



PRESENCE

# Quick Links Portlet Guide

## **SchoolMessenger**

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## Contents

Introduction .....	3
Who Should Use this Guide .....	3
Adding a Quick Links Portlet .....	3
Editing a Quick Links Portlet.....	4
Setting a Render Template .....	4
Adding a Quick Link .....	4
Reordering Quick Links.....	6
Editing Quick Links.....	7
Removing Quick Links .....	7
Saving Changes .....	8

## Introduction

The Quick Links portlet allows you to easily create a list of commonly used links that may be of interest to people visiting the page. You can create links to external resources, internal pages elsewhere on the site and important email addresses.

## Who Should Use this Guide

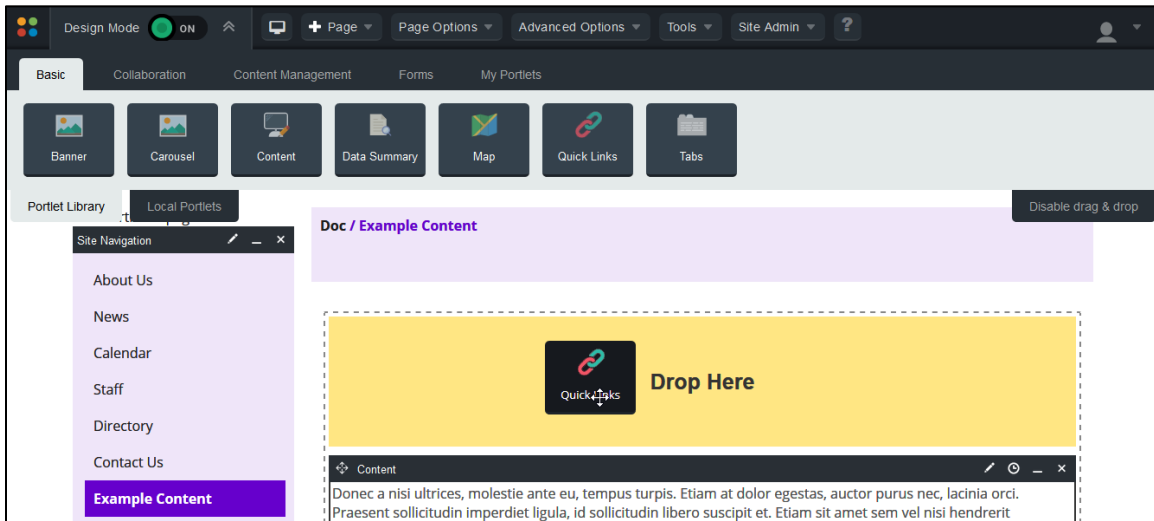
This guide is written to be accessible to users of all technical backgrounds.

## Adding a Quick Links Portlet

The process for adding a Quick Links portlet to a page is the same process as for adding any other portlet to a page.


Set **Design Mode** to **On**.

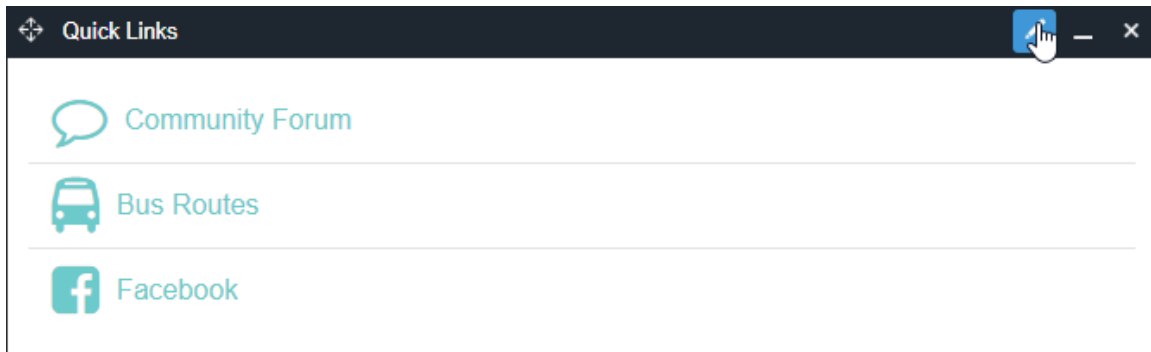
Find the region where you wish to display your tabs portlet. In the Portlet Library, click on the **Basic** category. Drag and drop the **Quick Links** portlet on to the page.



## Editing a Quick Links Portlet

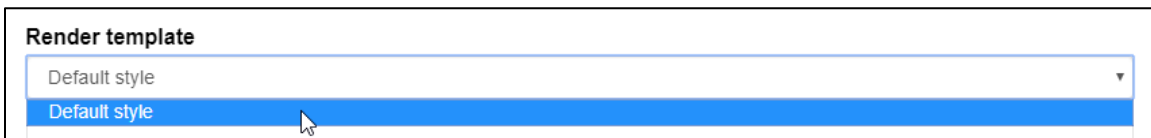
To configure a Quick Links portlet, set **Design Mode** to **On**.

Click the  icon on the top-right corner of the **Quick Links** portlet.



## Setting a Render Template

To choose the look and feel for your portlet, click on the **Render Template** drop-down and choose the style you wish to use. On most sites, you will only have one option, the Default style. However if additional templates have been set up for your site, these will be available as well.



## Adding a Quick Link

To add a new link, fill in the **Link title** for the Quick Link.

In the **Link** field, you can choose one of the following three options:

### URL

To link to another site, fill in the URL for the page you want to use.

**Link**

URL ▼

You will need to start your URL with **HTTP:** or **HTTPS:** to add the link.

 **Note:** If you wish to link to an internal file, enter the full URL to access the file in this field.

## Internal Page

If you wish to link to a page within the site, a page picker window will open. Navigate to the page you wish to use.

DETAILS (1-12 OF 12)		
↓Name		
 <a href="#">Accordion</a>		<a href="#">Select</a>
 <a href="#">Calendar</a>		<a href="#">Select</a>
 <a href="#">Careers</a>		<a href="#">Select</a>
 <a href="#">Resources</a>		<a href="#">Select</a>

Click **Select**.

## Mail

To link to an email, fill in the email address you want to use.

Link
Mail ▼ contact@ourexamplesite.gov

## Opening Link

When users click a link, by default the link will open in the current tab. If you wish to have the link open in a new tab, click **Open in new window**.

New window
<input checked="" type="checkbox"/> <b>Open in new window</b>

## Selecting Icon

To specify the icon to be used with your link, click **Select Icon**.

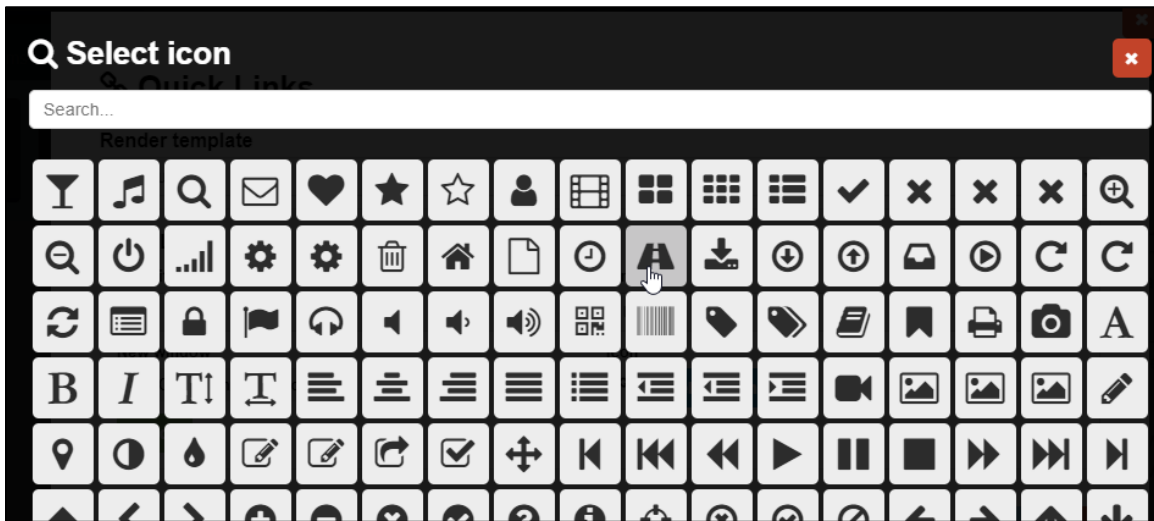
A large list of icons will be displayed.

If you know the specific icon you wish to use, you may type the name in the **Search** bar.

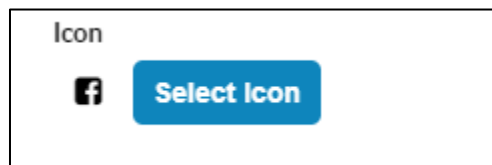


The icons that match your search will be displayed.

If you do not know the specific icon you wish to use, you can scroll through the list of available icons.

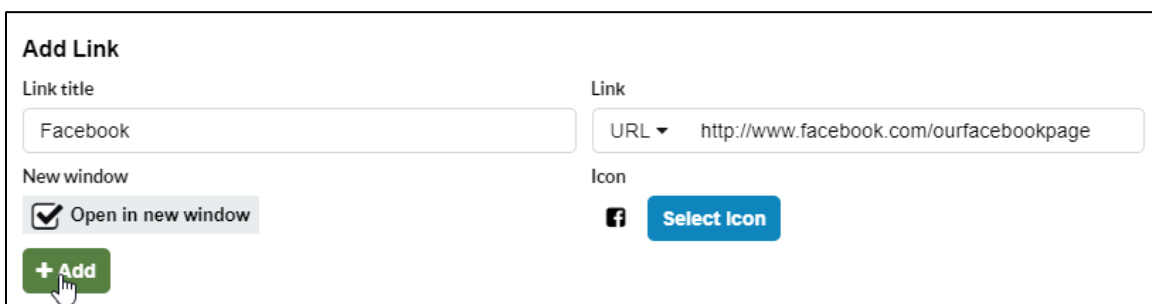


Whether searching or browsing, once you locate the icon you wish to use, click on it to use with your link.




## Adding a Quick Link

Once you have configured your Quick Link the way you would like, click **Add**.



## Reordering Quick Links

To change the order of the Quick Links that have been added to a portlet, click and drag the  icon and arrange the links in the order you prefer.

Icon	Link title	Link	New window	
	Bus Routes	http://www.localcommunitybusroutes.com	Yes	
	Facebook	http://www.facebook.com/ourfacebookpage	Yes	
		Community Forum	http://ourcommunityforumdiscussions.net	No
	Job Opportunities	Careers	No	
	Feedback	contact@ourexamplesite.gov	No	

## Editing Quick Links

If you wish to make changes to one of your Quick Links, click the icon to the right of the link.

You can update the **Icon**, **Link title** and the **Link** fields and choose whether the page opens in a **New window** or not.

		Facebook	URL	https://www.facebook.com/ourfacebook	<input checked="" type="checkbox"/> Yes		
--	--	----------	-----	--------------------------------------	---	--	--

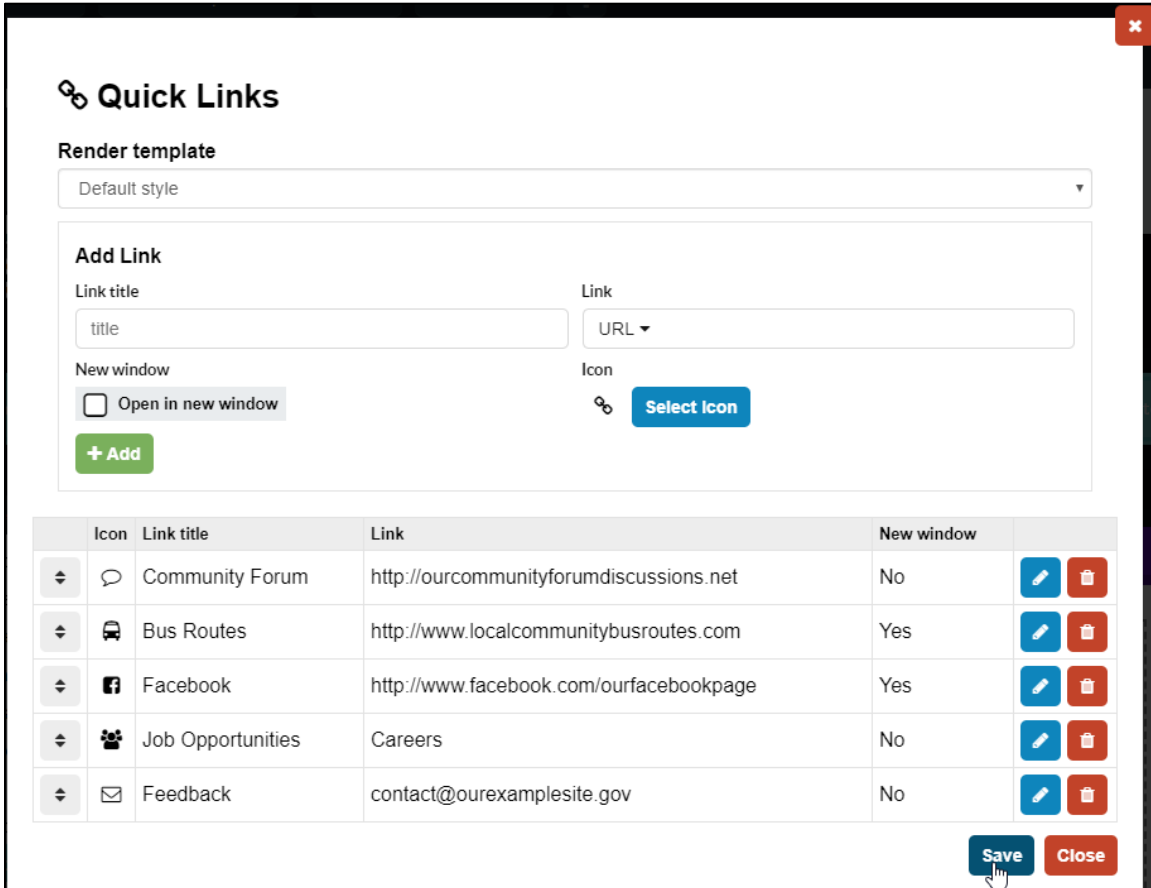
To confirm your change, click the icon.

## Removing Quick Links

To remove a Quick Link, click the icon to the right of the link you want to remove.

## Saving Changes

If you add, edit, re-order or remove any links from the portlet, you can preserve those changes by clicking **Save**.



**Quick Links**

Render template  
 Default style

**Add Link**

Link title: title  
 Link: URL  
 New window:  Open in new window  
 Icon: [Select Icon](#)

[+ Add](#)

Icon	Link title	Link	New window	
↕	Community Forum	http://ourcommunityforumdiscussions.net	No	<a href="#">✎</a> <a href="#">🗑</a>
↕	Bus Routes	http://www.localcommunitybusroutes.com	Yes	<a href="#">✎</a> <a href="#">🗑</a>
↕	Facebook	http://www.facebook.com/ourfacebookpage	Yes	<a href="#">✎</a> <a href="#">🗑</a>
↕	Job Opportunities	Careers	No	<a href="#">✎</a> <a href="#">🗑</a>
↕	Feedback	contact@ourexamplesite.gov	No	<a href="#">✎</a> <a href="#">🗑</a>

[Save](#) [Close](#)

If you do not wish to have the changes, click **Close**.