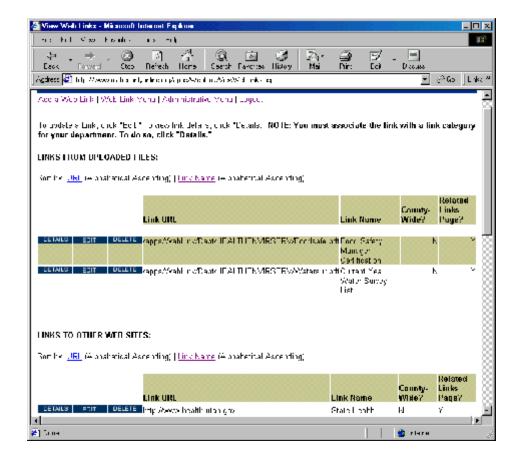## WEB LINKS

The Web Links application is a multipurpose upload/link program that allows you to display links dynamically. These links can be designated to display on the Related Links page for your organization, the links page for the entire County, or can be displayed on a custom-built page for your organization.

> **View Web Link Categories.** This page displays all of the link categories that have been created for your organization. To add a link category, click the Add link.

> **Add Contact Type.** Use this form to add a category of links for your organization, following the guidelines established in the General Information section of this document.

> **View Web Links.** Because two types of links can be created, this page displays two lists of links that have been created for your organization: one for uploaded files and one for traditional links. To Add, Edit, Delete or view Details, press the corresponding link or button.

"Add Link" Menu. When you press the Add button from the View Web Links Page, you are given the option to upload a file and link to it, or to link to another web site.

Add an Upload Link. Use the browse button to locate a file for upload from among the files on your file system. Also, enter the required Link Name. It is the link name that displays the link on the Related Links page. To display the link on the County links page, select "Yes" from the "Display County Wide" dropdown list. Please do this only if your link is of interest to a large segment of visitors to the main county site. If you want the link to display on the Related Links page for your organization, select "Yes" from the "Display on Related Links Page" dropdown list. If this link is to be displayed on a custom page built by a web developer and you *do not* also want it displayed on the Related Links page, then select "No" from the "Display on Related Links Page" dropdown list.

Add a Web Link. Type in the full web address of the web page you wish to link to. This can be another site or a page on the County site. Be sure to precede your link with http:// . Also, enter the required Link Name. It is the link name that displays the link on the Related Links page. To display the link on the County links page, select "Yes" from the "Display County Wide" dropdown list. Please do this only if your link is of interest to a large segment of visitors to the main county site. If you want the link to display on the Related Links page for your organization, select "Yes" from the "Display on Related Links Page" dropdown list. If this link is to be displayed on a custom page built by a web developer and you *do not* also want it displayed on the Related Links page, then select "No" from the "Display on Related Links Page" dropdown list.

Web Link Details. This page displays all the current information for the link and displays one or more link categories that have been associated with the link. YOU MUST ASSOCIATE THE LINK WITH AT LEAST ONE CATEGORY. Click the Add button to associate the current link with one or more categories. Once a category has been assigned to the link, the Edit button for the contact category appears. Use the Edit button to change the associated category or delete the association altogether. If you are having a custom page built, it will be based upon a category of links.

Edit an Upload Link. Use this form to edit an uploaded link. If you choose to upload a new file, it will replace the existing file on the web server.

Delete an Uploaded Link. Use this form to delete an existing uploaded link. Any associated categories will also be deleted. The uploaded file will be deleted from the web server.

Edit a Web Link. Use this form to edit an existing web link.

Delete a Web Link. Use this form to delete a web link altogether. Any associated categories will also be deleted.