

2.1. Creating a Link Section (Moderators Only)

Link sections can be used to add an item to your department's navigation that is not actually within your department. Instead of being a section to which you add content to create a page, this section will merely direct to user to the web page of your choice.

For example, many of the links in the menu on the university's About Us page (below) are link sections which take the user out of The University section.



There are 2 types of link section – one is linking to a section within the CMS (in your department/area or elsewhere); the other is linking to a site outside of the CMS (this could be an AU site that is not in the CMS, or an external site)

Link Section – within the CMS

1. From the Site Structure view, find the section where you wish to work.



2. Click on the Actions button to the right of the section you have chosen, and the Actions menu will appear. Choose 'Create section'.



3. The General Section Details page will appear:

	4	🗄 General 🔥 Page lay	vouts More 🔻			
Site structure	×	General sectior	details			
B 🖿 News			Name *			
B 🖿 IBERS			Otatua			
About Us			Status	Approved *		
The Institute Executive			Section options	Mark as link section		
Economic and Social Impact				Show in navigation		
Accolades and Awards				Archive section		
Facilities and Resources				eForm section		
Dur History		Advanced settir	ngs			
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BERS International			Content owner	Select content owner		
Information for Staff			Output URI			
🕀 🖿 Study with Us						
•••••• Visit Us			SEO key phrases			
🕀 🖿 Employability			Default workflow	11		
Dutreach			Deladit worknow	None		
🕀 🖿 Research and Enterprise			Access key			
🕀 🖿 Working with Industry						
🕀 🖿 Supporting You						
🕀 🗈 News & Events						
% Information for Parents & Guardians					D Cancel D Save ch	200
Contact Us					S cancer Source en	lange

- 4. Insert a name for the section. This name will appear in the left menu of your site.
- 5. Tick the 'Mark as link section' box. Many of the options will now disappear.
- 6. Click on the Details tab.



葉 General 🗎 Details	
Details	
Link Type	Section External URL
Link URL	
Link target	~
Override other Languages with this Link	
	Cancel 🖺 Save changes

- 7. In the Link type line, select 'Section'.
- 8. Click on the 'Select Section' button which has now appeared.
- 9. The 'Select section' window will pop up. Click on the section you wish to link to.
- 10. The section you chose will now be displayed in the Details tab.
- 11. Click on the 'Save changes' button to finish.
- 12. You will be returned to the site structure page, where you will see the section link icon next to the section name:





Creating the Welsh Version of your link section

- 13. Click on the 'Site language' icon (globe) at the top of the screen and select Cymraeg. The Welsh version of the site structure page appears.
- 14. Find the link section you just added. It will be called 'Not translated' as the Welsh title has not been set but you should see the internal section link icon next to it. Click on the words 'Not translated' to open the section for modifying.

Note: If there are lots of new sections which haven't had their Welsh title set, it can be hard to find the right one that you need to work on – move or hover your mouse over the words 'Not translated' and a small box containing the English title of the page will appear.

- 15. The Welsh version of the 'General section details' screen will appear.
- 16. Add the name of the section this should be the Welsh equivalent of the English Name.
- 17. Click on the Details tab.
- 18. In the Link type line, select 'Section'.
- 19. Click on the 'Select section' button which has now appeared.
- 20. The 'Select section' window will pop up. Click on the section you wish to link to.
- 21. The section you chose will now be displayed in the Details tab.
- 22. Click on the 'Save changes' button to finish.
- 23. You will be returned to the site structure page, where you will see the section link icon next to the section name:





Link Section – outside of the CMS

- 1. From the Site Structure view, find the section where you wish to work.
- 2. Click on the Actions button to the right of the section you have chosen, and the Actions menu will appear. Choose 'Create section'.



3. The General Section Details page will appear.

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	Image General Image Instruction More	xe ▼	
Site structure	Seneral section details	\$	
🗄 🖿 News	Na	Name* e.g. News and events	
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The Institute Executive	Section op	options Mark as link section	
Economic and Social Impact		Show in navigation	
		Archive section	
Facilities and Resources		eForm section	
Dur History	Advanced settings		
Find Us	, is the second get		
IBERS International	Content o	. owner Select content owner	
Information for Staff	Outpu	put URI e.g. university-news-events	
🕀 🖿 Study with Us			
& Visit Us	SEO key phr	hrases	
🕀 🖿 Employability			
🗄 🖿 Outreach	Default wor	None -	
🕀 🖿 Research and Enterprise	Acces	ess key	
🕀 🖿 Working with Industry			
🐨 🖽 Supporting You			
% Information for Parents & Guardians		D Grand B Do	
Contact Us		5 cancel Bas	ve change
Column 1			

- 4. Insert a name for the section. This name will appear in the left menu of your site.
- 5. Tick the 'Mark as link section' box.



6. Click on the Details tab.

≅ General 🗎 Details	
Details	
Link Type	Section External URL
Link URL	
Link target	~
Override other Languages with this Link	
	Cancel Bave changes

- 7. In the Link type line, select 'External URL'.
- 8. Type or paste the URL to link to in the 'Link URL' box.
- 9. Click the 'Save Changes' button to finish.
- 10. You will be returned to the site structure page, where you will see external section link icon next to the section name:





Creating the Welsh Version of your link section

- 11. Click on the 'Site language' icon (globe) at the top of the screen and select Cymraeg. The Welsh version of the site structure page appears.
- 12. Find the link section you just added. It will be called 'Not translated' as the Welsh title has not been set but you should see the internal section link icon next to it. Click on the words 'Not translated' to open the section for modifying.

Note: If there are lots of new sections which haven't had their Welsh title set, it can be hard to find the right one that you need to work on – move or hover your mouse over the words 'Not translated' and a small box containing the English title of the page will appear.

- 13. The Welsh version of the 'General section details' screen will appear.
- 14. Add the name of the section this should be the Welsh equivalent of the English Name.
- 15. Click on the Details tab.
- 16. In the Link type line, select 'External URL'.
- 17. Type or paste the URL to link to in the 'Link URL' box.
- 18. Click the 'Save Changes' button to finish.
- 19. You will be returned to the site structure page, where you will see external section link icon next to the section name:

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