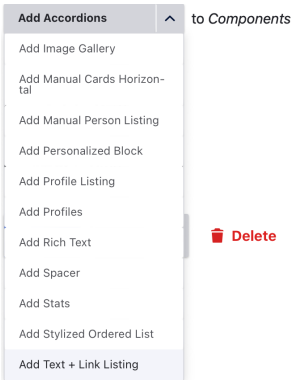
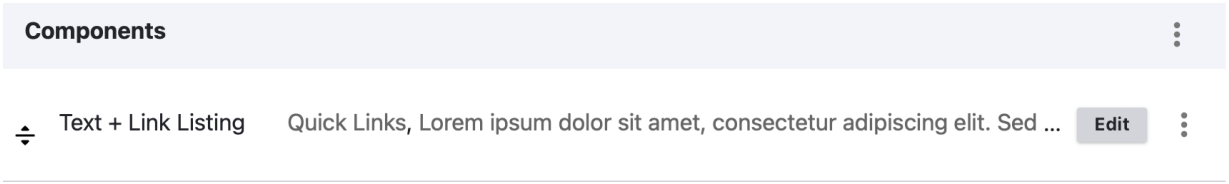
Adding and Editing a Text+Link Listing Component

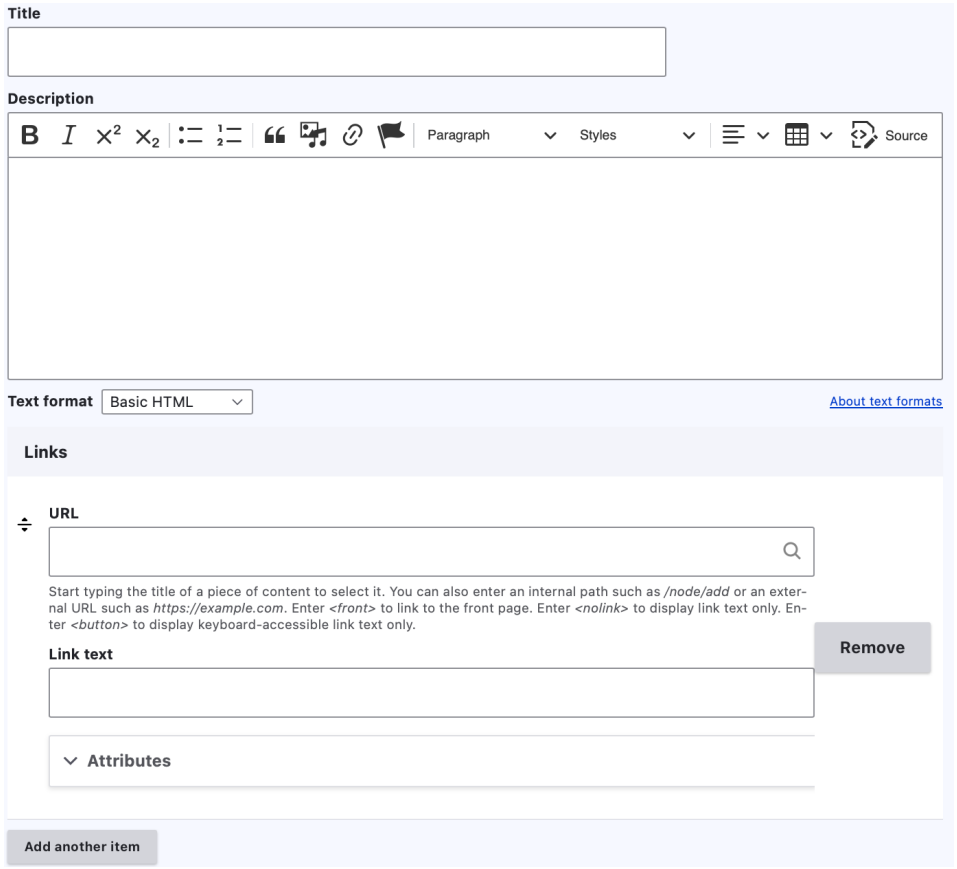
- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Text+Link Listing**.



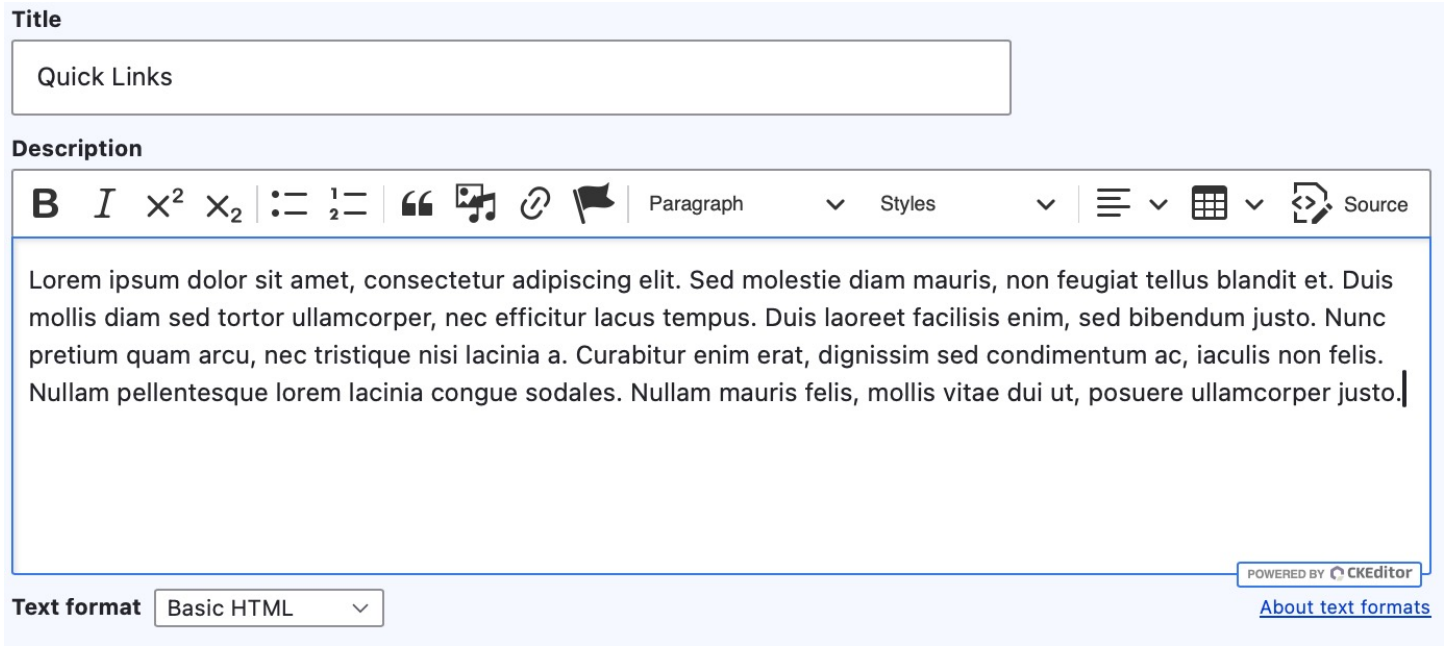
- Or, if you are editing an existing Text+Link Listing Component, Click the **Edit** button



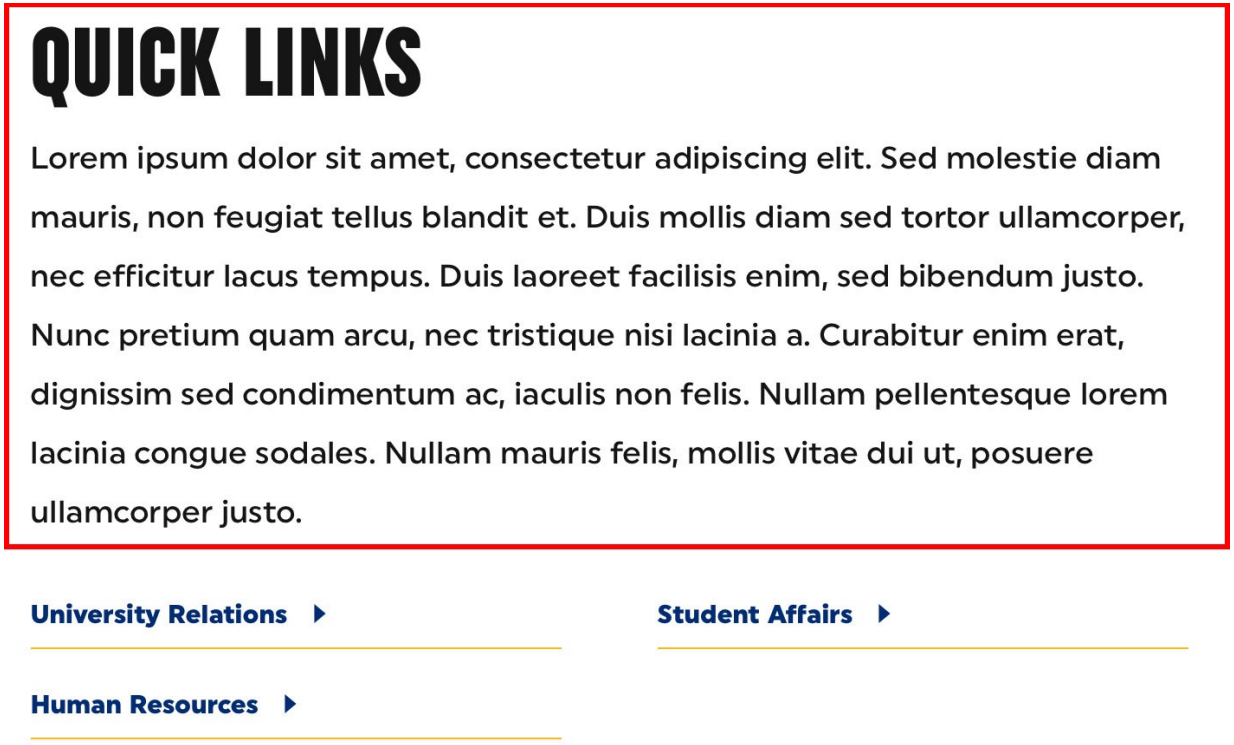
- There are six fields to start when you add a Text+Link Listing component.
- **Title**, **Description**, **URL**, **Link Text**, **Attributes**, and the **Add Another Item** button.
- By default, a Text+Link Listing component will start with one empty set of Links.

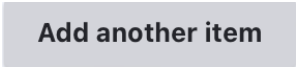


- The **Title** and **Description** above the cards are not mandatory fields, but you can add content here if needed. The **Title** and **Description** will appear above your links as a Heading and a blurb. If this component is being placed at the top of your page, the title should read Quick Links.



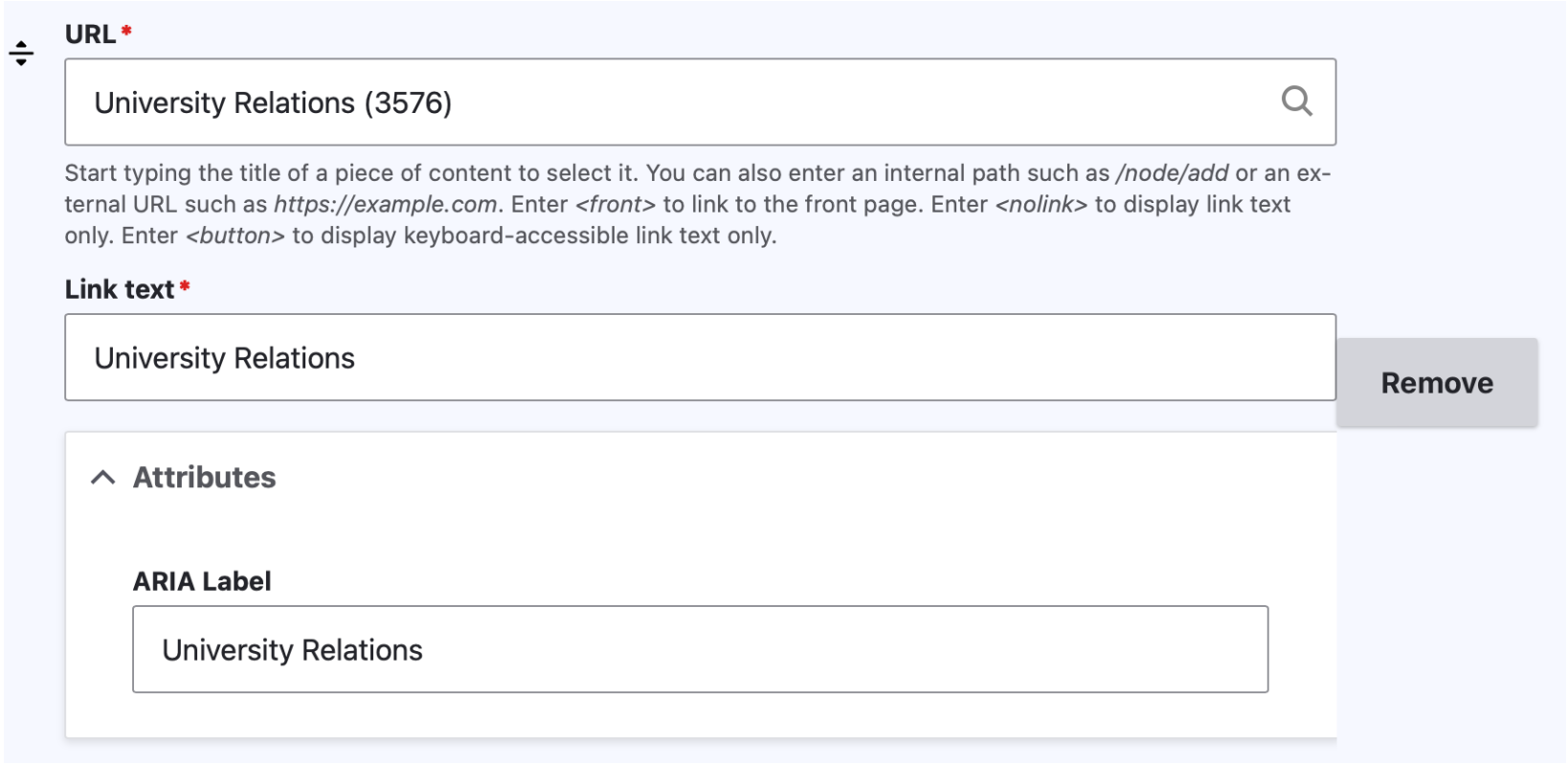
- The text entered on the previous screen will display above your links like the image below..
    - Quick Links is your title field, and the blurb you entered in the Description field will appear below.
- To create links, see the next slide



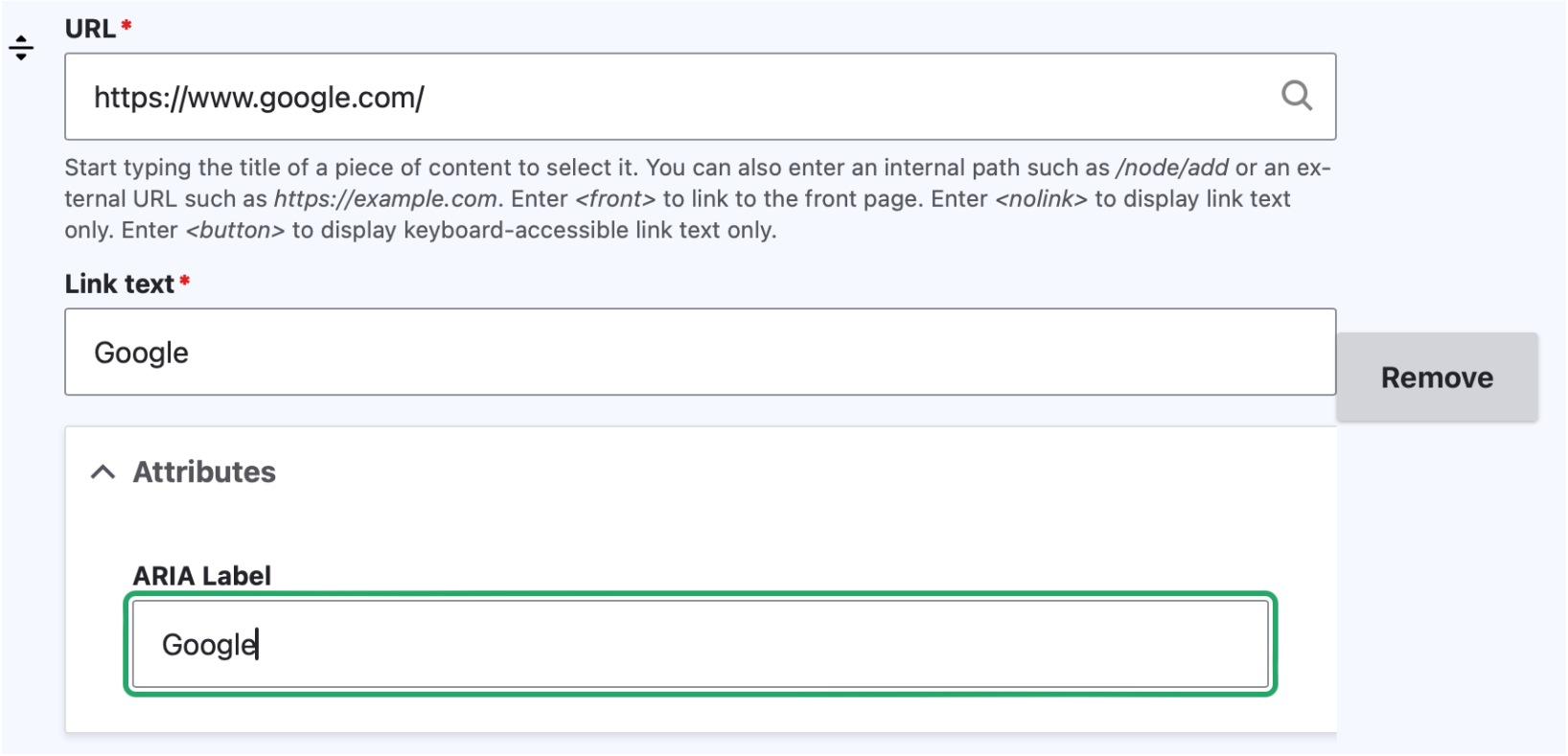
- To create your links, either fill in the first set of auto-generated link fields, or add a new link using the **Add Another Item** button 

- 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.

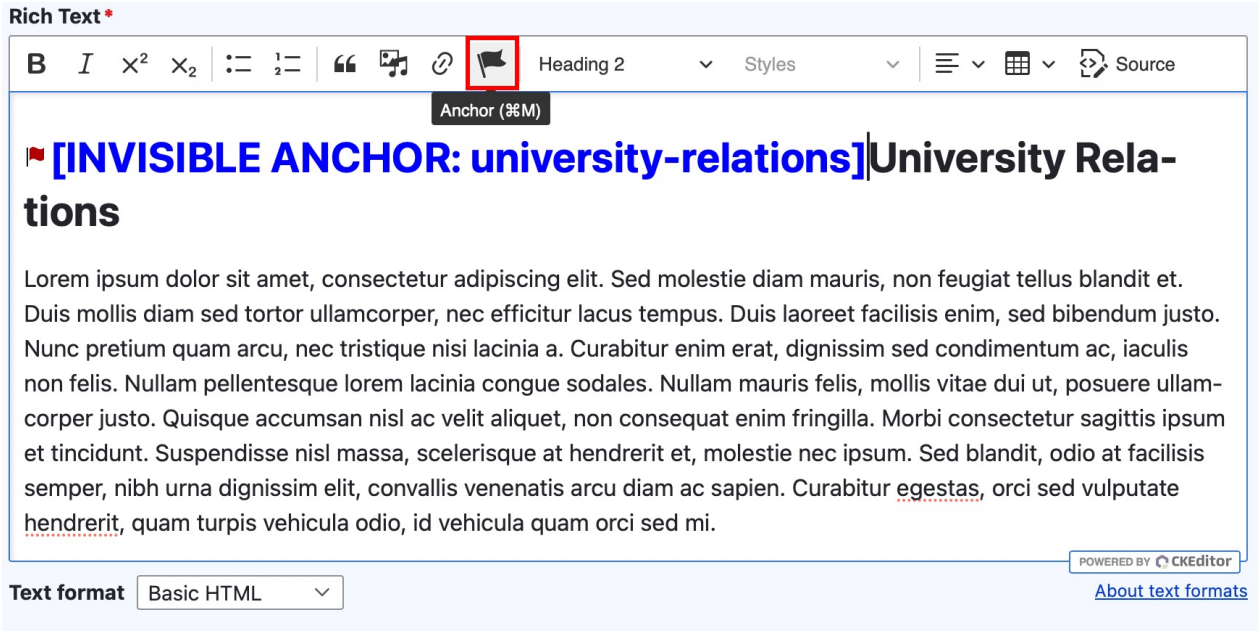
- Internal Link



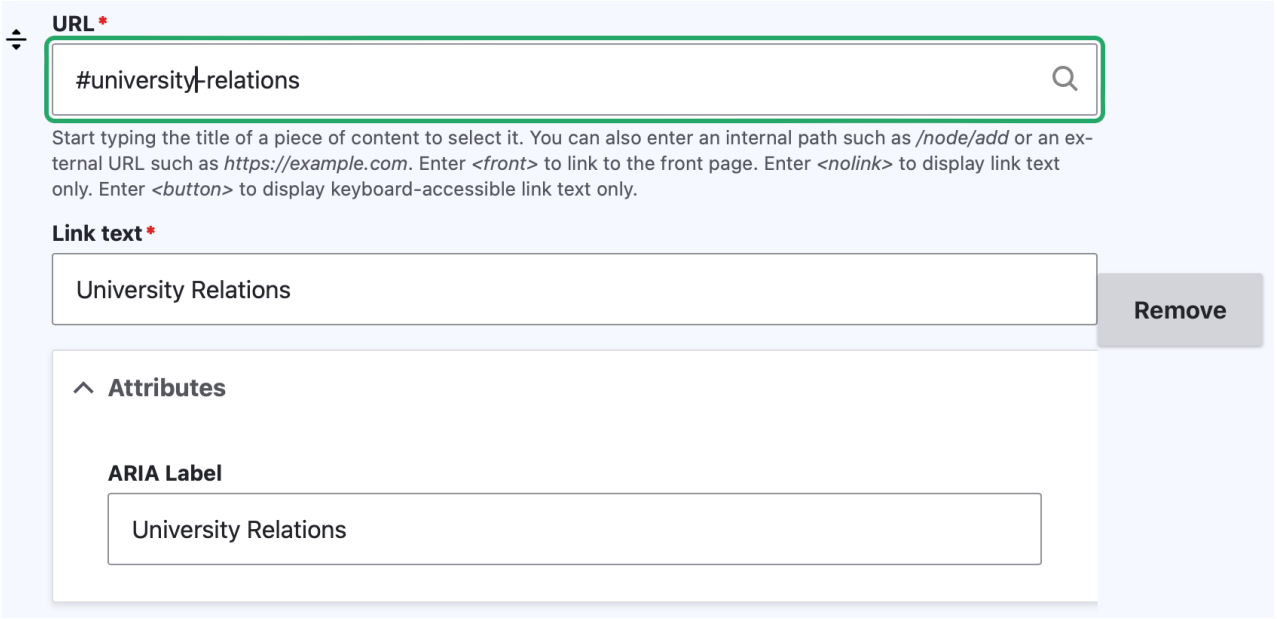
- External Link

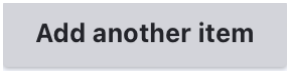


- Anchor Link – This is a multi-step process
- Step 1 – create the anchor in the text of your page
  - Place your cursor before the text you want to link to
  - Click the flag icon which will create a small pop-up box to enter text
  - Enter the text. Your text should be all lowercase and hyphenated.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

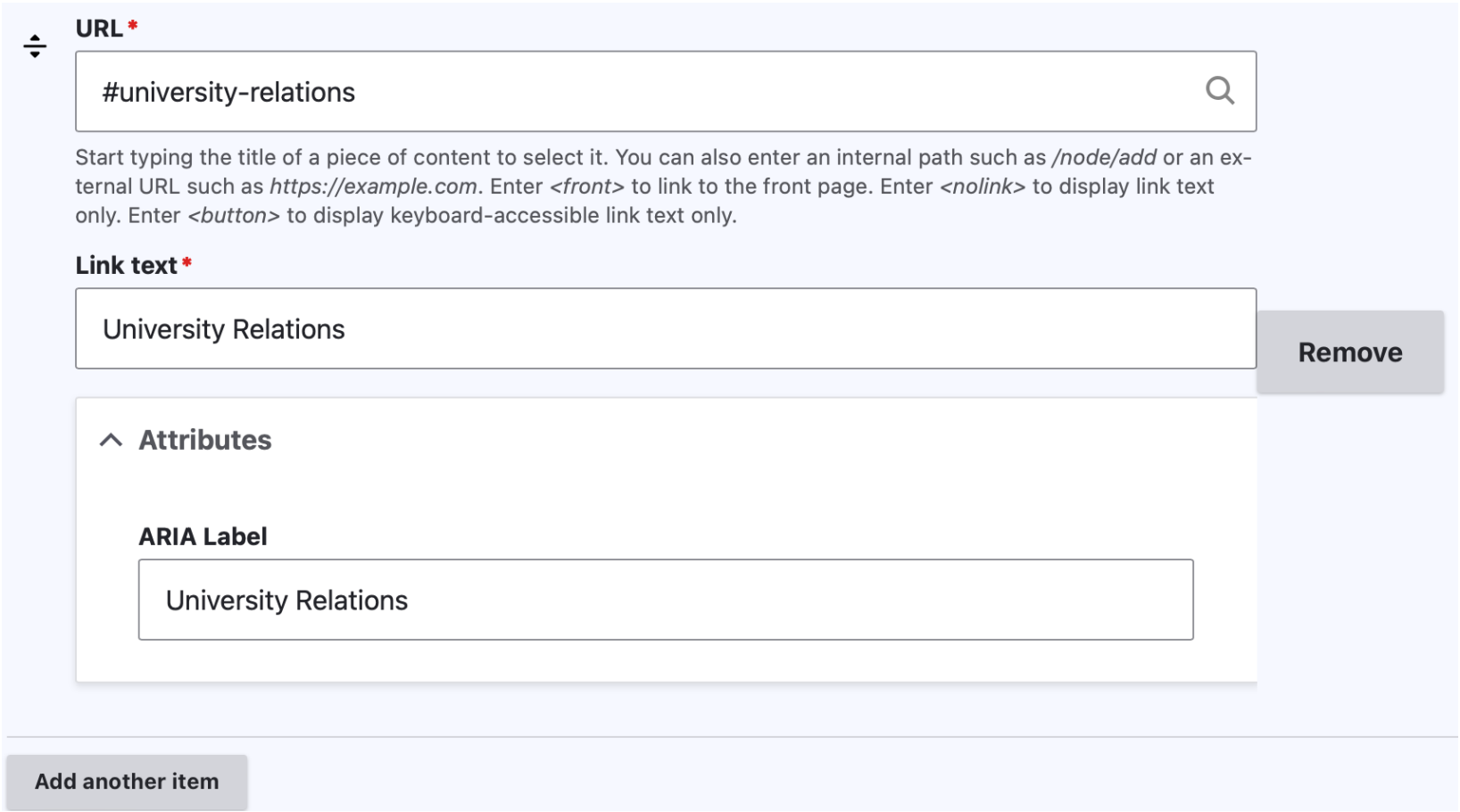


- Step 2 – link to your anchor text
  - In the URL field, use a # and then the text you used to create your anchor link in the previous slide.
  - In this case, your anchor link would be #university-relations
  - Enter your Link Text
  - Enter your Attribute Text

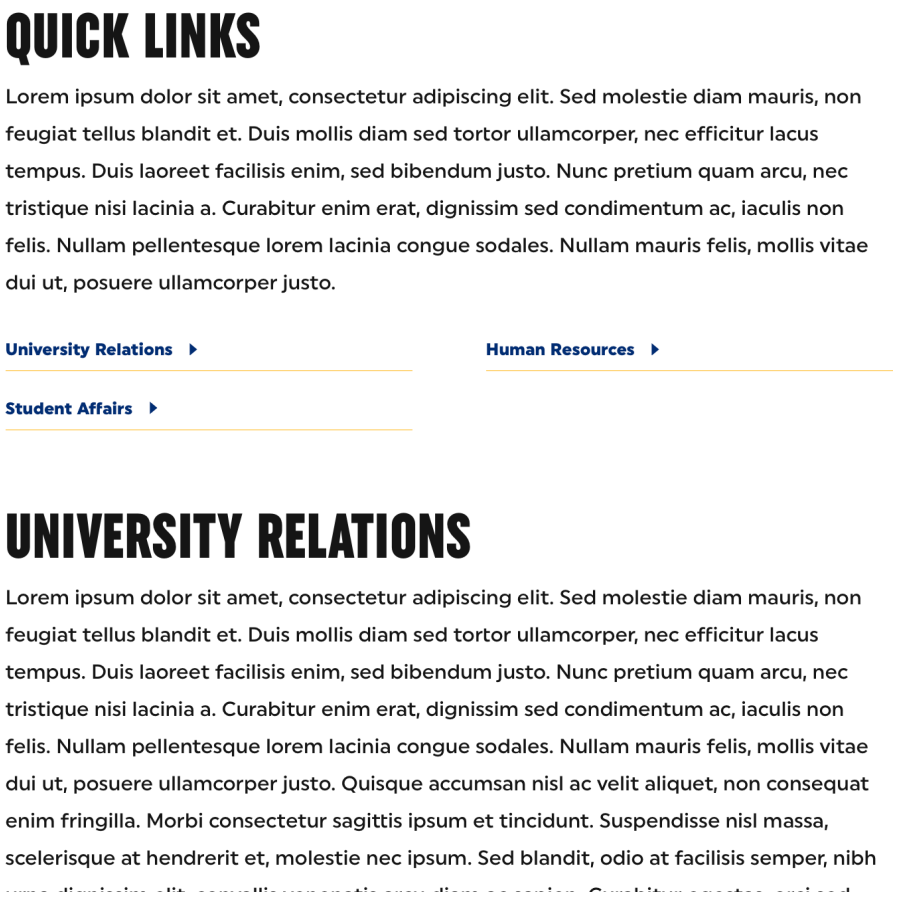


- To add another link, simply click **Add Another Item** 

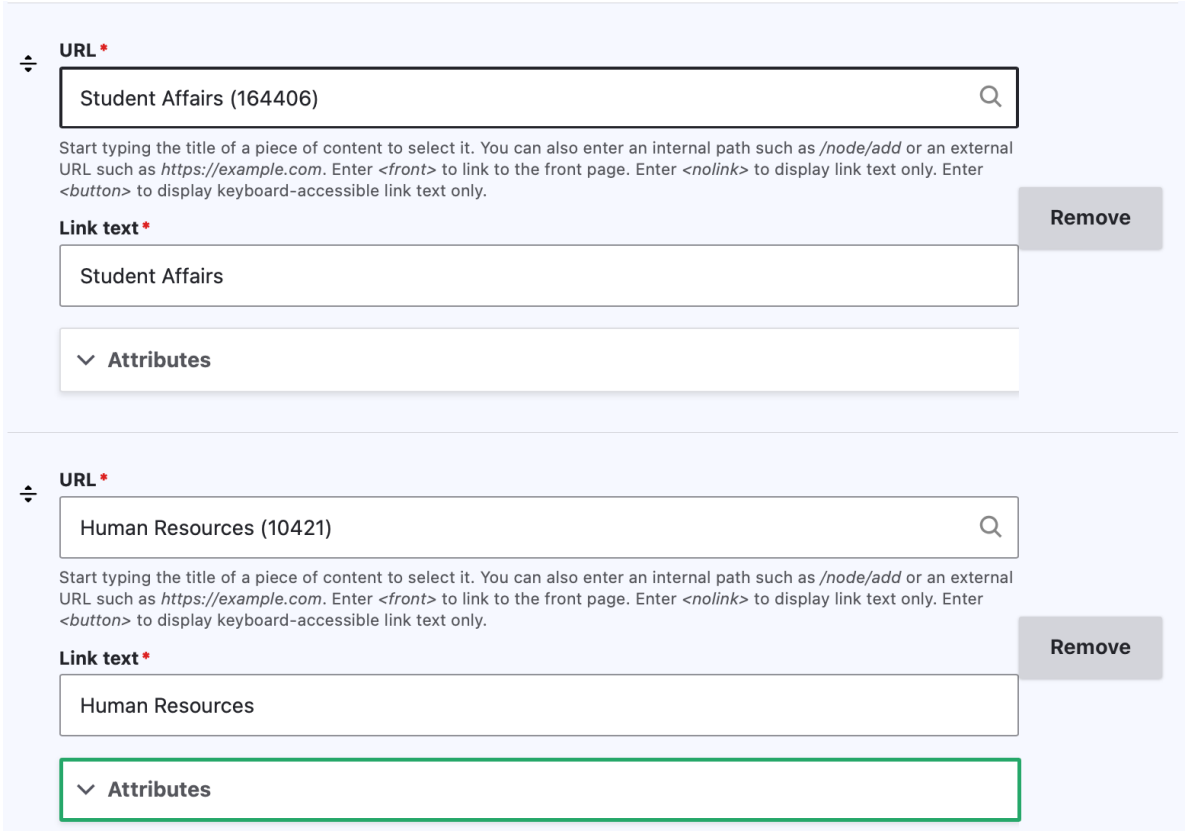
- You will be presented with a new set of empty fields for your link.



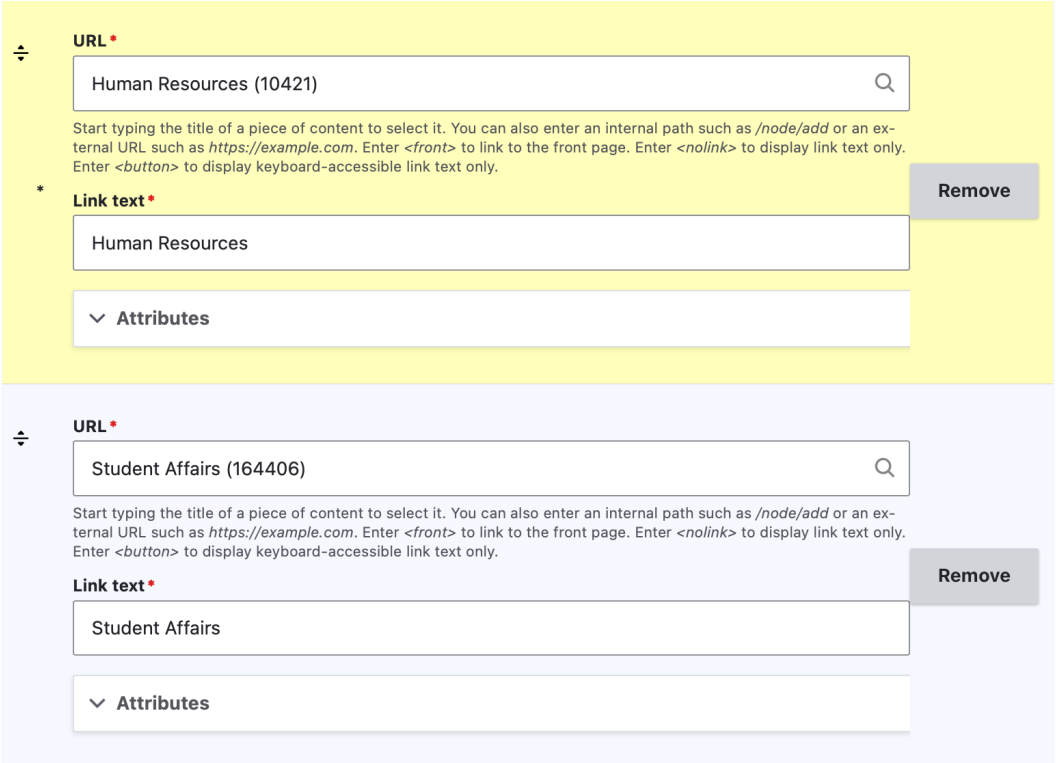
- The sample below has 3 links, which will look like this on your page.
- The University Relations Anchor Link would take the user to the “University Relations” title on the page.



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



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



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