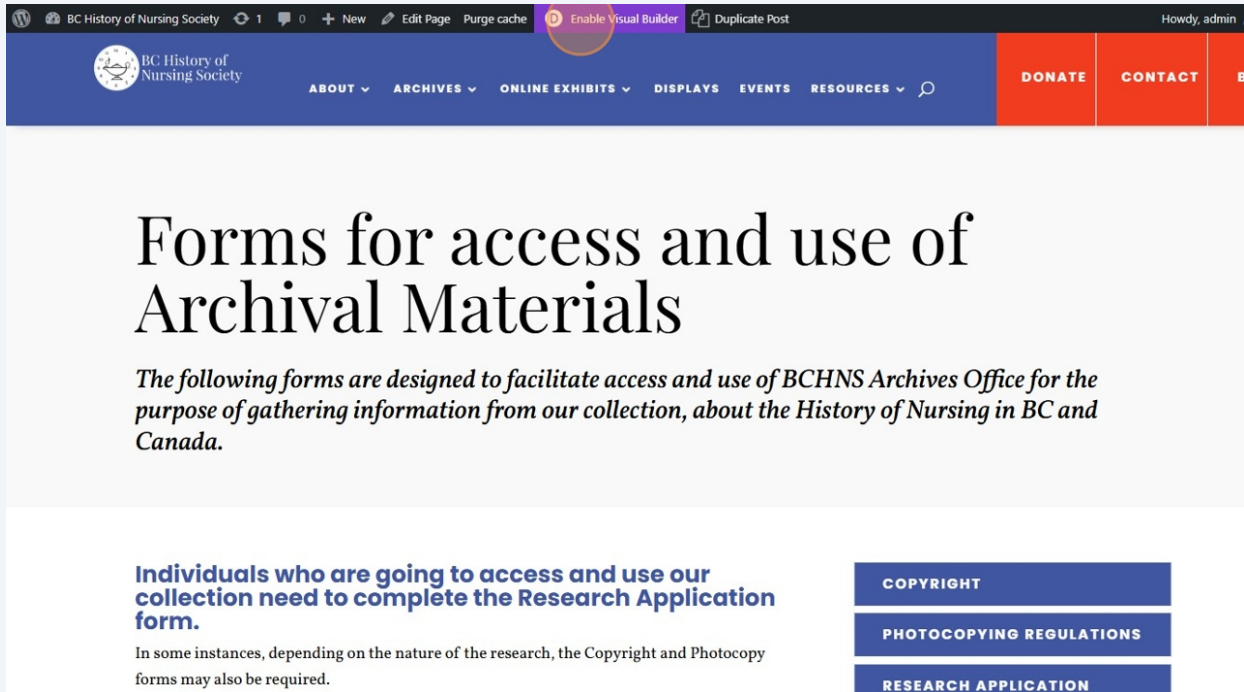
- Phone: 604-822-1714
- Email: HoNS.Archives@nursing.ubc.ca

COPYRIGHT

PHOTOCOPYING REGULATIONS

RESEARCH APPLICATION

2 Click "Enable Visual Builder"



BC History of Nursing Society

ABOUT ARCHIVES ONLINE EXHIBITS DISPLAYS EVENTS RESOURCES

DONATE CONTACT

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3 Click on the Button You want to change the link on



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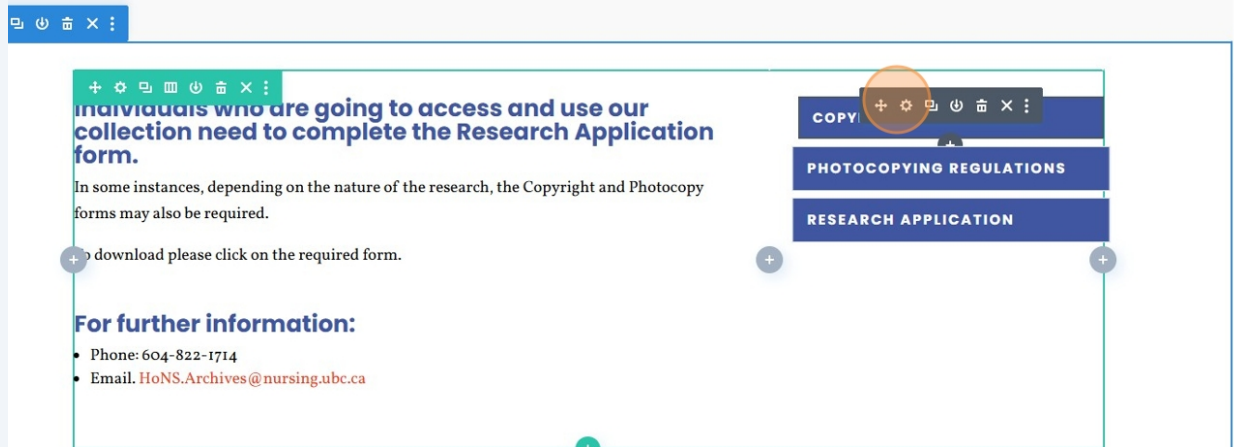
PHOTOCOPYING REGULATIONS

RESEARCH APPLICATION

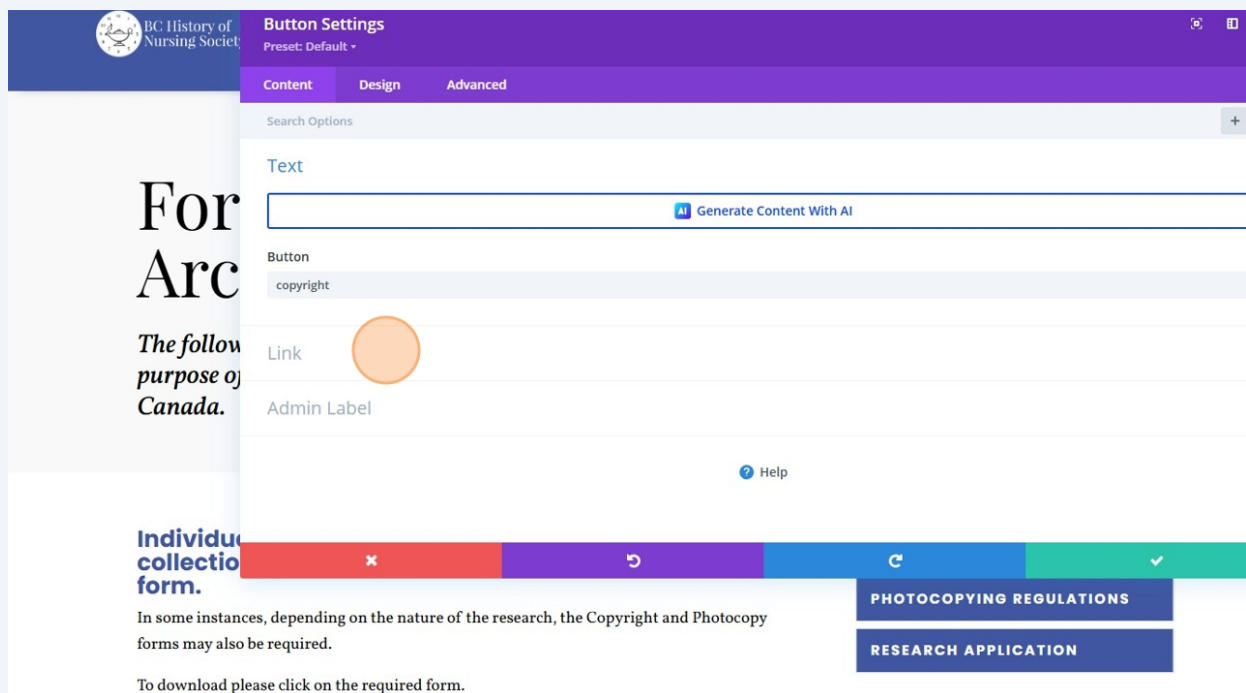
4 Click the gear icon

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5 Click "Link"

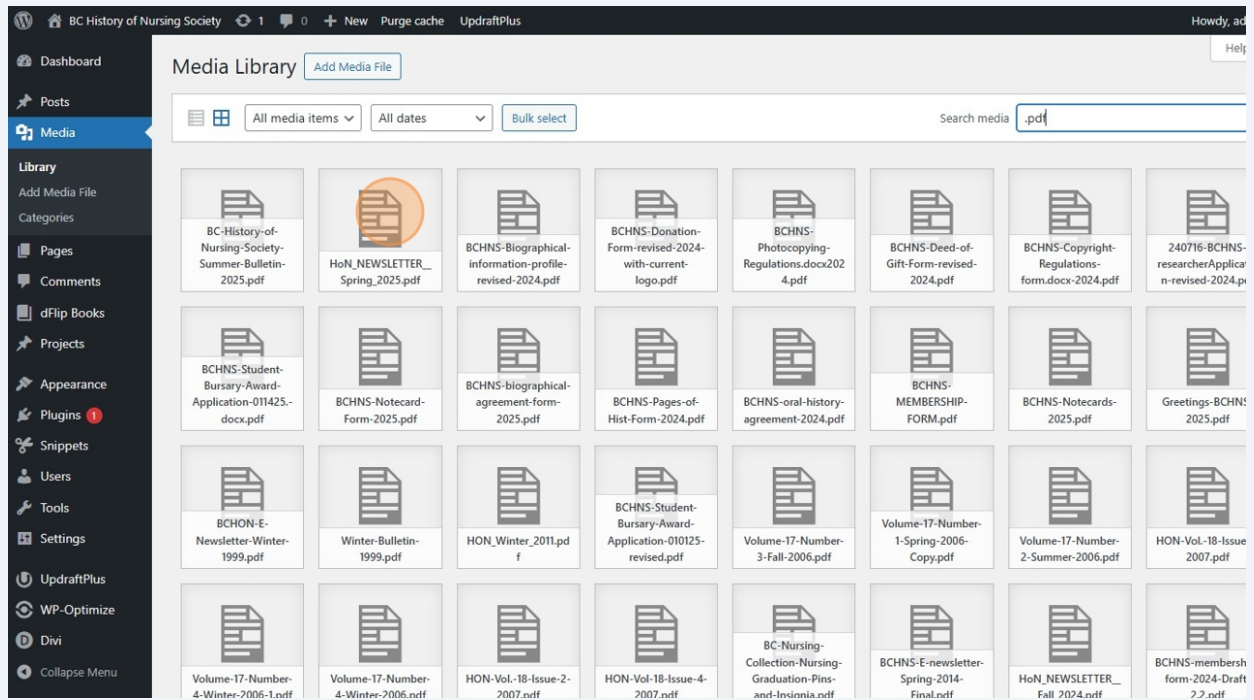


6

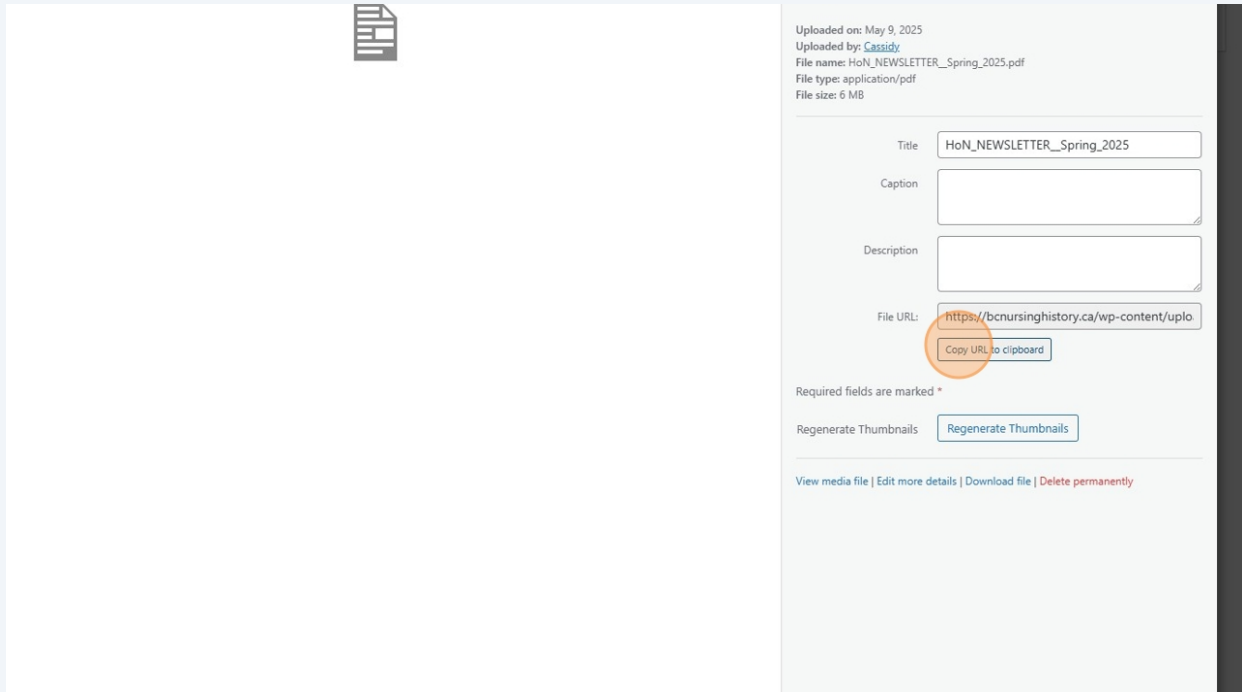
Best if you already have the media library open in another tab >> Switch to tab Media Library < BC History of Nursing Society — WordPress"

7

Find the file you need the link for



8 Click "Copy URL to clipboard"



Uploaded on: May 9, 2025
Uploaded by: [Cassidy](#)
File name: HoN_NEWSLETTER__Spring_2025.pdf
File type: application/pdf
File size: 6 MB

Title:

Caption:

Description:

File URL:
[Copy URL to clipboard](#)

Required fields are marked *

Regenerate Thumbnails [Regenerate Thumbnails](#)

[View media file](#) | [Edit more details](#) | [Download file](#) | [Delete permanently](#)

9 Switch back to the page you were working on

10 Click this text field.

The screenshot shows a WordPress page editor for the 'BC History of Nursing Society'. The main content area displays a large heading 'For Arc' and a subheading 'The follow purpose of Canada.' Below this is a section titled 'Individual collection form.' with a paragraph: 'In some instances, depending on the nature of the research, the Copyright and Photocopy forms may also be required.' At the bottom right, there are two buttons: 'PHOTOCOPYING REGULATIONS' and 'RESEARCH APPLICATION'. The 'Button Settings' sidebar is open on the right, showing tabs for 'Content', 'Design', and 'Advanced'. The 'Content' tab is active, and the 'Button Link URL' field is highlighted with an orange circle. The URL is '/wp-content/uploads/2024/11/BCHNS-Copyright-Regulations-form.docx-2024.doc.pdf'. The 'Button Link Target' is set to 'In The New Tab'. The sidebar also includes fields for 'Text', 'Link', 'Search Options', and 'Admin Label'.

BC History of Nursing Society

Howdy, admin

Button Settings

Preset: Default

Content Design Advanced

Search Options

Text

Link

Button Link URL

/wp-content/uploads/2024/11/BCHNS-Copyright-Regulations-form.docx-2024.doc.pdf

Button Link Target ? ? ?

In The New Tab

Admin Label

Help

Individual collection form.

In some instances, depending on the nature of the research, the Copyright and Photocopy forms may also be required.

PHOTOCOPYING REGULATIONS

RESEARCH APPLICATION

11 Replace with the new URL

BC History of Nursing Society

Howdy, admin

Button Settings

Preset: Default

Content Design Advanced

Search Options + Filter

Text

Link

Button Link URL ? ⓘ ⓘ

/wp-content/uploads/2024/11/BCHNS-Copyright-Regulations-form.docx-2024.doc.pdf

Button Link Target

In The New Tab

Admin Label

Help

For Arc

The follow purpose of Canada.

Individual collection form.

In some instances, depending on the nature of the research, the Copyright and Photocopy forms may also be required.

To download please click on the required form.

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PHOTOCOPYING REGULATIONS

RESEARCH APPLICATION

12 Click the green arrow

The screenshot shows a web page with a sidebar on the left containing the text "The following purpose of Canada." and a main content area. A configuration overlay is open, showing fields for "Link", "Button Link URL" (with a value: https://bcnursinghistory.ca/wp-content/uploads/2025/05/HoN_NEWSLETTER_Spring_2025.pdf), "Button Link Target" (set to "In The New Tab"), and "Admin Label". Below the overlay, a progress bar with five colored segments (red, purple, blue, green, and a final green segment with a checkmark) is visible. A green circle highlights the green segment with the checkmark. To the right of the progress bar are two buttons: "PHOTOCOPYING REGULATIONS" and "RESEARCH APPLICATION". The main content area includes the heading "Individual collection form.", a paragraph about research requirements, a link to download forms, and contact information for further information.

Link

Button Link URL ? ↻ ⋮

https://bcnursinghistory.ca/wp-content/uploads/2025/05/HoN_NEWSLETTER_Spring_2025.pdf

Button Link Target

In The New Tab

Admin Label

Help

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PHOTOCOPYING REGULATIONS

RESEARCH APPLICATION

13 When you are done click the purple + and save

The screenshot shows a web page with a sidebar on the left containing the text "Canada." and a main content area. A progress bar with five colored segments (red, purple, blue, green, and a final green segment with a checkmark) is visible. A green circle highlights the green segment with the checkmark. To the right of the progress bar are three buttons: "COPYRIGHT", "PHOTOCOPYING REGULATIONS", and "RESEARCH APPLICATION". The main content area includes the heading "Individuals who are going to access and use our collection need to complete the Research Application form.", a paragraph about research requirements, a link to download forms, and contact information for further information. At the bottom center, there is a green circle with a white plus sign and a purple circle with a white plus sign, both highlighted by a green circle.

Canada.

Individuals who are going to access and use our collection need to complete the Research Application form.

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COPYRIGHT

PHOTOCOPYING REGULATIONS

RESEARCH APPLICATION

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