

PAGE DETAIL – LINKS

Once a page has been created, a Links tool can be added to the page. This will allow you to build and maintain a formatted list of links to other Web sites.

ADD A LINKS TOOL TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Links tool. Click the Detail link for this page. The Page Detail page will appear.

Homework Links [← Back to Pages](#) [Right Side Bar](#)

Main Body:

Add Tool to this page: after

- Calendar of Events
- Interactive Forms
- Links**
- Photo Gallery
- Profiles
- Resources/News
- Slide Show
- Text/Graphic Editor

- 3) Choose Links from the tools drop-down box and click the Go button. A Links detail item will appear. (Note: This Links detail item can be added to a page that already contains content.)

Homework Links [← Back to Pages](#) [Right Side Bar](#)

Main Body:

Add Tool to this page: after

1. Links

[Add Link](#)

Currently, there are no Links on record for this detail item.

[Preview](#) [Delete](#)

ADD LINKS:

- 1) Click the “Add Link” link at the top of the page. The Add Link page will appear.

Add Link

* indicates a required field.

Position After:

***Link Name:**

***Web Address:**

Upload photo:

(Your photo must be a .jpg or .gif file)
 (If your photo is wider than 125 pixels, it will be scaled down accordingly)
 (After being scaled, your photo's file size cannot be larger than 20,000 bytes)

Description:


Source

Main Body:

Add Tool to this page: after

1. Links

[Add Link](#)

Photo	Link / Web Address	Update	Delete
	Faithwebsites www.faithwebsites.com	Update	Delete
	Microsoft Homework Helper www.microsoft.com/products/encarta/discover/default.mspx	Update	Delete

[Preview](#) [Delete](#)

- 4) Links within the table include:
 - a. Photo: This will display the logo or graphic that was uploaded.
 - b. Link / Web Address: This will display the Link name and the Web address.
 - c. Update: Click on this link to change the link's name, Web address, order, description and/or logo.
 - d. Delete: Click on this link to delete the link from the list.
- 5) Links related to the entire Links tool include: (below the table)
 - a. Preview: Click on this link to open the user side of this page. This is helpful for verifying your work.
 - b. Delete: Click on this link to delete **the entire links tool, not just an individual link**. Do not click this link unless you are trying to clean off the page.