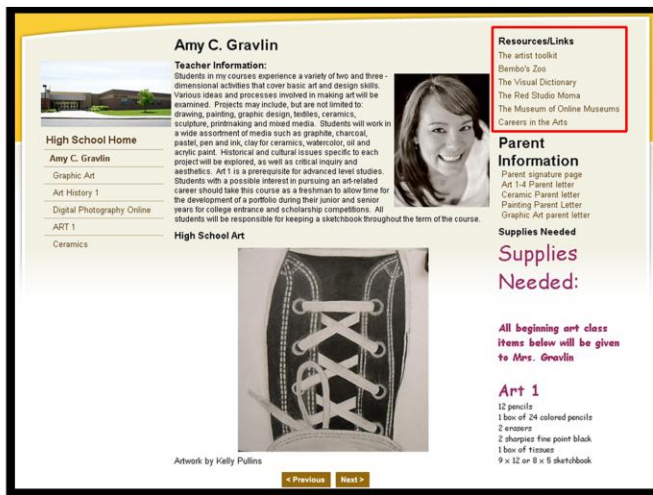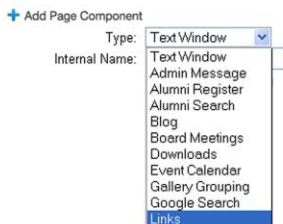## CREATING A LINKS COMPONENT:

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**.

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 winthin 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 we bsite).

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.

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.