



Links Section

Add a New Link

1. Go to the 'Links Section – Add Link' on the main menu.
2. Enter a title and small description, then browse and select an image to display, if required. The image must be stored in the Image Manager first.

Link Archive : Add Link

Title: *

Description:

Image: ▼

Website: http:// *

Category: ▼

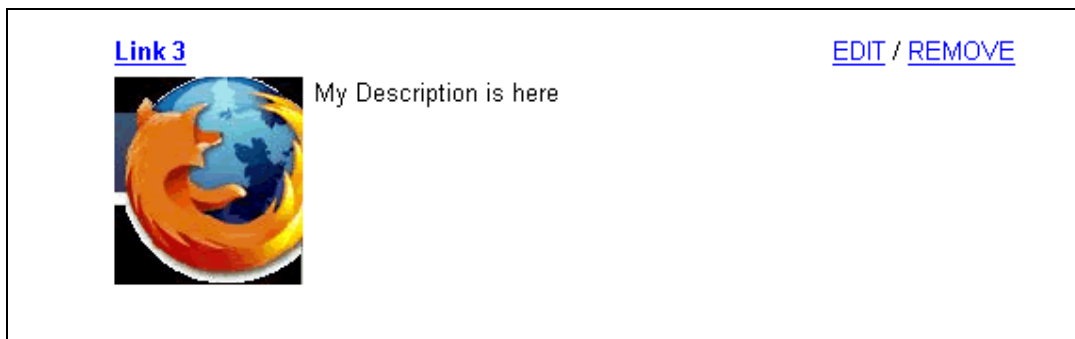
3. Type in the website address that you want to link to.
4. You then have the option to create different categories. You can assign a category to each link you add. This will create sub categories (groups of associated items). These categories can be selected from the search box displayed on your site in the Link Section.
 - You can create a new type by typing the name into the blank box.
 - You can select a previously created type by selecting from the drop down box.
5. Click the 'Submit Link' button to save the changes.
6. Repeat this process for each link you want to add.



7. View your web page and refresh it to see the links you have added. Clicking on the title of the link or the thumbnail image will open the external website in a new browser window.

Edit/Remove Link

Editing Link Section Items



1. Go to 'Links Section - Edit/Remove Link' on the menu.
2. Click the 'Edit' link above the item you want to change.
3. This will open the item and you can edit it.
4. Click submit to save the changes.

Deleting Links Section Items



1. Click the 'Delete' link above the item you want to remove.
2. You will be asked to confirm that you want to delete the item.
3. Click on the link to confirm and complete the deletion.

Edit/Remove Category

1. Go to 'Links Section - Edit/Remove Category' on the menu.

A screenshot of a web interface for editing or removing a category. The interface is enclosed in a black rectangular border. At the top, there is a dropdown menu with 'Great Links' selected, followed by a right-pointing arrow and an empty text input field. To the right of the text box is a blue button labeled 'Edit Category'. Below this, the text 'Delete A Category' is centered. At the bottom, there is another dropdown menu with 'News Websites' selected, followed by a blue button labeled 'Delete Category'.

2. Select a category to edit from the drop down.
3. In the text box type the new name for the category.
4. Click 'Edit Category' button to save changes.
5. To remove a category, select a category to edit from the drop down and click the 'Delete Category' button to save changes.



Links Section Settings

Settings control how your links section displays on your website and which features are enabled. You can adjust these settings at anytime.

1. Go to the 'Links Section - Link Settings' on the main menu.
2. **Display search box?** - To turn this on, tick the box. A search box will display on your site enabling your visitors to search your links by category or by typing keywords.
3. **Make 'Links Section' secure?** - To turn this on, tick the box. This option will only appear if you have 'Secure Pages' enabled. If this is on, visitors to your site will need a username and password before they can login and access your links.

For more information about using this setting see our Secure Pages help sheet.

4. **Display 'Links Section' on menu?** - To display on your menu, tick the box.

If you don't want this section displayed as part of your main menu un-tick the box. A link showing what the name of the page is, will appear 'Your Link Section is located at: <http://www.yourwebsite.uki.net/links.php>'. You can use this link to access the links section whilst it is not linked from your main menu.

Display 'Link Archive' on menu?

Your Link Archive is located at: <http://www.yourwebsite.uki.net/links.php>

Name of Link Archive:

5. **Name of Links Section** – Type the name into the text box. This will display on your menu button and as your page title.