

# Links

## Introduction To The Links Module

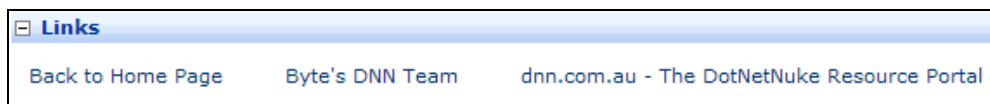
The links module renders a list of links to any page or file on your portal; or to an external URL. The links can be set to display in either vertically (default), horizontally, or as a drop down list. Links appear in alphabetical order by default, or can be reordered. A description of the link can be set to appear either as a tool tip upon mouse over, or as an Info Link that is displayed as a leader dot link (E.g. ...) when the ... link is clicked.



Links Module - Drop Down Display



Links Module - Horizontal Display with Info Links



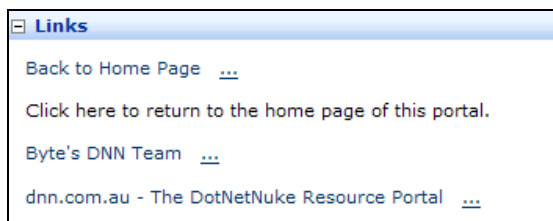
Links Module - Vertical Display

---

## View Link Description Set As Info Link

View the description of a link where the links module is set to Info Link.

1. To view the description, click on the leader dots ... following a link. The description will be displayed below the link.



View Info Link

---

## Add URL Link

A URL link can be set to any URL. The URL can be a web site, a web page, a file, an image, etc.

1. Add a **Links** module, or go to an existing **Links** module.
2. Select **Add Link** from the module menu.
3. In the **Title** field, enter a title for the link.
4. At **Link Type**, select **URL ( A Link To An External Resource )**.
5. At **Link**, perform one of the following:
  - a. If this is the first time a link has been created to this URL, enter the URL; or
  - b. If a link to this URL has been created previously click **Select An Existing URL** and select the URL from the drop down list.
6. At **Track Number Of Times This Link Is Clicked?** select from these options:
  1. Check  the check box track the number of times the link is clicked.
  2. Uncheck  to disable this feature.
7. At **Log The User, Date, And Time For Every Link Click?** select from these options:
  0. Check  the check box to add a Link Log to this screen once the record has been updated.
  1. Uncheck  the check box to disable the URL log.
8. At **Open This Link In New Browser Window?** select from these options:
  0. Check  the check box to open the link in a new web browser window.
  1. Unchecked  the check box to open the link in the existing web browser window.
9. At **Description**, enter a description for the link.
10. At **View Order** (optional), enter a number to indicate the position of this link. E.g. **0** = First link; **1** = Second link, etc. This setting overrides the default order. By default, links are order by numeral-alphabetic. E.g. 1, 2, 3, a, b, c.
11. Click Update.

Add a URL Link

## Add Page Link

1. Add a **Links** module, or go to an existing **Links** module.
2. Click Add Link.
3. In the **Title** field, enter a title for the link.

4. At **Link Type**, *select Page ( A Page on your Site )*.
5. At **Link**, *select* the page from the drop down box. Pages set as Hidden without a Parent Page are displayed at the end of the list.
6. At **Track Number Of Times This Link Is Clicked?** *select* from these options:
  - o *Check*  the check box track the number of times the link is clicked.
  - o *Uncheck*  to disable this feature.
7. At **Log The User, Date, And Time For Every Link Click?** *select* from these options:
  - o *Check*  the check box to add a Link Log to this screen once the record has been updated.
  - o *Uncheck*  the check box to disable the URL log.
8. At **Open This Link In New Browser Window?** *select* from these options:
  - o *Check*  the check box to open the link in a new web browser window.
  - o *Unchecked*  the check box to open the link in the existing web browser window.
9. In the **Description** field, *enter* a description for the link.
10. At **View Order** (optional), *enter* a number to indicate the position of this link. E.g. **0** = First link; **1** = Second link, etc. This setting overrides the default order. By default, links are order by numeral-alphabetic. E.g. 1, 2, 3, a, b, c.
11. *Click Update.*

Add a Page Link

## Add File Link

Adds a link to a file that has been uploaded to the Admin > File Manager.


1. *Add* a **Links** module, or *go to* an existing **Links** module.
2. *Click* Add Link.
3. In the **Title** field, *enter* a title for the link.
4. At **Link Type**, *select File ( A File on your Site )*.
5. At **Link**, *perform* one of the following:
  - a. If the file has already been uploaded to the Admin > File Manager:
    1. At **Link / File Location**, *select* the folder within the Admin > File Manager where the file was uploaded.
    2. At **Link / File Name**, *select* the file from the drop down list.

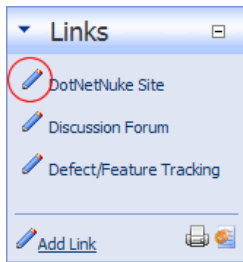
- b. If the file has not been uploaded to the Admin > File Manager:
  1. Click Upload New File.
  2. At **Link / File Location**, *select* the folder within the Admin > File Manager where the file will be uploaded to.
  3. At **Link / File Name**, *click* Browse.
  4. *Locate* the required file and *double click* on the file name to select.
  5. Click Save Uploaded File.
6. At **Track Number Of Times This Link Is Clicked?** select from these options:
  - o Check  the check box track the number of times the link is clicked.
  - o Uncheck  to disable this feature.
7. At **Log The User, Date, And Time For Every Link Click?** select from these options:
  - o Check  the check box to add a Link Log to this screen once the record has been updated.
  - o Uncheck  the check box to disable the URL log.
8. At **Open This Link In New Browser Window?** select from these options:
  - o Check  the check box to open the link in a new web browser window.
  - o Unchecked  the check box to open the link in the existing web browser window.
9. At **Description**, enter a description for the link.
10. At **View Order** (optional), *enter* a number to indicate the position of this link. E.g. **0** = First link; **1** = Second link, etc. This setting overrides the default order. By default, links are order by numeral-alphabetic. E.g. 1, 2, 3, a, b, c.
11. Click Update.

Add a File Link

## Edit Link (Horizontal or Vertical Display)

Edit a link that is displayed either horizontally or vertically.


1. Click the **Edit**  button beside the required link.
2. *Edit* the required fields.
3. Click Update.

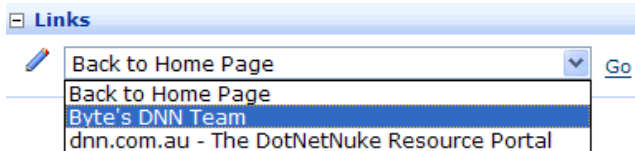


Edit A Link

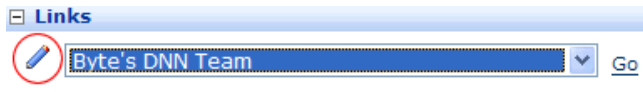
### Edit Link (Drop Down Display)

Edit a link that is displayed in a drop down selection box.

1. In the drop down box, *select* the required link.
2. *Click* the **Edit**  button.
3. *Edit* the required fields.
4. *Click* Update.



Select Required Link




Edit Selected Link

---

### Delete Link (Horizontal Or Vertical Display)

Delete a link where the links are displayed either horizontally or vertically.

1. *Click* the **Edit**  button beside the required link.
2. *Click* Delete. A dialog box asking 'Are You Sure You Want To Delete This Item' will be displayed.
3. *Click* **OK**.

**Edit Links**

**Title:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

**Link:** **Select A Web Page From Your Site:**

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Description:**

**View Order:**

[Update](#) [Cancel](#) [Delete](#)


Last Updated By Host Account On 12/7/2004 3:22:09 PM

Delete A Link

---

### Delete Link (Drop Down Display)


Deletes a link that is displayed in a drop down selection box.

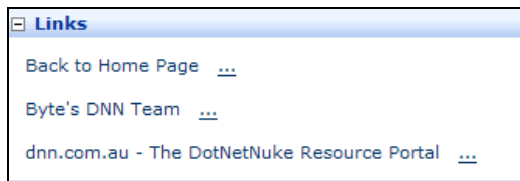
1. *Select* the required link from the drop down list.
2. *Click* the **Edit**  **button**.
3. *Click* **Delete**. A dialog box asking 'Are You Sure You Want To Delete This Item' will be displayed.
4. *Click* **OK**.

---

### Display Links Horizontally

By default, links are displayed in a horizontal list. This setting resets the module to links in a horizontal list. Displaying link description as an Info Link is an additional option for this setting.

1. Select **Settings** from the module menu.
2. At **Links Settings** *click* the **Maximize**  button
3. At **Control Type**, *select* **List**.
4. At **List Display Format**, *select* **Horizontal**.
5. At **Display Info Link**, *select* either **Yes** or **No**.
6. *Click* **Update**.




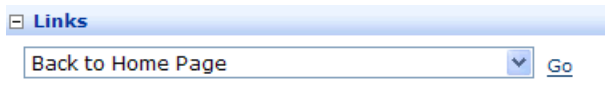
Display Links Horizontally - Info Link Enabled

---

## Display Links In Drop Down List

By default, links are displayed in a horizontal list. This setting displays links in a drop down list. Displaying link description as an Info Link is an additional option for this setting.

1. Select **Settings** from the module menu.
2. At **Links Settings**, click the **Maximize**  button.
3. At **Control Type**, select **Dropdown**.
4. At **List Display Format**, select either **Vertical** or **Horizontal**. This setting does not apply when Dropdown is selected as the **Control Type**.
5. At **Display Info Link**, select either **Yes** or **No**.
6. Click Update.




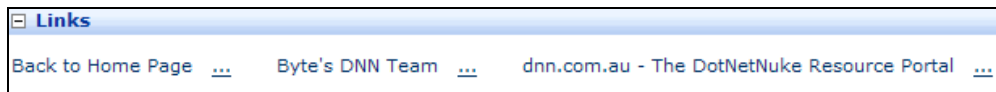
Display Links In Drop Down List

---

## Display Links Vertically

By default, links are displayed in a horizontal list. This setting displays links in a vertical list. Displaying link description as an Info Link is an additional option for this setting.


1. Select **Settings** from the module menu.
2. At **Links Settings** click the **Maximize**  button.
3. At **Control Type**, select **List**.
4. At **List Display Format**, select **Vertical**.
5. At **Display Info Link**, select either **Yes** or **No**.
6. Click Update.




Vertical Links with Info Link Enabled

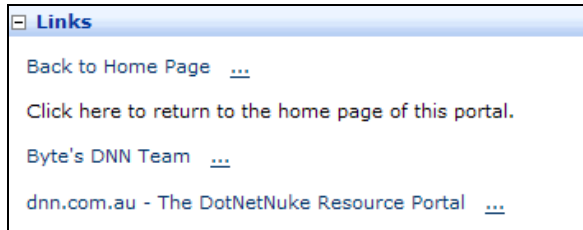
---

## Display Link Description As A Link

By default, the description of a link is displaying upon mousing over the link. This option displays a link to the description (as a series of leader dots  ) after the title of the link.

Clicking on the [...](#) link displays the link description below the link title. This setting is useful when the description is lengthy and offers some valuable information about the link.

1. Select **Settings** from the module menu.
2. At **Links Settings**, *click* the **Maximize**  **button**.
3. At **Display Info Link**, *select* **Yes**.
4. *Click* Update.



Link set as an Info Link

---