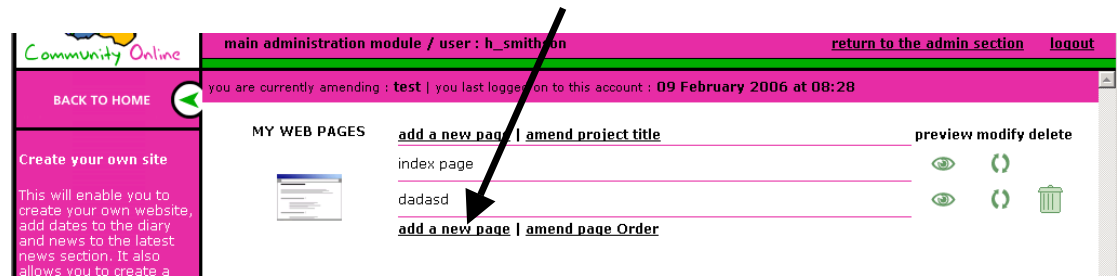


7. Links to other websites

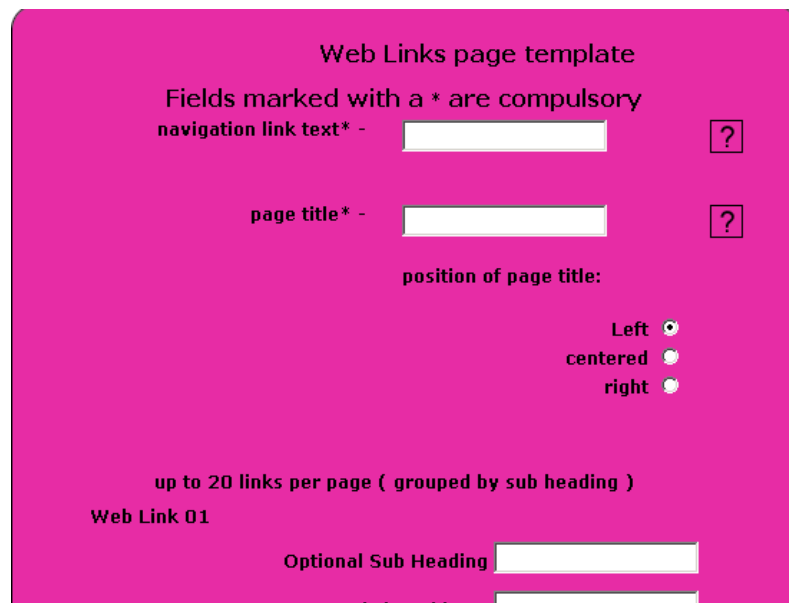
Adding your links

Go to the www.wdco.org home page, click on CREATE A SITE and then enter your user ID and password. Choose the website you want to modify from the drop-down list, click the arrow and the admin screen is displayed.

From the admin screen click on **add a new page**



Click on **Links page** to select it from the list of templates. The template below will open (full template not shown)

A screenshot of the 'Web Links page template' form. The form is titled 'Web Links page template' and includes the instruction 'Fields marked with a * are compulsory'. It contains the following fields and options:

- 'navigation link text*' - a text input field with a help icon (?)
- 'page title*' - a text input field with a help icon (?)
- 'position of page title:' - three radio buttons: 'Left' (selected), 'centered', and 'right'.
- 'up to 20 links per page (grouped by sub heading)'
- 'Web Link 01' - a section header for the first link.
- 'Optional Sub Heading' - a text input field.
- 'Web site address' - a text input field (partially visible).

Completing the links template

The first part of the links template is very similar to the other WDCO templates so you are probably already familiar with the following:

Navigation Link Text

The name (text) you enter here is the name used as the **link** to your page. The link is displayed on the left-hand side of the screen. Visitors to your website will be able to click on this link to go to this specific page of your site. The name can include

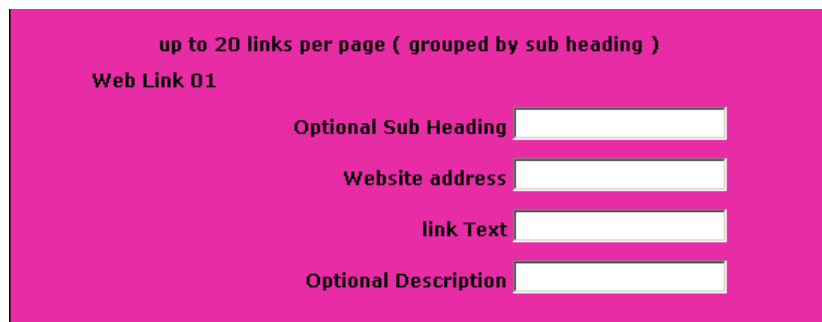
letters, numbers and spaces but can be no more than 18 characters long

Page Title

The title is displayed as a bold heading at the top of the page. You can choose to position your title on the left, in the centre or to the right

Adding Links

If you scroll down the template you will see that you can add up to 20 links (see below).



up to 20 links per page (grouped by sub heading)

Web Link 01

Optional Sub Heading

Website address

link Text

Optional Description

Optional Sub-Heading This is an optional heading (or short description) that appears above the links (eg: if you are planning to list a number of sports sites you could put 'Sports Site Links' as a general heading. However, you do not have to enter anything here if you do not wish to.

Website address This is where you enter the web address of the website you want to link to. You must type (or copy from the internet address bar) the full web address (eg: <http://www.wdco.org> not just www.wdco.org)

Link Text This is where you would enter the actual name of the website eg: Wakefield District Community Online. This is the text that visitors would click on to go to the linked website. This is known as a *hyperlink*.

Optional Description This is an optional description for your link (for example you could enter *click here to go to the WDCO website*) Once again, it isn't compulsory to enter anything here

Once you have added all the links you want, scroll down to the bottom of the template and click on the arrow at the bottom of the page. You will see a preview of your *links* page. If you spot any errors simply click on the **click here** link to go back to the template where you can make the changes.

If you are happy with your new page, click on the arrow at the bottom of the preview box and your page is automatically added to the website. And don't forget, you can go back to the page at any time to add more links.