



## **USER GUIDE**

### **Link Library Pages**

***Schoolwires***® **Centricity**

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## Introduction

**L**ink Library Pages allow your website visitors access to a collection of clickable links. When your website visitors click on a link on the *page*, it will go to that location. These links can be to a *page* within your website or to remote websites.

### **Audience**

Site Directors, Subsite Directors and Section Editors all have access to the *Section Workspace* and should read this chapter.

### **Objectives**

After reading this chapter, you will be able to:

- Add, edit and delete *Link Library Pages*.
- Add edit and delete links on a *Link Library Page*.

## Working with Link Library Pages

A *Link Library Page* is a collection of links. These links can be to a website or to another *page* within your website. They are useful to direct your website visitors to additional online resources.

The *Link Library Page* in Figure 1 has two links. The first link is to another *page* within the website. The other is to a remote website.

Each *Link Library Page* entry includes a title, description and a clickable link. Your website visitors click on a link to launch it in a new window.

### Adding a Link Library Page

Your *section* may already contain *pages* that a Site Director or a Subsite Director added when the *section* was created. In addition to working with the existing *pages* in your *section*, you may want to add additional *Link Library Pages*.

To add a new *page*:

1. Access the *Section Workspace*. A window like the one shown in Figure 2 will display. The *Section Workspace* will always open on the *Manage Pages* tab which functions as the *Section Workspace* Home.

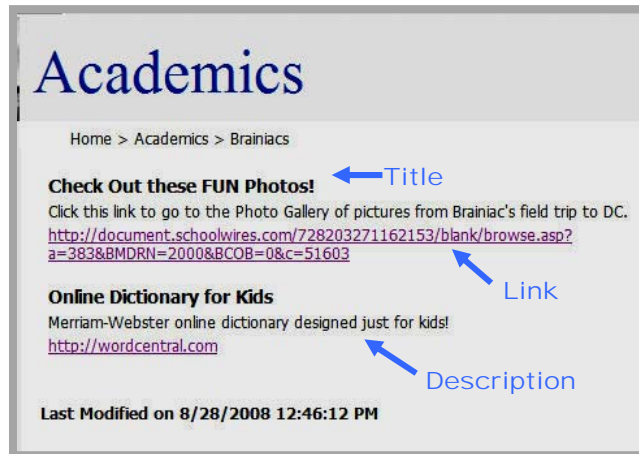


Figure 1: Link Library page

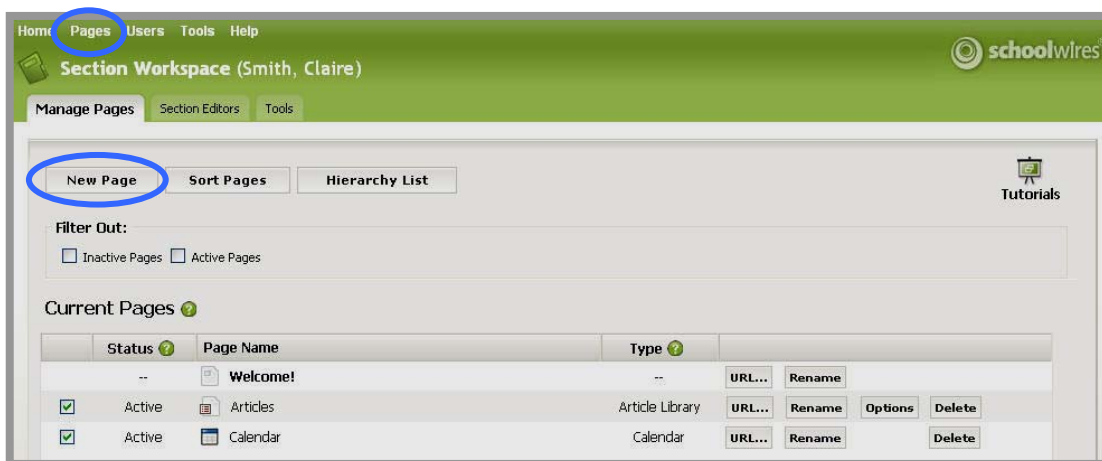
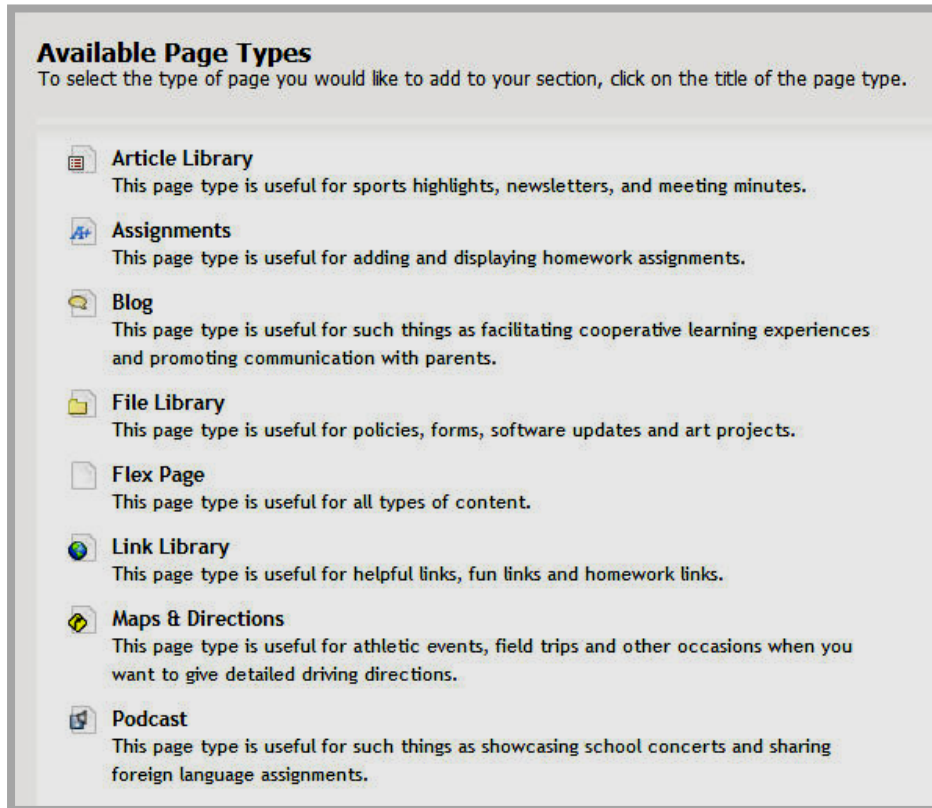


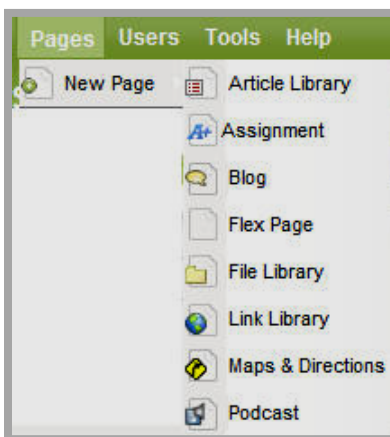
Figure 2: Section Workspace

- To add a new *Link Library Page* for a *section*, from the *Manage Pages* tab click on the *New Page* button. An *Available Page Types* window like the one shown in Figure 3 will display.



**Figure 3: Page types window without Calendar option**

Alternatively, to add a new *page* from the *Main Menu* bar, click on the *Pages* drop-down menu. A menu like the one shown in Figure 4 will display.



**Figure 4: New Page drop-down**

- Click on the Link Library link. An Add Link Library window like the one shown in Figure 5 will display.

**Figure 5: Add Link Library window**

- Click in the Page Name field and enter a name for the *page* you want to add.
- Click on the *Save* button. The *Manage Pages* tab will return as the active window. The *Link Library Page* you added will appear under Current Pages and have an Active status.

Note: To ensure that no website visitor can access your new *page* while you are working on it, set its status to *Inactive* by deselecting the *Status* checkbox.

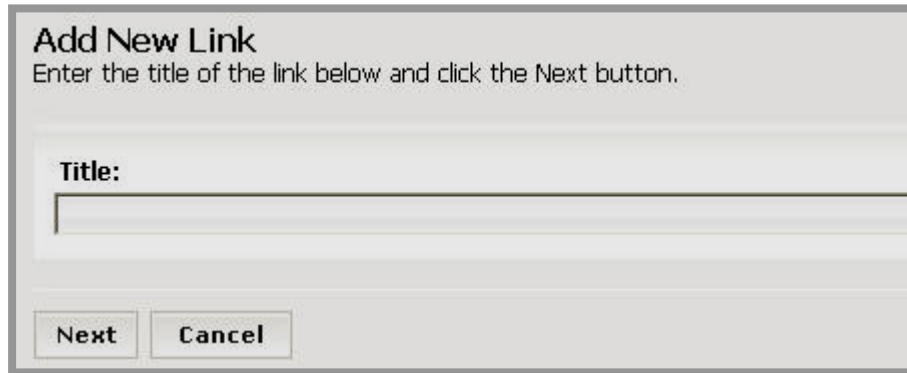
### Adding a Link

To add a link to a *Link Library Page*:

- Access the *Section Workspace*.
- Click on the *Link Library Page* to which you want to add a link. An *Link Library* window like the one shown in Figure 6 will display.

**Figure 6: Link Library window with no links**

- Click on the *New Link* button. An *Add New Link* window like the one shown in Figure 7 will display.



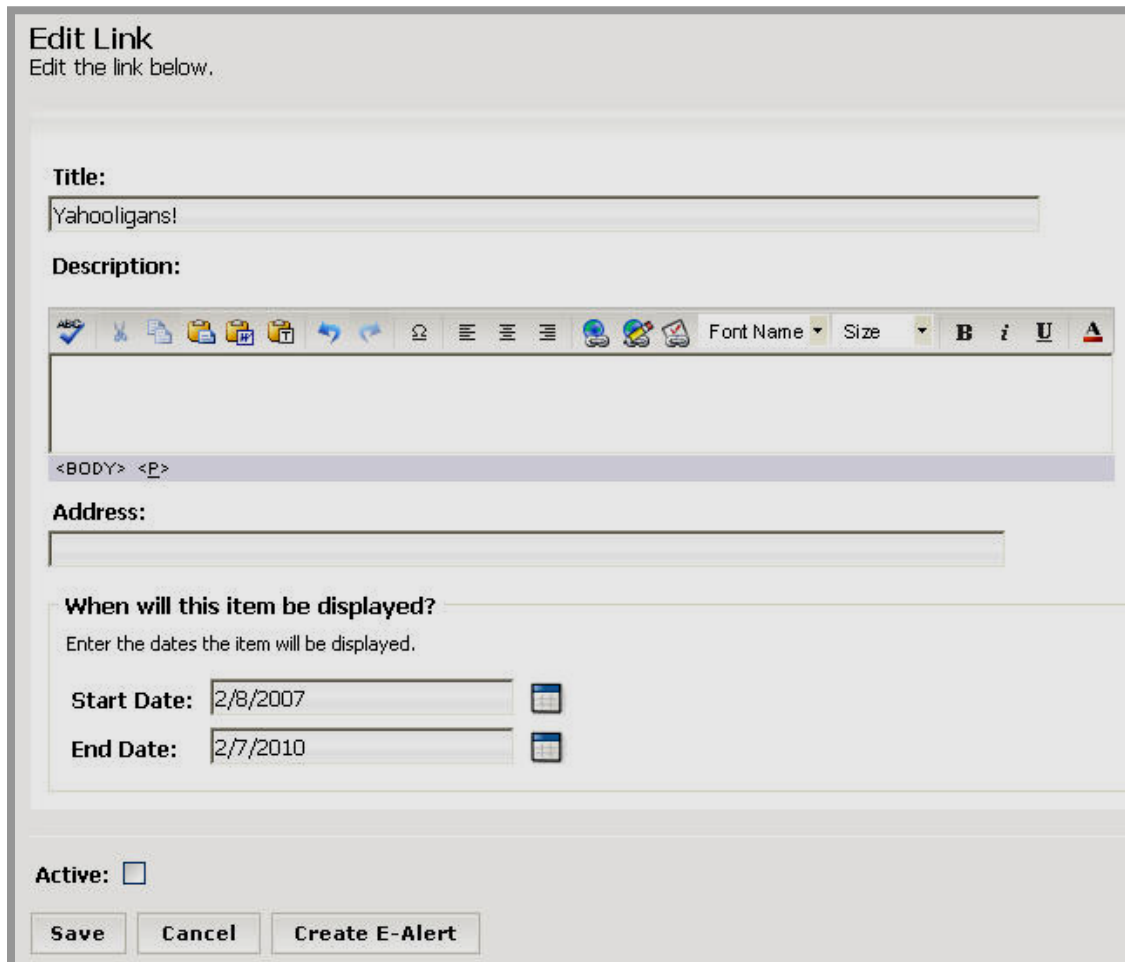
**Add New Link**  
Enter the title of the link below and click the Next button.

**Title:**

**Figure 7: Add New Link window**

4. Enter a title for the new link as you want it to appear on the *File Library Page*.
5. Click on the *Next* button. An *Edit Link* window like the one shown in Figure 8 will display.



**Edit Link**  
Edit the link below.

**Title:**

**Description:**

Rich text editor toolbar: ABC, Undo, Copy, Paste, Print, Bold, Italic, Underline, Font Name, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Table Border, Table Cell, Table Row, Table Column, Table Merge, Table Split, Table Delete, Table Insert, Table Edit, Table Move, Table Resize, Table Sort, Table Filter, Table Style, Table Background, Table Border, Table Cell, Table Row, Table Column, Table Merge, Table Split, Table Delete, Table Insert, Table Edit, Table Move, Table Resize, Table Sort, Table Filter, Table Style, Table Background.

<BODY> <P>

**Address:**

**When will this item be displayed?**  
Enter the dates the item will be displayed.

**Start Date:**


**End Date:**

**Active:**

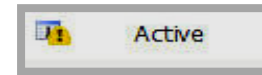
**Figure 8: Edit Link window**

6. Edit the title if required.

7. Enter a description into the limited-function **Schoolwires Editor** (optional). See the **Centricity** chapter “**Editor**” for more information.
8. Enter or paste the web address (URL) of the link into the *Address* field.
9. Enter the start date for the link. This is the date that the link will appear on the *Link Library Page* on your website. The link status must be active in order for it to appear on the designated start date.

**TIP:** Clicking on the calendar icon  will display a calendar on which you can select the desired date. The default date/time is the date/time you added the link. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

10. Enter an end date for the link. The link will no longer display on the *Link Library Page* on your website after this date. As illustrated in Figure 9, it will remain in the *Section Workspace* and be flagged as expired after the end date unless you delete it.



**Figure 9: Expired Flag**

**TIP:** The default end date/time is three years from the start date/time.

11. Click in the *Active* checkbox if you want this link to appear in the *Link Library Page* on your website. If you do not make it active now, remember to make it active later or it will not appear on your website.
12. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button.
13. Use the breadcrumbs to navigate back to the *Link Library Page*. The link will display in the *Link Library Page*. If the *Link Library* and link are both active and the start date has been met for the link, they will display on your website.

Remember that you can add multiple links to a *Link Library Page*, and you can have more than one *Link Library Page* in your *section*.

**TIPS:**

- The easiest way to insert a link into any page is to use the Insert Link icon in the Editor. See the Centricity chapter “Editor” for more information.
- To obtain the URL for a page to which you want to link, you can use the URL button or you can navigate to that page on your website and copy the URL from the address bar.



- If you have enabled content routing, you will need to send the page for approval when you create or change content on any page. See the **Centricity** chapter “Content Routing” for more information.
- If you have access to **E-Alerts Premium Enhancement Module**, you can send a Content E-Alert. See the **Centricity** chapter “E-Alerts” for more information.
- If you do not see a Link Library page or link on your website when you expect to see it, check that the start and end dates are correct and that the Link Library page and link are both active. If your site is using content routing, it may not be through the routing process.

### Editing a Link

To edit an existing link on a *Link Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Link Library Page* containing the link you want to edit. A *Link Library* window like the one shown in Figure 10 will display.



Figure 10: Link Library window

3. Click on the *Edit* button to the right of the *link* you want to edit.
4. Follow the steps for adding a new link, making the appropriate changes to the information.

## Sorting Links

To sort links on a *Link Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Link Library Page* that contains the links you want to sort. A *Link Library* window like the one shown in Figure 11 will display.



**Figure 11: Edit Link Library window**

3. Click on the *Sort Links* button. A *Sort Links* window like the one shown in Figure 12 will display.



**Figure 12: Sort Links window**

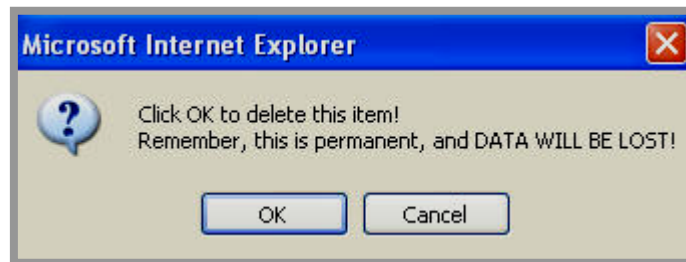
4. Click and hold on the name of the link you wish to move.
5. Drag the link to its new location within the list and drop it by releasing the mouse.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *Link Library* window will return as the active window. The sorted links will appear in the new order on the *Link Library* window and on your website.

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## Deleting a Link

To delete a link from a *Link Library Page*:

1. Access the *Section Workspace*.
2. Click on the *Link Library Page* that contains the link you want to delete. An *Link Library* window like the one shown in Figure 10 will display.
3. Click on the *Delete* button to the right of the link you wish to delete. A confirmation dialog box like the one shown in Figure 13 will display.



**Figure 13: Delete confirmation message for a link**

4. Click on the *OK* button. The *Edit Link Library* window will refresh. The link you deleted will no longer be listed.