

Links to Other Web Sites or Files

Links

This feature will allow you to provide web site links to suppliers, organizations, associations, and/or services that your site visitors might find useful.

For example, the Dufferin County Museum and Archives might want to post a link to the Royal Ontario Museum.

Links categories must be created prior to entering links into your sub-site. The category table allows you to organize your links making it easier for site visitors to navigate. For example, you have 15 links and five are related to general information, five are related to fees, and five are related to volunteering. You could create those three overall categories of General Information, Fees, and Volunteering to organize the 15 links rather than just listing them altogether and having visitors scroll through the entire list. Creating a “General Information” category would be a good place to begin.

Instructions:

-> go to www.thehillsofheadwaters.com ->tourism association

-> Member Log In

1. Log In and you will be taken to the ‘member home’ page which only Headwaters members can see.
2. Click on **edit content** at the top right of the screen
3. This will take you to the ‘admin page’. On the left of the screen you will see ‘to begin select a section to edit’*, click the little down arrow and select **Public Link Categories**. *this is called a drop down menu
4. A blank table will appear. Click **add new** to add a category.
5. A blank form will appear and this is where that you add your information.
NOTE: You have to create a category before you can add any links. Creating a “General Information” category would be a good place to begin.
6. Click **submit** this will take you back to the table; it should have your link category name in it.
7. To add a link you need to click the arrow under **jump to another section** at the top right hand of your screen. Move your cursor to ‘links’ and click on it.
8. This will take you to another blank table, click **add new** to add your link
9. Select your link category and Public to show up on your web site
10. Add a descriptive Link name.
11. Copy and Paste the address of the web site into the URL box.
12. When you have completed all of the necessary information click **submit** at the bottom of the page. When it has successfully submitted it will take you back to the table that you started from and your link will be there. Click on the **edit** button to make changes to your link.
13. Open a new browser window and test the link.

You should always open a new browser window and preview your work:

- refresh your browser to get the most current files - button with two arrows
- check for accuracy and formatting
- spelling and grammar
- test your links to make sure they work