How to add a links widget to the website

Omar S. - 2023-02-15 - Website Widgets

Use the steps below to add a Links widget to your home page or custom pages to direct visitors to other pages on the website, or external websites:

Adding a Links widget to the Home Page or Custom Page

1. Click **Website** or the **Globe** icon on the left menu.
2. Click **Page Designer** from the options**.**
3. In the **Recent Pages** section, you have these options:
    - To update the Home Page, hover-over the Home Page and click **Open.**
    - To update an existing Custom Page, hover-over the page, and click **Open.**
    - To create a new page, click **Create Page** on the right side of the page.
4. When on the Live Designer, click the **Content** tab, on the right-side of the page.
5. Click **Preformatted Widgets** to collapse the widget group.
6. Click **Links** to expand the widget group.
7. **Drag-and-drop** a new or existing Links widget into an area on the left-side on the page. A Drop Here box will appear to mark where the widget will be placed.
    - **New widgets** have a **+** (Plus icon) on the top-left.
    - **Saved widgets** have a Magnifying Glass icon on the top-left. You can click this icon to preview the widget to see what it looks like.
8. After you drop the widget, the following would happen:
    - If using a new Links widget, the Manage Links page for that new widget will automatically open after dragging it onto the page.
    - If using a saved Links widget, it will be placed on the page. To edit the Links widget, hover-over the widget and click the **Outbound Arrow** icon on the top-right of the widget**,** or any of the widget's highlighted space to open the Manage Links page.

Change the widget's title

1. When editing the widget, on the **Manage Links** page, click the **Change Widget Title** button.
2. Enter the new title into the pop-up, and then click **Save.**

Adding a new Group for links

1. When editing the widget, on the **Manage Links** page, click the **Add New Group** button. Groups allows you to group different kinds of links together.
2. On the **Create Link Group** details page, enter a **Group Name**.
3. Check the **Hide group name** checkbox, if you would like to hide the group name.
4. Click **Save** to save the change.

Adding a new link

1. When editing the widget, on the **Manage Links** page, click the **Add New Link** button or the **Add Link** button on the same line as a group.
2. The Add Link page will display with the following options:
    - **Display As** - How the link will be displayed
        - **Text** - Enter the text for the link.
        - **Image** - Click **Select Image**, then select the image from the Image Library**.**
    - **Link Type** - Select the type of link from the drop-down.
        - **Custom URL** - Allows you to enter any URL or website address which will redirect visitors to that site. Be sure to include https:// in front of the website address.
        - **Built-in Page**: Built-in pages are system created pages that update automatically. The options you can choose are:
            - **Home** - The home page.
            - **Bulletin List** - A web page with a list of your website bulletins.
            - **Contact Us** - A web page where a visitor can email the website contact.
            - **Event Calendar** - A web page which displays a calendar with events on it from Events.
            - **Events (Card View)** - A web page which displays Events as thumbnails.

- **Events List** - A web page which displays a list of Events.
- **Photo Albums** - A web page that displays photo albums.
- **Search** - A web page where you can perform a search for content on the website.
- **Stories** - A web page that displays a list of website stories.

- **Custom Page** - This allows you to link to a custom page you have created in your website.
- **Document** - Allows you to select a file for download from the Documents area.
- **Event** - Displays a drop-down list of Events which were created by the Organization.
- **Photo Album**: This activates a drop-down menu where you may select a link to a photo album to display on the homepage menu.
- **Story** - This allows you to select an existing story.

- **Pages/URL** - Select what is to be linked or enter in the URL if you selected Custom URL.
- **Group** - Select the group to add the link into that group. If no groups are available, enter the **Group Name** to create the group.
- **Placement in Group** - Select **Top of List** or **Bottom of List** to place the link at the top or bottom of the group.
- **Open link in a new window** - Check this option to have the link open a new browser tab. We recommend doing this if the link takes the user to a different website.

3. Click **Save** once done.