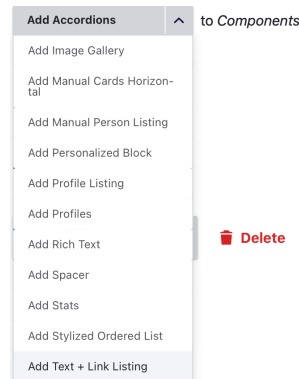
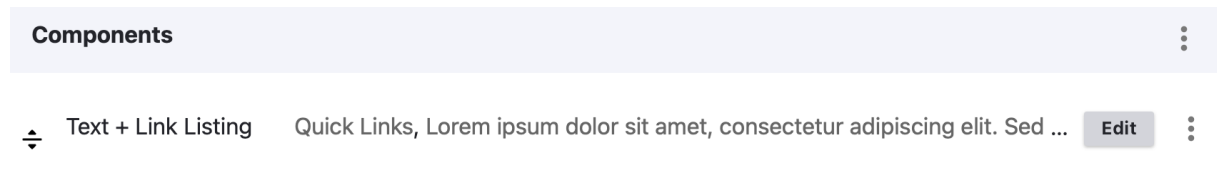


# Adding and Editing a Text+Link Listing Component

- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Text+Link Listing**.



- Or, if you are editing an existing Text+Link Listing Component, Click the **Edit** button



- There are six fields to start when you add a Text+Link Listing component.
- **Title**, **Description**, **URL**, **Link Text**, **Attributes**, and the **Add Another Item** button.
- By default, a Text+Link Listing component will start with one empty set of Links.

Title

Description

B

I

$\times^2$

$\times_2$

$\text{:=}$

$\text{:=}$

“ ”

🎵

🔗

🚩

Paragraph

▼

Styles

▼

☰

▼

📅

▼

🔗

Source

Text format

Basic HTML ▼

[About text formats](#)

Links

÷

URL

🔍

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

▼ Attributes

Remove










Add another item

- The **Title** and **Description** above the cards are not mandatory fields, but you can add content here if needed. The **Title** and **Description** will appear above your links as a Heading and a blurb. If this component is being placed at the top of your page, the title should read Quick Links.


**Title**

Quick Links

**Description**

**B** *I*  $\times^2$   $\times_2$   $\text{:=}$   $\frac{1}{2}\text{=}$      Paragraph  Styles     Source

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed molestie diam mauris, non feugiat tellus blandit et. Duis mollis diam sed tortor ullamcorper, nec efficitur lacus tempus. Duis laoreet facilisis enim, sed bibendum justo. Nunc pretium quam arcu, nec tristique nisi lacinia a. Curabitur enim erat, dignissim sed condimentum ac, iaculis non felis. Nullam pellentesque lorem lacinia congue sodales. Nullam mauris felis, mollis vitae dui ut, posuere ullamcorper justo. |

Text format Basic HTML 

POWERED BY CKEditor

[About text formats](#)

- The text entered on the previous screen will display above your links like the image below..
  - Quick Links is your title field, and the blurb you entered in the Description field will appear below.
- To create links, see the next slide

## QUICK LINKS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed molestie diam mauris, non feugiat tellus blandit et. Duis mollis diam sed tortor ullamcorper, nec efficitur lacus tempus. Duis laoreet facilisis enim, sed bibendum justo. Nunc pretium quam arcu, nec tristique nisi lacinia a. Curabitur enim erat, dignissim sed condimentum ac, iaculis non felis. Nullam pellentesque lorem lacinia congue sodales. Nullam mauris felis, mollis vitae dui ut, posuere ullamcorper justo.

**University Relations** ▶

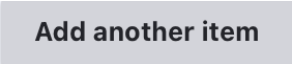
---

**Student Affairs** ▶

---

**Human Resources** ▶

---

- To create your links, either fill in the first set of auto-generated link fields, or add a new link using the **Add Another Item** button 
- Enter a **URL**, **Link Text**, and **Attributes**
- For the **URL field**:
  - If the link is a pace.edu page [Please follow these instructions..](#)
  - If the link is an external link, paste the external link URL directly into the field
  - If the link is an anchor link, meaning a link that points to a section of the page you're already on, first create the anchor link in the text of your page where you want this link to point to. [See Anchor Link instructions below.](#)
- The **Link Text** field should be filled in with text that is relevant to the page you are using for the URL field. For instance, if you were pointing the link to the University Relations home page, then the link text would be "University Relations"
- The **Attribute** field must be filled in to remain ADA Compliant. The Attribute field should match your Link Text exactly.
- See next 3 slide for how this would look on your screen.

- Internal Link



#### URL \*

University Relations (3576)



Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an external URL such as *https://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only. Enter *<button>* to display keyboard-accessible link text only.

#### Link text \*

University Relations

Remove

#### ^ Attributes

##### ARIA Label

University Relations

- External Link

÷

**URL \***

Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an external URL such as *https://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only. Enter *<button>* to display keyboard-accessible link text only.

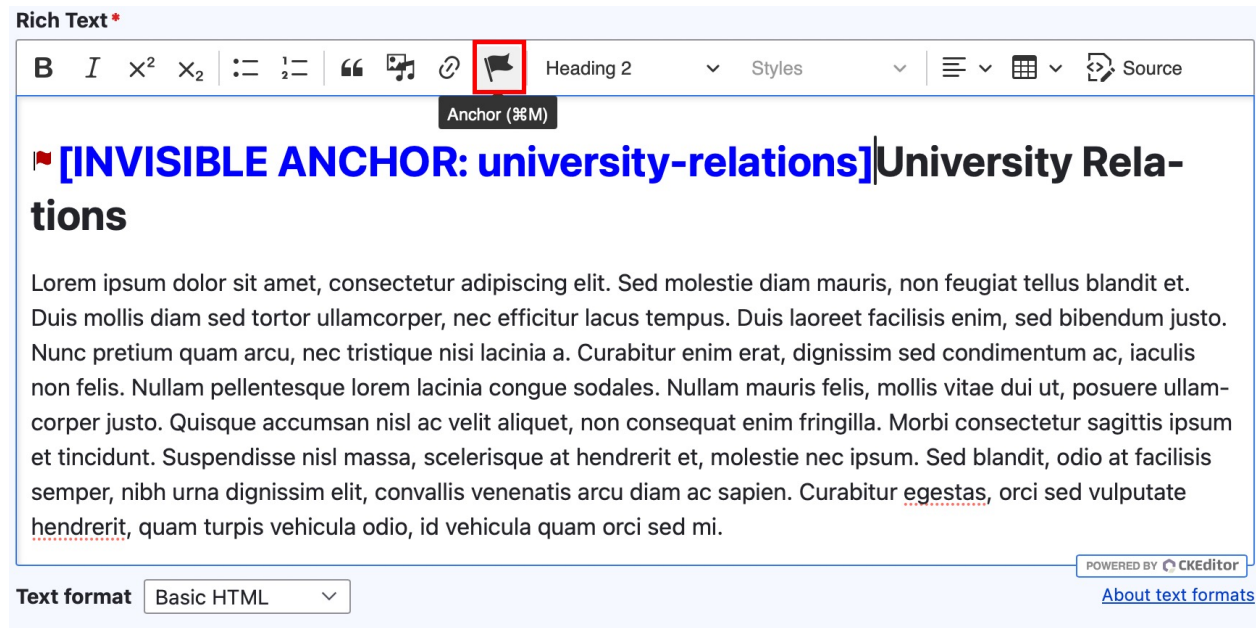
**Link text \***

Remove

^ **Attributes**

**ARIA Label**

- Anchor Link – This is a multi-step process
- Step 1 – create the anchor in the text of your page
  - Place your cursor before the text you want to link to
  - Click the flag icon which will create a small pop-up box to enter text
  - Enter the text. Your text should be all lowercase and hyphenated. The text should match or be very close to the text that is being linked to.



- Step 2 – link to your anchor text
  - In the URL field, use a # and then the text you used to create your anchor link in the previous slide.
  - In this case, your anchor link would be #university-relations
  - Enter your Link Text
  - Enter your Attribute Text

÷

**URL \***

🔍

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text \***

Remove

^ **Attributes**

**ARIA Label**

- To add another link, simply click **Add Another Item** Add another item
- You will be presented with a new set of empty fields for your link.

⬇

**URL \***

🔍

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text \***

Remove

^ **Attributes**

**ARIA Label**

Add another item

- The sample below has 3 links, which will look like this on your page.
- The University Relations Anchor Link would take the user to the "University Relations" title on the page.

## QUICK LINKS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed molestie diam mauris, non feugiat tellus blandit et. Duis mollis diam sed tortor ullamcorper, nec efficitur lacus tempus. Duis laoreet facilisis enim, sed bibendum justo. Nunc pretium quam arcu, nec tristique nisi lacinia a. Curabitur enim erat, dignissim sed condimentum ac, iaculis non felis. Nullam pellentesque lorem lacinia congue sodales. Nullam mauris felis, mollis vitae dui ut, posuere ullamcorper justo.


[University Relations](#) ▶


[Human Resources](#) ▶

[Student Affairs](#) ▶

## UNIVERSITY RELATIONS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed molestie diam mauris, non feugiat tellus blandit et. Duis mollis diam sed tortor ullamcorper, nec efficitur lacus tempus. Duis laoreet facilisis enim, sed bibendum justo. Nunc pretium quam arcu, nec tristique nisi lacinia a. Curabitur enim erat, dignissim sed condimentum ac, iaculis non felis. Nullam pellentesque lorem lacinia congue sodales. Nullam mauris felis, mollis vitae dui ut, posuere ullamcorper justo. Quisque accumsan nisl ac velit aliquet, non consequat enim fringilla. Morbi consectetur sagittis ipsum et tincidunt. Suspendisse nisl massa, scelerisque at hendrerit et, molestie nec ipsum. Sed blandit, odio at facilisis semper, nibh

- You can change the order of your links by using the **Change Order icon**  to the left of the card




**URL \***

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text \***

▼ Attributes

Remove



**URL \***

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text \***

▼ Attributes

Remove

- For instance, if you wanted link 3 to appear in the second slot, you can drag and drop it above link 2

**URL \***

Human Resources (10421)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text \***

Human Resources

Remove

Attributes

---

**URL \***

Student Affairs (164406)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text \***

Student Affairs

Remove

Attributes

- To apply this change, **click save** at the bottom of your edit page.