

SHARPSCHOOL USER MANUAL



CHAPTER 7 **EXTERNAL LINK PAGE**

TABLE OF CONTENTS

1. INTRODUCTION	1
2. KEY INFORMATION	1
3. HOW TO ADD AN EXTERNAL LINK PAGE	2
I. HOW TO CREATE PAGES LINKED TO EXTERNAL URLS	4
II. HOW TO CREATE A PAGE LINKED TO FILES	5
III. PAGES LINKED TO OTHER PAGES WITHIN YOUR WEBSITE	9
4. EDITING AN EXTERNAL LINK PAGE	11

1. 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.



2. Key Information

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

LOGIN	SIGNUP
User Name <input type="text"/>	<input type="button" value="Signup"/>
Password <input type="text"/> Forgot Password?	
<input type="button" value="Login"/>	

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.

 **Note:** If you do not see the **Signup** button your site administrator may have removed it.

If you have already registered but have forgotten your password, click **Forgot Password?** to retrieve it.

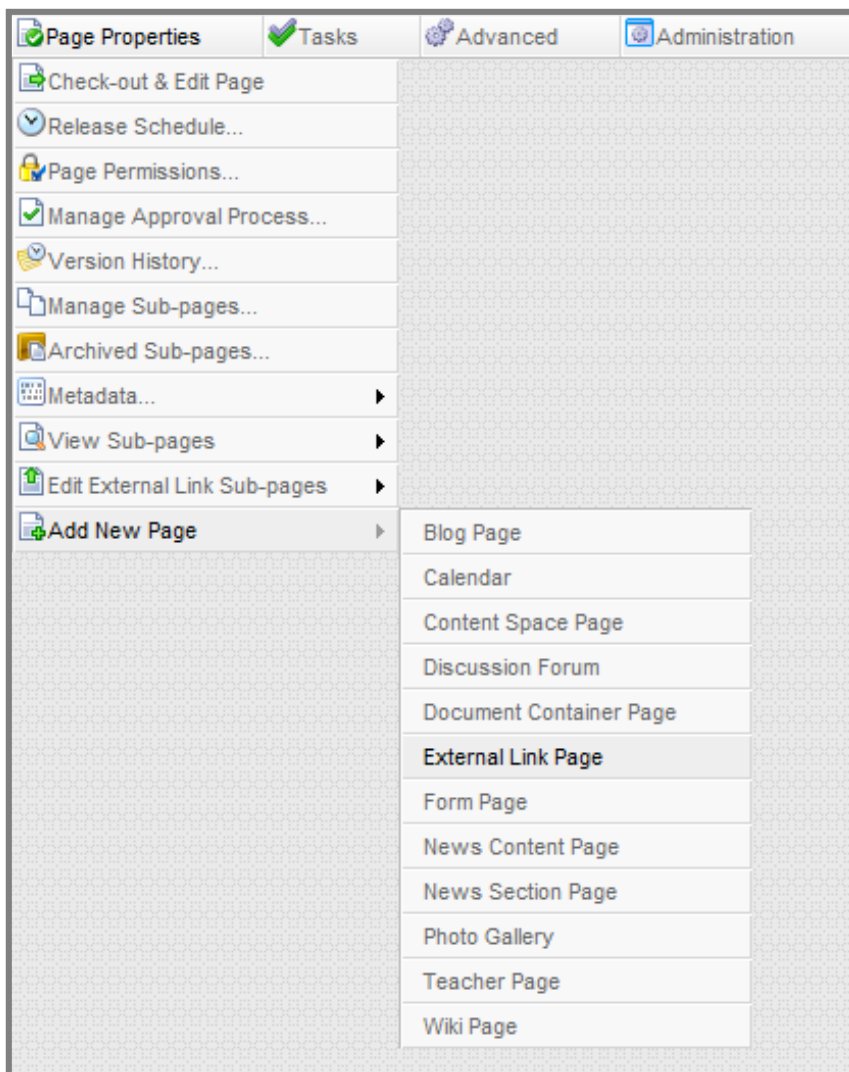
3. How to Add an External Link Page

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.




Reminder: The **Administrative Tool Bar** at the top of the page only modifies the page you are viewing.

Step 1. Go to **Page Properties**, scroll down to **Add New Page** and select **External Link Page**.



Step 2. The resulting page provides three separate types of **External Link Pages**:

NEW EXTERNAL LINK PAGE

Title * 

Name *

Web Address (URL) *

Page Type

- External Url
- Browse in File System
- Browse Internal Pages

Option

- Open the external link page in existing window
- Open the external link page in a new window

Create Page Cancel

a. External URL

This option links to an external web page.

b. Browse in File System

This option links the page to a document uploaded to your site.

c. Browse Internal Pages

This option links to a page within your website.

I. How to Create Pages Linked to External URLs

Step 1. Enter a name for your page in the **Title** field. This title will appear in the dropdown menu from the **Administrative Tool Bar**. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

Step 2. Enter the web address, or URL (Universal Resource Locator) of the site you wish to link under **Web Address (URL)**.

Step 3. Select **External URL** for the Page Type.

The screenshot shows the 'NEW EXTERNAL LINK PAGE' form. It includes fields for 'Title', 'Name', and 'Web Address (URL)'. Under the 'Page Type' section, the 'External Url' radio button is circled in red. Other options include 'Browse in File System' and 'Browse Internal Pages'. The 'Option' section has two radio buttons: 'Open the external link page in existing window' and 'Open the external link page in a new window'. 'Create Page' and 'Cancel' buttons are at the bottom right.

Step 4. Select whether or not you'd like to have the page open in a new window or in a new tab.

This screenshot is similar to the previous one, but the 'Page Type' section, which includes 'External Url', 'Browse in File System', and 'Browse Internal Pages', is circled in red. The 'Option' section and buttons remain the same.

Step 5. 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 you are linking to.

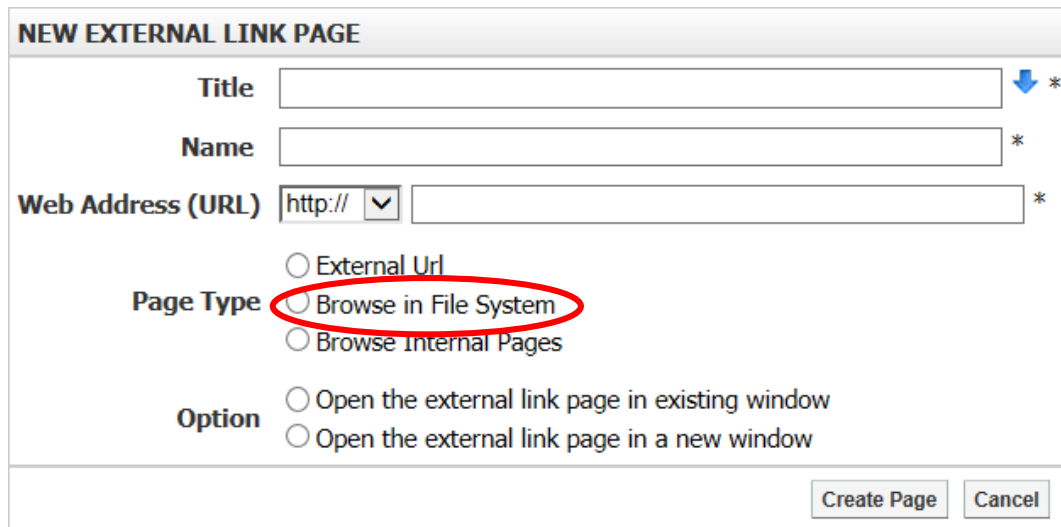


Pitfall: Some web browsers have pop-up blockers that will prevent pages being opened in new windows. If you are experiencing problems opening pages in new windows, ensure that it is not because your browser is blocking pop-up windows.

II. How to Create a Page Linked to Files

Step 1. Enter a name for your page in the **Title** field. This title will appear in the dropdown menu from the **Administrative Tool Bar**. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

Step 2. Select **Browse in File System** for the **Page Type**. The page will refresh.



NEW EXTERNAL LINK PAGE

Title ↓ *

Name *

Web Address (URL) http:// *

Page Type External Url Browse in File System Browse Internal Pages

Option Open the external link page in existing window Open the external link page in a new window

Create Page Cancel

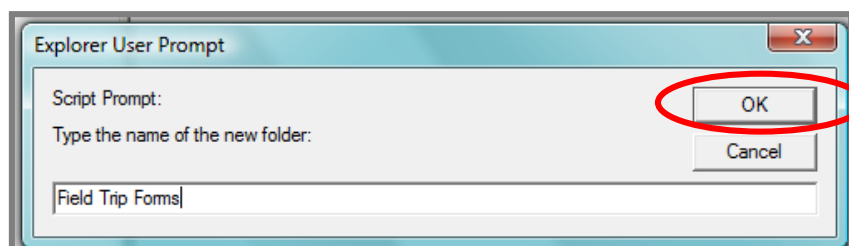
Step 3. Click **Browse** to open the **Resources Browser** window. The **Resource Editor** contains all the files and folders that are available to you from your organization.

Step 4. To add your own folders click **Create New Folder**.



Note: Some browsers may prevent the Scripted Window from showing on your screen. If prompted click **Allow Scripted Windows**.

Step 5. Name the folder and click **OK**



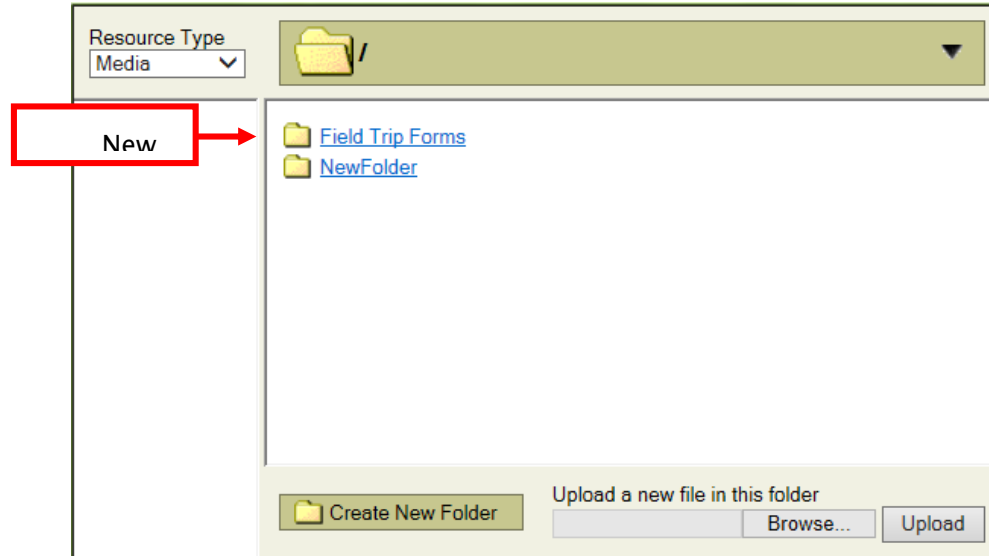
Explorer User Prompt

Script Prompt:
Type the name of the new folder:

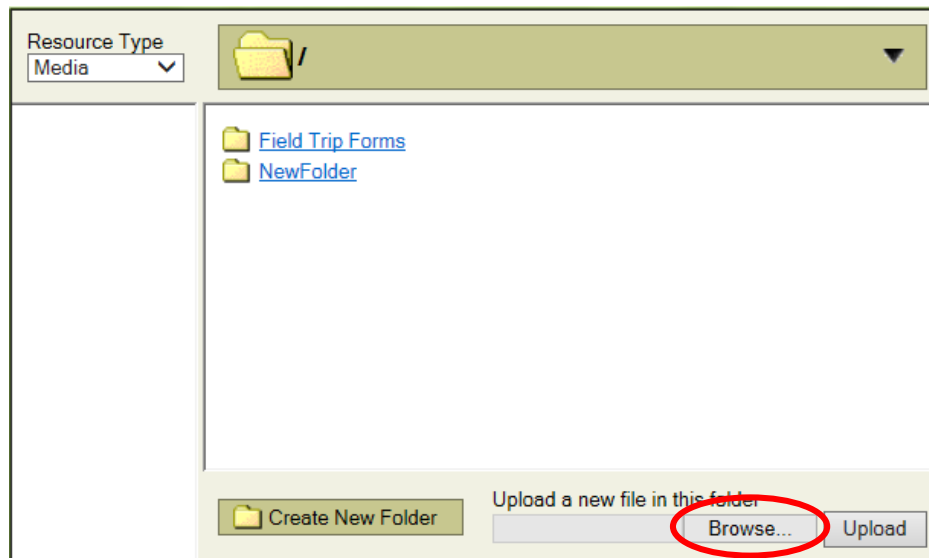
Field Trip Forms

OK Cancel

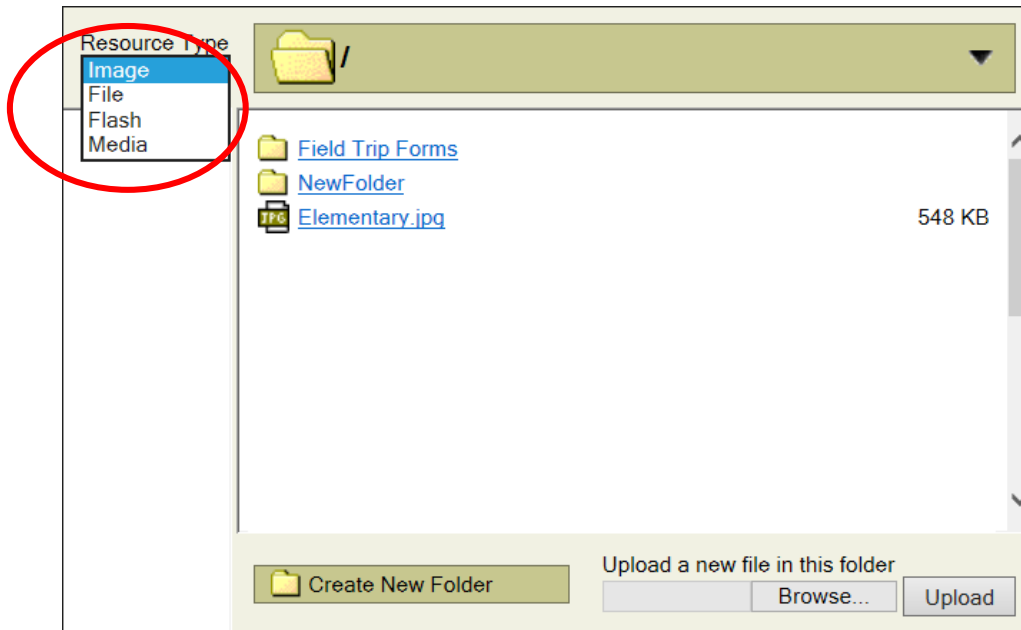
Step 6. The folder is now created. To add files into the folder, click the folder name.



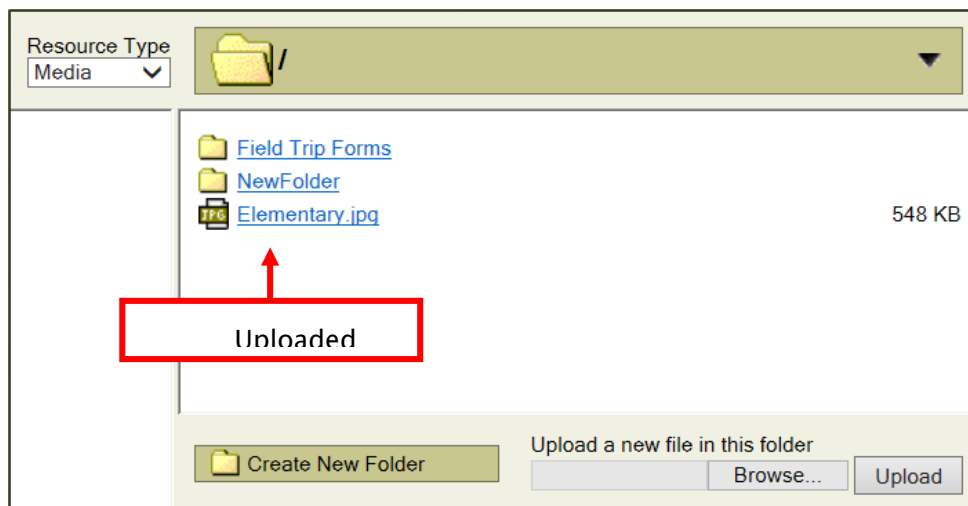
Step 7. To add individual files, click **Browse** and select the file from your computer or server.



Step 8. Select the type of file you are uploading in the top-left dropdown menu under **Resource Type**. This is important if you later wish to access the file from other sections of the site (this will not affect your **External Link Page**).



Step 9. Click **Upload**. The uploaded document will appear in the folder.



Step 10. Select whether or not you'd like to have the page open in a new window or in a new tab.

NEW EXTERNAL LINK PAGE

Title *

Name *

Web Address (URL) *

Page Type

- External Url
- Browse in File System
- Browse Internal Pages

Option

- Open the external link page in existing window
- Open the external link page in a new window

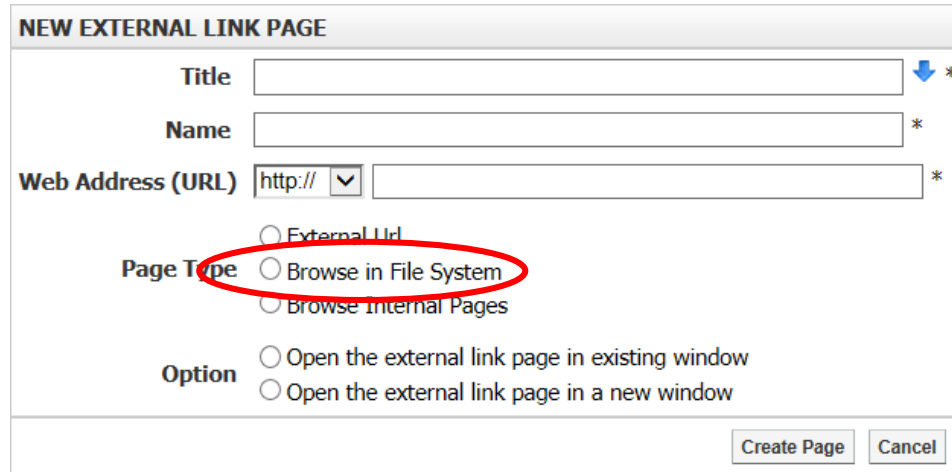
Create Page Cancel

Step 11. Click **Create Page** to publish your link.

III. Pages Linked to Other Pages within your Website

Step 1. Enter a name for your page in the **Title** field. This title will appear in the dropdown menu from the **Administrative Tool Bar**. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

Step 2. Select **Browse** in File System for the Page Type.



NEW EXTERNAL LINK PAGE

Title ↓ *

Name *

Web Address (URL) *

Page Type

- External Url
- Browse in File System
- Browse Internal Pages

Option

- Open the external link page in existing window
- Open the external link page in a new window

Step 3. 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**).

Step 4. Click **Browse** to search for that type of page within your website. This will open a new window.

NEW EXTERNAL LINK PAGE

Title ↓ *

Name *

Page Type

External Url

Browse in File System

Browse Internal Pages

CMS *

Blog

LMS

Option

Open the external link page in existing window

Open the external link page in a new window

Step 5. 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.

SEARCH:

PAGES IN (1-20 OF 273)

Name	Action
Useful Links	Preview Insert
Contact Me	Preview Insert
Calendar	Preview Insert
Photo Gallery	Preview Insert

Step 6. Select whether or not you would like to have the page open in a new window.

NEW EXTERNAL LINK PAGE

Title ↓ *

Name *

Web Address (URL) http:// ↓ *

Page Type

External Url

Browse in File System

Browse Internal Pages

Option

Open the external link page in existing window

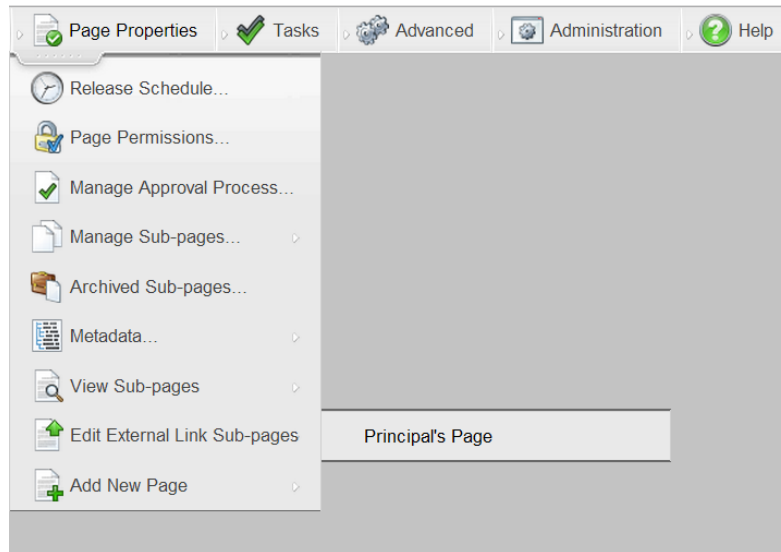
Open the external link page in a new window

Step 7. Click **Create Page** to publish your link.

4. Editing an External Link Page

Step 1. Navigate to the Page containing your **External Link Page**.

Step 2. Go to **Page Properties**, scroll to **Edit External Link Sub-pages**, and select the **External Link Page** you wish to edit.



Step 3. The new window will list the options available to edit with your **External Link Page**.

Step 4. When the changes are complete click **Update Page** to make your changes live, or click **Cancel** to omit the changes.

EDIT PAGE

Title ↓ *

Name *

Page Type

External Url
 Browse in File System
 Browse Internal Pages

*

Option

Open the external link page in existing window
 Open the external link page in a new window