



# SchoolMessenger®

## External Link Pages Guide

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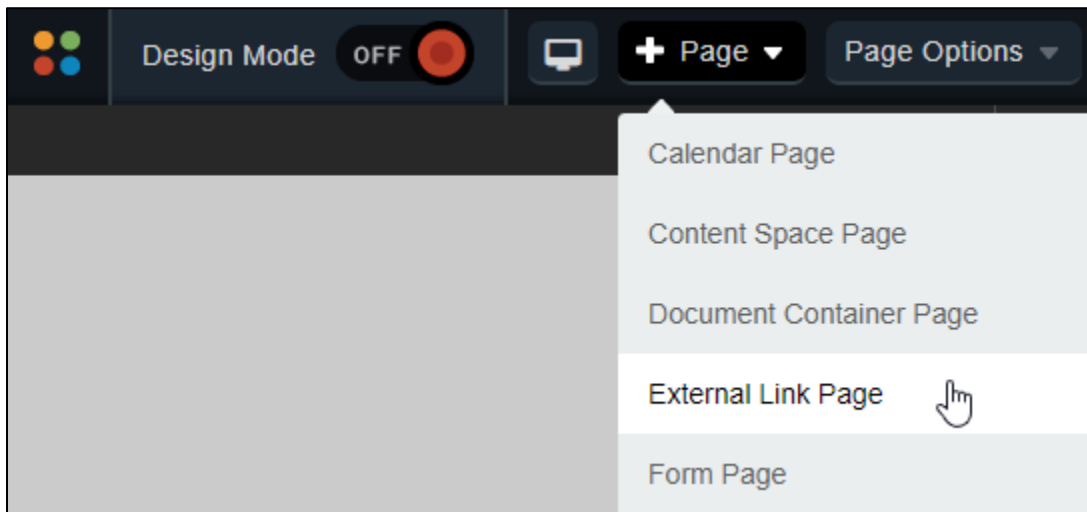
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## Introduction

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.

## Adding an External Link Page

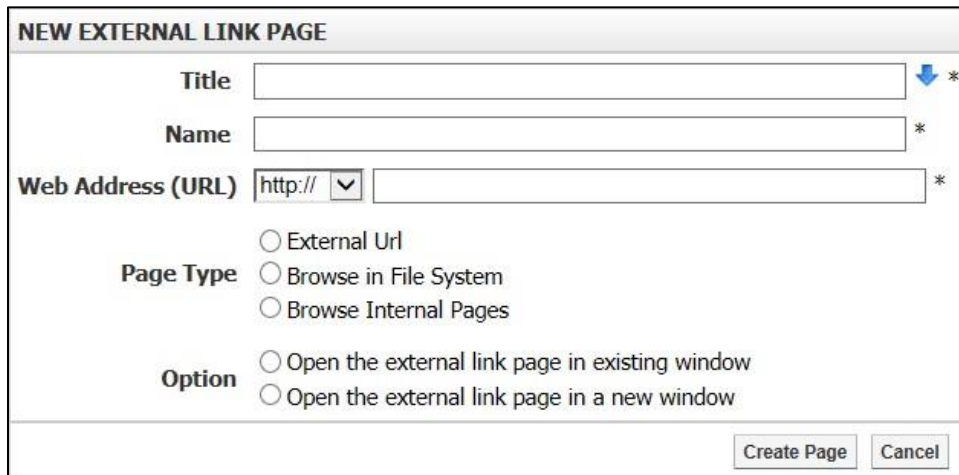
In order to add an External Link Page to your page, first navigate to the page you would like the External Link Page to be listed under.



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

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

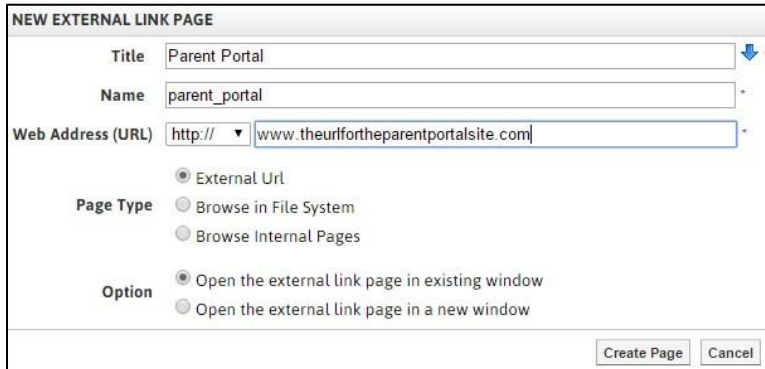
- **External URL:** This option links to an external web page.
- **Browse in File System:** This option links the page to a document uploaded to your site.
- **Browse Internal Pages:** This option links to a page within your website.

A screenshot of a web form titled 'NEW EXTERNAL LINK PAGE'. The form has several input fields and radio buttons. The 'Title' field is a text box with a blue download icon and an asterisk to its right. The 'Name' field is a text box with an asterisk to its right. The 'Web Address (URL)' field has a dropdown menu showing 'http://' and a text box with an asterisk to its right. Below these fields are three radio buttons for 'Page Type': 'External Url', 'Browse in File System', and 'Browse Internal Pages'. Below the radio buttons are two more radio buttons for 'Option': 'Open the external link page in existing window' and 'Open the external link page in a new window'. At the bottom right of the form are two buttons: 'Create Page' and 'Cancel'.

## Creating 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**.



**NEW EXTERNAL LINK PAGE**

Title: Parent Portal

Name: parent\_portal

Web Address (URL): http:// www.theurlfortheportalwebsite.com

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

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

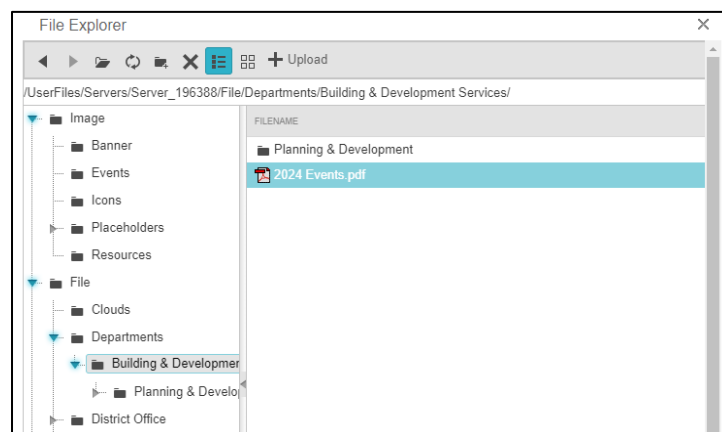
Click **Create Page** to publish your link.

## Creating a Page Linked to a File

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.

NEW EXTERNAL LINK PAGE

Title

Instructions

↓ \*

Name

instructions

\*

Web Address (URL)

http://

▼

/UserFiles/Servers/Server\_2159616/File/1.1 How To Add Users.r

\*

☐ External Url
 ☒ Browse in File System
 ☐ Browse Internal Pages

Browse

Option

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

Create Page

Cancel

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

## Creating a Page 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.

NEW EXTERNAL LINK PAGE

Title

↓ \*

Name

\*

☐ External Url
 ☐ Browse in File System
 ☒ Browse Internal Pages

CMS

Blog

LMS

Browse \*

Option

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

Create Page

Cancel

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.

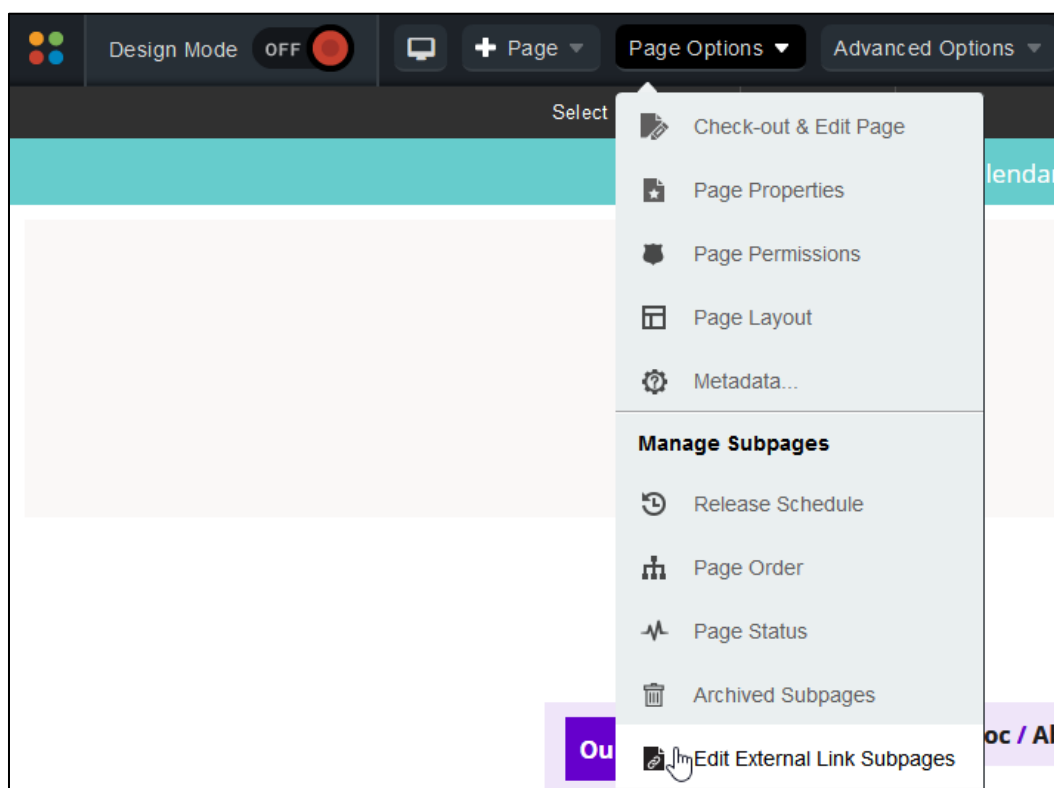
SEARCH: <input type="text"/>		Find	View All
PAGES IN (1-20 OF 273)		<input type="text"/>	
Name		Action	
	Useful Links	<a href="#">Preview</a> <a href="#">Insert</a>	
	Contact Me	<a href="#">Preview</a> <a href="#">Insert</a>	
	Calendar	<a href="#">Preview</a> <a href="#">Insert</a>	
	Photo Gallery	<a href="#">Preview</a> <a href="#">Insert</a>	

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**.

EDIT PAGE

TitlePrincipal's Page

Nameprincipal\_s\_page

External Url

Browse in File System

Browse Internal Pages

CMS

Photo Gallery

Browse

Open the external link page in existing window

Open the external link page in a new window

Update Page

Cancel

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