

## Links

The links feature is an easy way to order and display links to other websites. The link explorer (below) organises the link that are added to the site.



To add/edit or delete links you will need to go to the links page in the Control Panel (Home > Links). Note that the links explorer (seen on the right) requires Internet Explorer 5.5+ on a Windows PC.

Key

- Add a new link
- Delete link
- Edit Link

### Adding a link

To add a link to the site click on the LINKS folder. This will then expand the folder and list any links that you have. To add a new link press the add link button () and you will then be presented with the 'Add Link' form.

Each link requires the following information:

- Link name,
- description and
- web address.

If you would like to upload an image (for example a logo) to be displayed next to the link then you can also do this by selecting the browse button – the image must be a JPG or a GIF format image.

| Add Link  |   |
|---|---|
| Link Name   | <input type="text"/>  |
| Link Description                                    | <input type="text"/>  |
| Web Address<br><small>(Include http://www.)</small> | <input type="text" value="http://www."/>                      |
| Image Optional                                      | <input type="text"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Add"/>                  |   |

**Christianity Today**  
Hits :20  
A source of Christian news and resources  
<http://www.christianitytoday.com>



**Church Edit**  
Hits :210  
Get your own Church Site by visiting Church Edit. The website is easy to update and maintain. Find out for yourself by taking out a free trial.  
<http://www.churchedit.com>



**CNN**  
Hits :19  
Get all the latest news and headlines from CNN  
<http://www.cnn.com>



A link will then be displayed on the website as seen on the right of this page (these two examples have also had images uploaded):

### Editing a link

You can edit the link contents by opening the link explorer and clicking on the Edit Link button () next to the link.

### Deleting a link

To delete a link opening the link explorer and click the Delete Link () button next to the link.

### Deleting a link image

To delete a link image open the link explorer and then select the link by clicking on the link name. This will then display the link and the image. To delete the image click on the cross underneath the image.

### Link Options

There is one option for the links and this is to display/ hide the total number of hits a link has had. A hit is the number of times that the link has been clicked on by site visitors. If the hits are shown then this will be underneath the link name and this will be visible to all visitors to the site.

To change the link options go to Home > Links > Link Options.