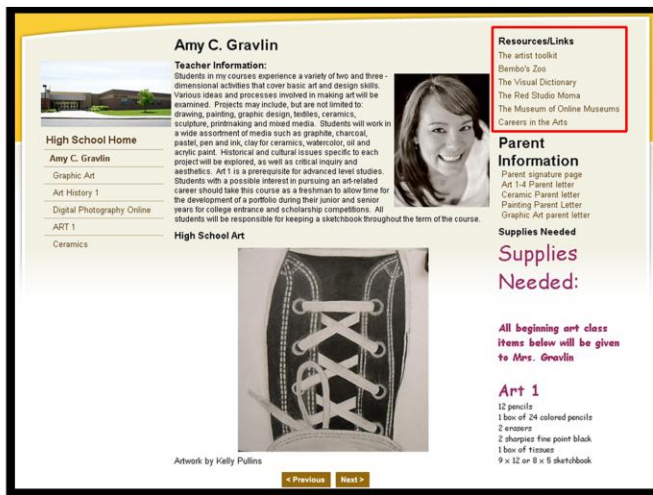
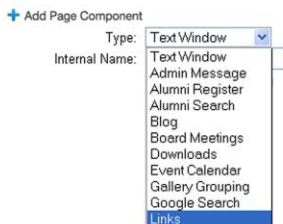


## CREATING A LINKS COMPONENT:

1. Click the **Window #2 Content** tab and choose **Type** to change the component type to **Links**. Give your Links component an internal name (remember, this can only be seen within the CMS - not the actual web site).



2. Click **Edit This Page Component** in order to go into the new component.



3. Click **Add A New Link**. [Edit Page Links](#)  
[Add A New Link](#)

4. The **Link Title** will appear as a link on your page which will direct you to the specific Link URL you provide. The Link URL can direct you to an *external* or *internal* page. For example - in order to link to *Google*, you would enter ***http://www.google.com***. To link internally (linking to a page within your own web site) - simply use the friendly URL (pagename.aspx). The http://www is not needed.

5. There is also an option to use an image for your link instead of a title. If you wish to do this, see next page.

6. **Display Link in New Window** will open a new tab/browser window for your link (use this when linking to any external website).

7. After adding links, you have the option as to how you would like those links to be displayed on your page. You can choose either **Link List** or **Dropdown List**. Unless there are more than 10 or 15 links, Link List is a safe choice.

**Add A New Link**

Link Title:

Link URL:

Description:

Display Link In New Window

Date Visible:  (mm/dd/yyyy format)

Date Expires:  (mm/dd/yyyy format)

Link Image:

[Edit Page Component Header](#)  
[Show Header Configs](#)

[Edit Page Links](#)  
[Add A New Link](#)

**Display Option**

Display Mode:

**Resources/Links**

- The artist toolkit
- Bembo's Zoo
- The Visual Dictionary
- The Red Studio Moma
- The Museum of Online Museums
- Careers in the Arts

Here is what your Links Component will look like on your actual web page after adding a couple links. To format spacing of items, please see [Helpful Hints](#), [Using Header Configurations](#).