

Resources Page Tutorial

How to operate self-updateable resources and links pages

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Overview

Self-updateable Resources pages allow you to add links to online resources to your website.

Accessing Resources Admin

Your Resources admin is located at: _____

You will be prompted for a user name and password to access your Resources admin.

Your user name is: _____ Your password is: _____

Administration Options

Resources
Link Categories
Links

The admin features of the Resource page has two sections, one to add categories and one to add links. Select [Link Categories](#) to add, delete and modify categories. Select [Links](#) to add, modify and delete links.

Create Categories

Add Link Category

Category Name:

Category	Options
Wisconsin Events Links	Edit Delete
Wisconsin Sports Links	Edit Delete

Before links can be added, categories must be created to house the links. Select the [Link Categories](#) link in admin to add categories.

To create a new category, type the name of the category in the "Category Name" box and click [Submit Form](#). The category will now appear in the category list of the admin view.

To edit the category name, click the [Edit](#) link in the table next to the category name. Clicking [Delete](#) will remove the category completely.

Adding Resource Links

To add a link to your Resources page, fill in the fields as shown:



Link Category: Select the category that the link will be placed in

Title: Enter a title for the link

URL: Enter the web address of the link

Image or Text?: Select whether the link will be shown as text on your public page, or if an image will be included

If Using Image: Browse your hard drive to select the image that you would like to upload, and click "Open". The path to the image will be inserted into the field. Images should be in ".jpg" or ".gif" format.

If Using Text: If you are not uploading an image with this link, either descriptive text to describe what visitors will

see when they click on the link.

When all information has been added, click [Submit Form](#) to upload your information.

Category	Link Title	Link Type	Options
Wisconsin Sports Links	Green Bay Packers	IMG	Edit Delete
Wisconsin Events Links	theBubbler.com	TXT	Edit Delete

The links that you have added will be displayed in a table on the links admin page. Click [Edit](#) to change link information. Click [Delete](#) to remove the link completely.

Viewing the Public Resources Page

Your public Resources page is located at: _____



Visitors to the page will first see a list of the link categories at the top of the page. The categories are then listed below with the links included.

In this example, the "Wisconsin Events Links" category has one text link.

The "Wisconsin Sports Links" category has one link. The Packer helmet image was uploaded with this link.

Questions?

If you have any questions, comments or suggestions on your Resources Page or this tutorial, please feel free to call us at 262-820-8201 (or 800-747-3399 outside greater Milwaukee). We are happy to help!