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External Link Pages Guide

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Contents

Introduction

External Link Pages provide a simple and effective means of adding substance to your website by linking your pages to outside content. You can select pages from the web, pages from within your website, or files uploaded from your computer to add to your **External Link Page**. This manual will show you how to create and edit **External Link Pages**. Additionally, tips and suggestions are provided to help you avoid common pitfalls.

Key Information

To create an **External Link Page**, you must first log in to your site with a Username and Password.

If you have not yet registered with the site you can request access by clicking the **Signup** button. This will prompt you to create a profile which is automatically routed to an administrator for approval.
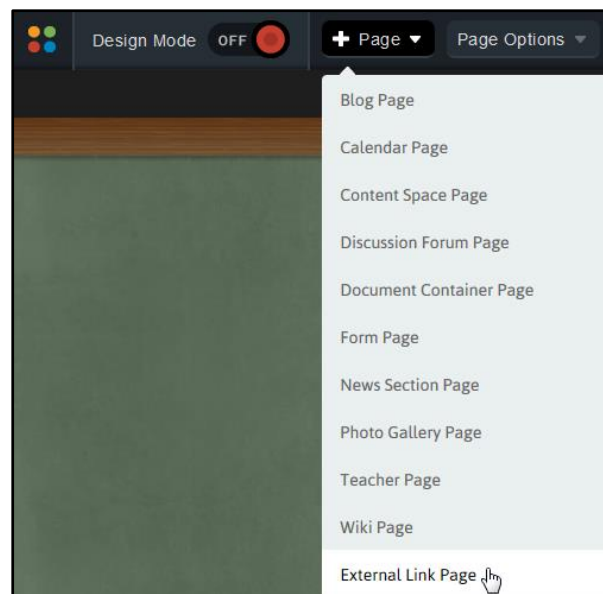

If you have already registered but have forgotten your password, click **Forgot Password?** to retrieve it.
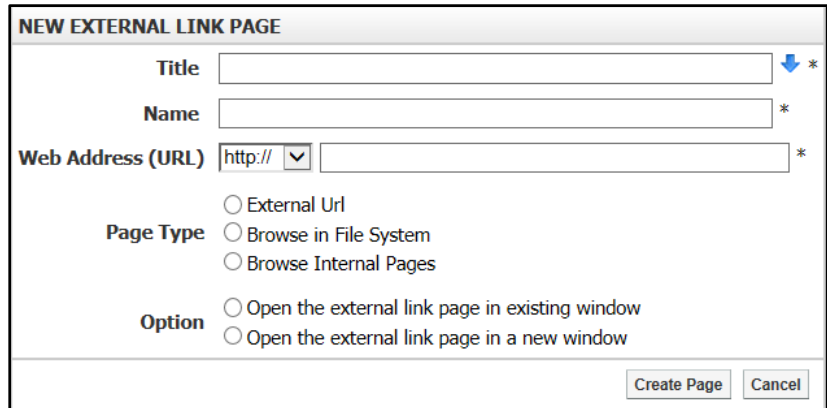
Add an External Link Page

In order to add an **External Link Page** to your page, first navigate to the page you would like the **External Link Page** to be listed under.

Go to **Page Options** and select **External Link Page**.

The resulting page provides three separate types of **External Link Pages**:

- External URL: This option links to an external web page.

- Browse in File System: This option links the page to a document uploaded to your site.

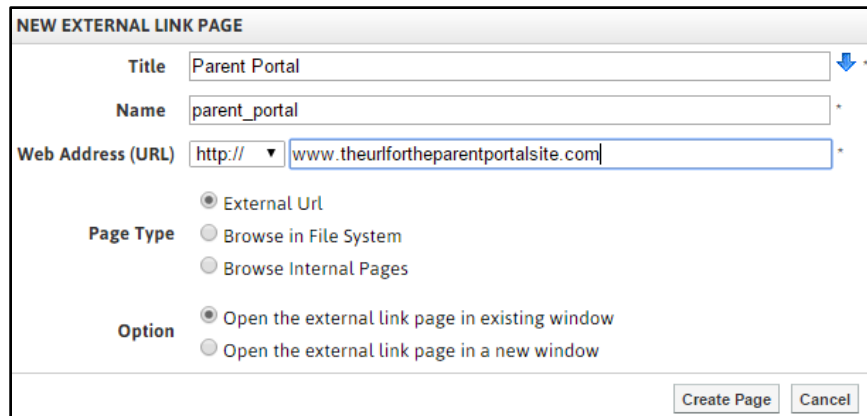- Browse Internal Pages: This option links to a page within your website.

How to Create Pages Linked to External URLs

Enter a name for your page in the **Title** field. This title will appear in the dropdown menu from the **Administrative Toolbar.** The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

Enter the web address, or URL (Universal Resource Locator) of the site you wish to link under **Web Address (URL)**. Select **External URL** for the **Page Type**.

Select whether or not you'd like to have the page open in a new window or in a new tab.

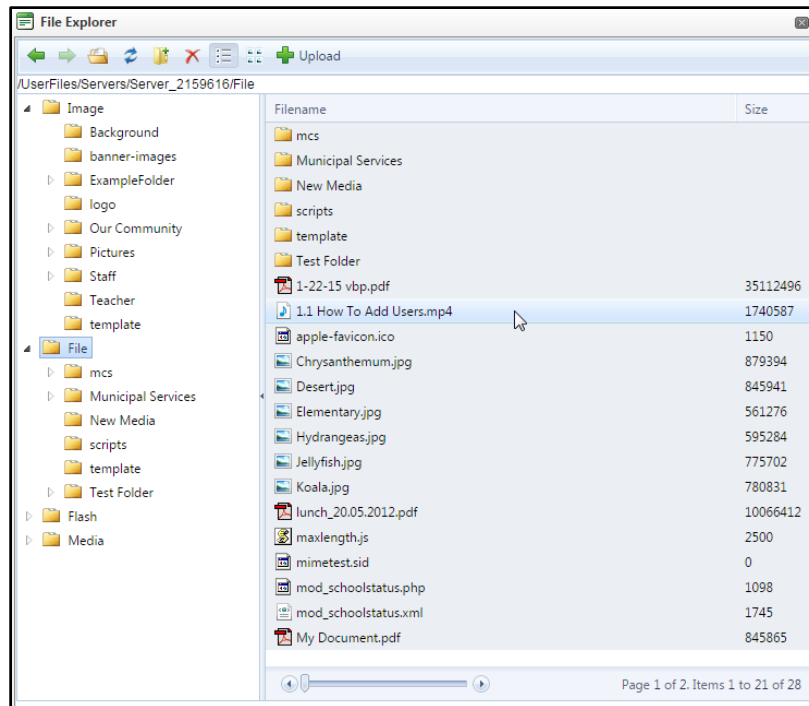
Click **Create Page** to publish your link.

💡 *Note: Some sites have extra security features (such as encryption) to protect sensitive information transmitted across the internet. Some of these sites make use of the **https://** protocol to enable these features. Make sure to select the correct protocol in the dropdown box by confirming the web address of the site to which you are linking.*

How to Create a Page Linked to Files

Enter a name for your page in the **Title** field. This title will appear in the dropdown menu from the **Administrative Toolbar.** The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.
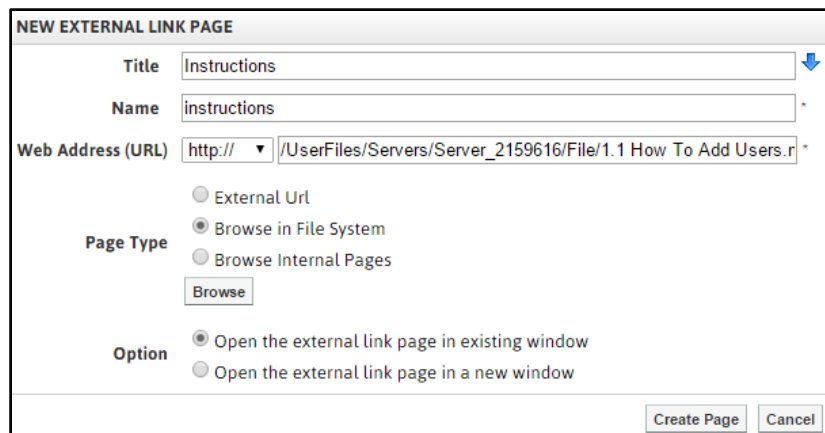
Select **Browse in File System** for the **Page Type**. The page will refresh.

Click **Browse** to open the **File Explorer** window. The **File Explorer** contains all the files and folders that are available to you from your organization.

Navigate to the folder you want and double-click on a file to select it.

Select whether or not you'd like to have the page open in a new window or in a new tab.

Click **Create Page** to publish your link.

Pages Linked to Other Pages within Your Website

Enter a name for your page in the **Title** field. This title will appear in the dropdown menu from the **Administrative Toolbar.** The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

Select **Browse Internal Pages**.

Select the type of page you are looking to link from (for example, if you are linking to a blog, choose **Blog**. If you are linking to a general page on your site, choose **CMS**).

Click **Browse** to search for that type of page within your website. This will open a new window.

Navigate to the page you wish to link to. When you have found your desired page, click **Insert** to the right of the desired page.
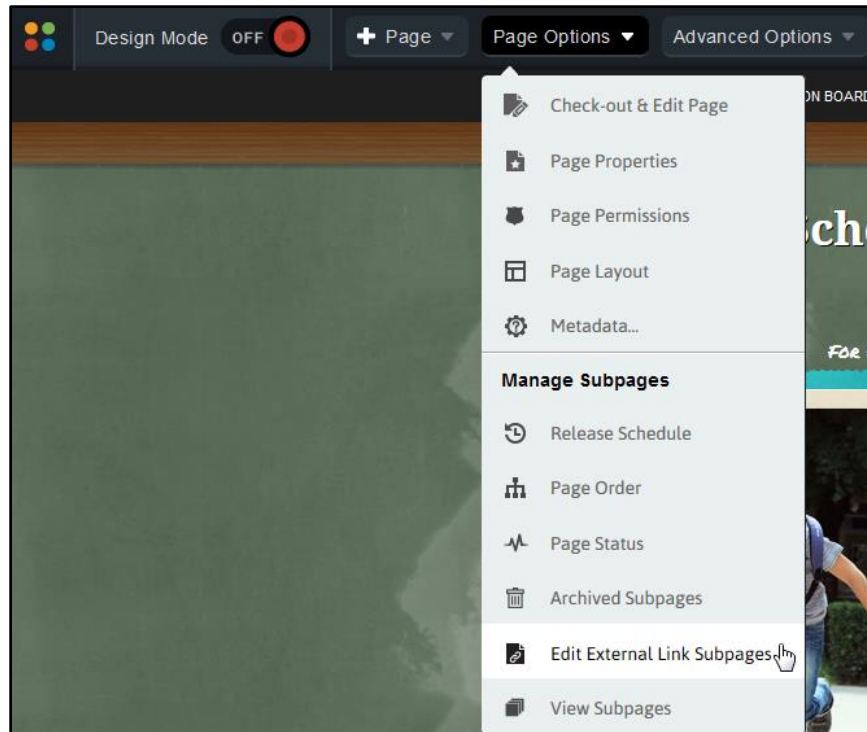

Select whether or not you would like to have the page open in a new window.

Click **Create Page** to publish your link.
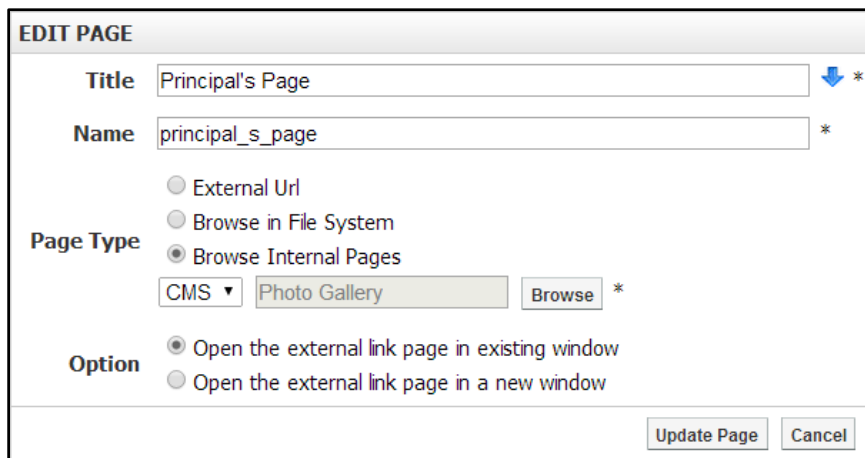
Editing an External Link Page

Navigate to the parent page of your external link page**.**

Go to **Page Options** and select **Edit External Link Subpages**.

In the window that comes up, click the external link page you wish to edit.

The new window will list the options available to edit with your **External Link Page**.

When the changes are complete click **Update Page** to make your changes live, or click **Cancel** to omit the changes.