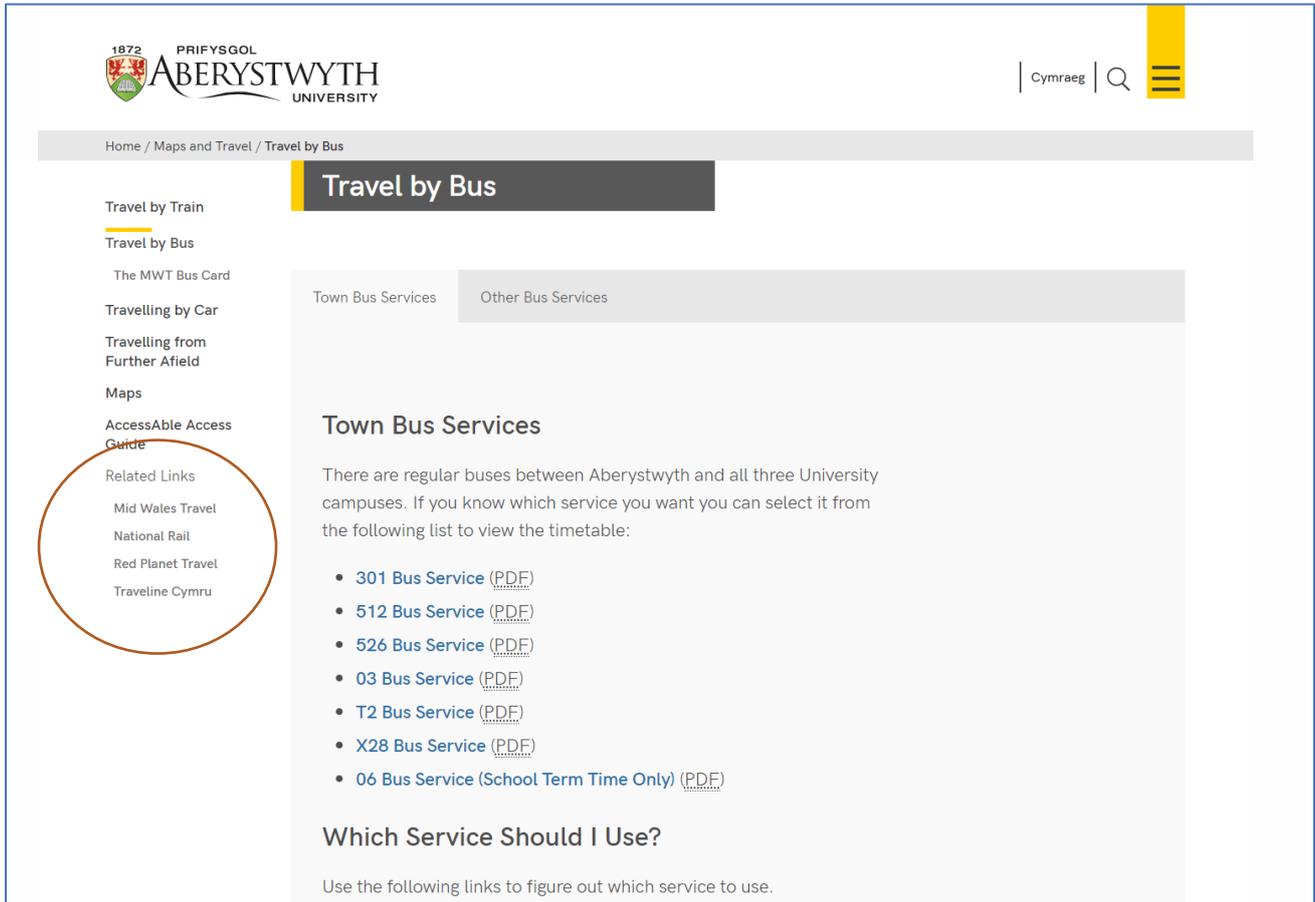


3.2. Adding Related Links

Related links appear under the left-hand menu on your page and are designed to allow users to quickly access pages which are related to the current page.



The screenshot shows the Aberystwyth University website. The header includes the university logo and navigation links. The main content area is titled 'Travel by Bus' and features a left-hand menu. The 'Related Links' section in the menu is circled in orange. The main content area displays 'Town Bus Services' with a list of bus services and PDF links.

Home / Maps and Travel / Travel by Bus

Travel by Bus

Travel by Train
Travel by Bus
The MWT Bus Card
Travelling by Car
Travelling from Further Afield
Maps
AccessAble Access Guide
Related Links
Mid Wales Travel
National Rail
Red Planet Travel
Traveline Cymru

Town Bus Services | Other Bus Services

Town Bus Services

There are regular buses between Aberystwyth and all three University campuses. If you know which service you want you can select it from the following list to view the timetable:

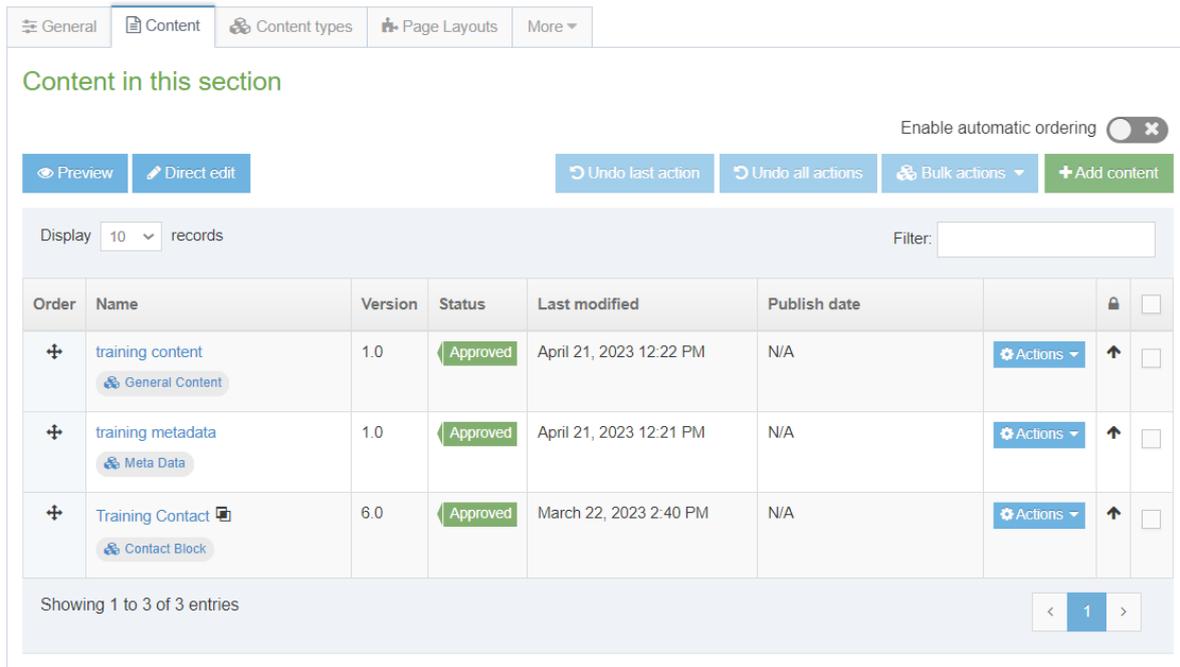
- [301 Bus Service \(PDF\)](#)
- [512 Bus Service \(PDF\)](#)
- [526 Bus Service \(PDF\)](#)
- [03 Bus Service \(PDF\)](#)
- [T2 Bus Service \(PDF\)](#)
- [X28 Bus Service \(PDF\)](#)
- [06 Bus Service \(School Term Time Only\) \(PDF\)](#)

Which Service Should I Use?

Use the following links to figure out which service to use.

1. Open the Site Structure and browse to the section you want to add content to.
2. Click on the name of the section to open it for editing.

3. The 'General section details' page appears. Click on the 'Content' tab.

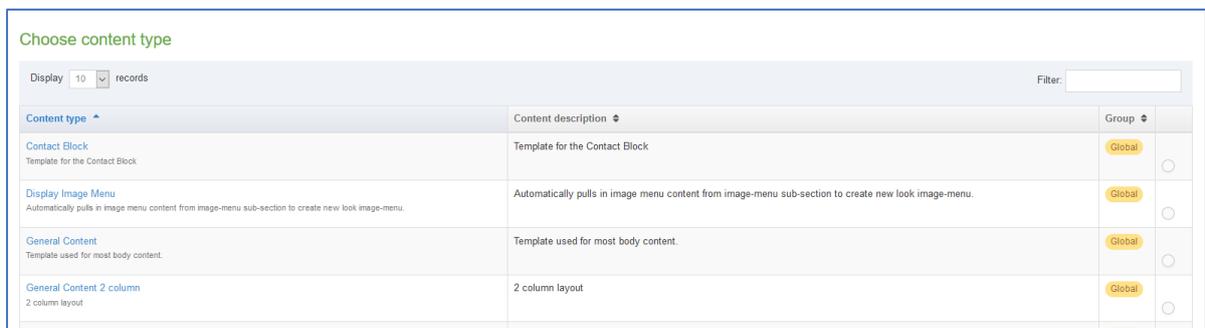


The screenshot shows a CMS interface with a navigation bar containing 'General', 'Content', 'Content types', 'Page Layouts', and 'More'. The 'Content' tab is active. Below the navigation bar, there are buttons for 'Preview', 'Direct edit', 'Undo last action', 'Undo all actions', 'Bulk actions', and '+ Add content'. A toggle for 'Enable automatic ordering' is visible. The main content area displays a table of content items with columns for Order, Name, Version, Status, Last modified, and Publish date. The table contains three entries: 'training content', 'training metadata', and 'Training Contact'. Each entry has an 'Actions' button and a lock icon. A pagination bar at the bottom shows 'Showing 1 to 3 of 3 entries' and a page number '1'.

Order	Name	Version	Status	Last modified	Publish date		Lock	
+	training content <small>General Content</small>	1.0	Approved	April 21, 2023 12:22 PM	N/A	Actions	Lock	
+	training metadata <small>Meta Data</small>	1.0	Approved	April 21, 2023 12:21 PM	N/A	Actions	Lock	
+	Training Contact <small>Contact Block</small>	6.0	Approved	March 22, 2023 2:40 PM	N/A	Actions	Lock	

4. Click on the 'Add Content' button on the right.

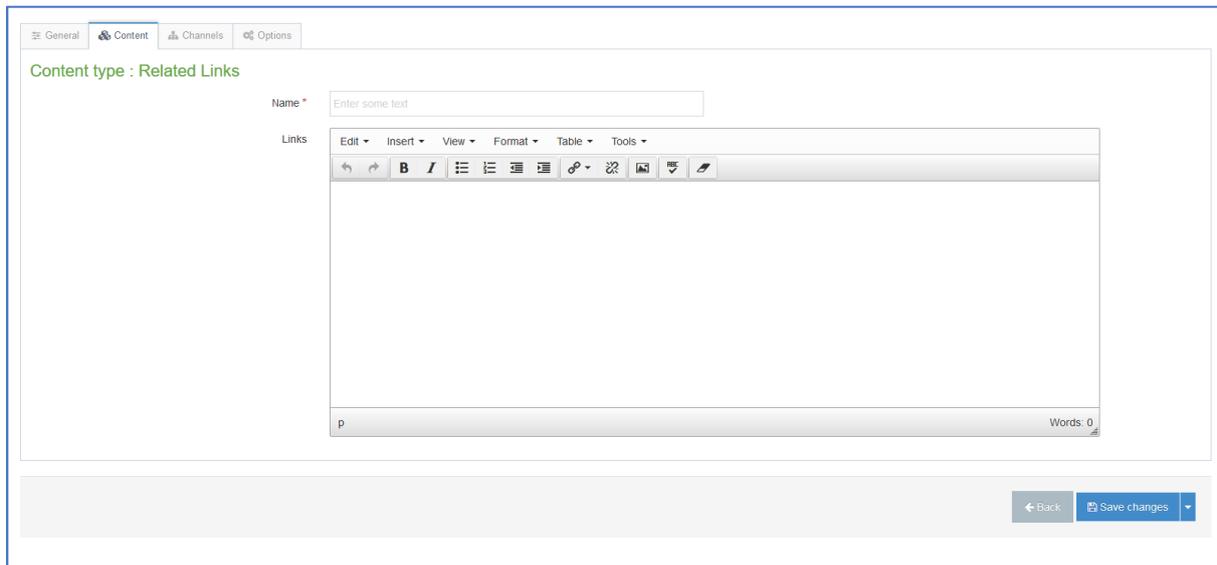
5. The 'Choose content type' page appears – click on 'Related Links' in the list that is displayed.



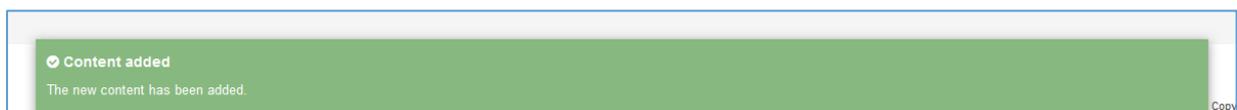
The screenshot shows the 'Choose content type' page. It features a navigation bar with 'Display 10 records' and a 'Filter' input field. Below the navigation bar, there is a table with columns for 'Content type', 'Content description', and 'Group'. The table lists several content types: 'Contact Block', 'Display Image Menu', 'General Content', and 'General Content 2 column'. Each entry has a 'Global' label and a radio button. The 'Contact Block' entry is selected.

Content type	Content description	Group
Contact Block <small>Template for the Contact Block</small>	Template for the Contact Block	Global
Display Image Menu <small>Automatically pulls in image menu content from image-menu sub-section to create new look image-menu.</small>	Automatically pulls in image menu content from image-menu sub-section to create new look image-menu.	Global
General Content <small>Template used for most body content.</small>	Template used for most body content.	Global
General Content 2 column <small>2 column layout</small>	2 column layout	Global

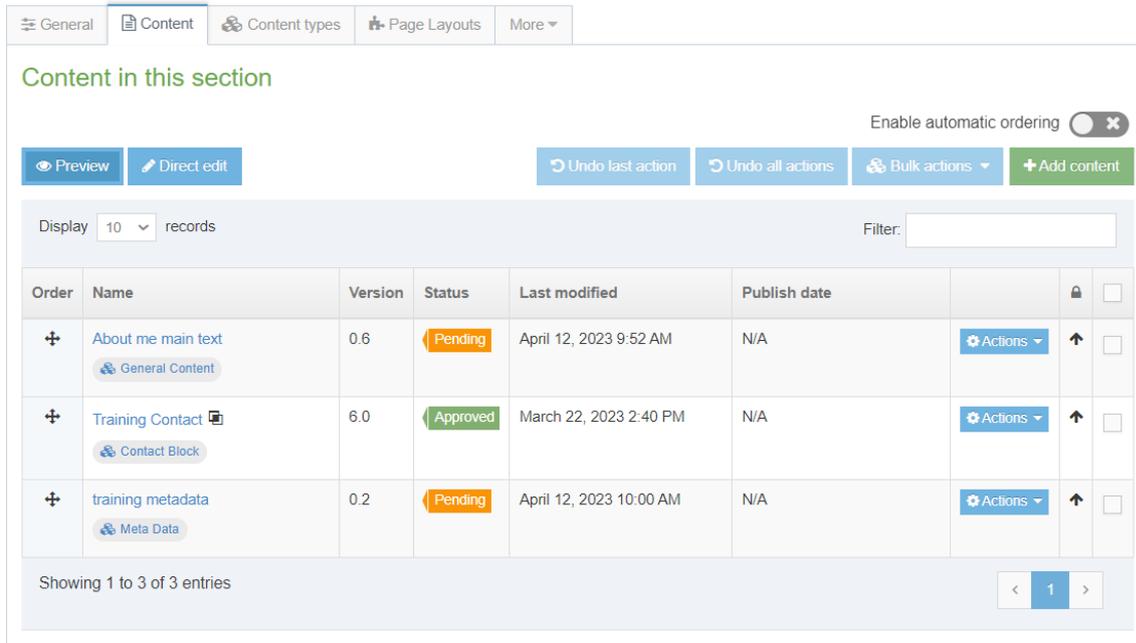
6. The Related Links template will now appear.



7. Insert a name for your new content in the Name box. This isn't seen by people using the web site, but it is important that you choose something that will make sense to other CMS users.
8. In the Links box, create a bulleted list by clicking on the bulleted list button and add the links that you require as bullet points. For more information on adding links, see [Information Sheet 4.2](#).
9. When you have finished adding content click on the 'Save changes' button or click on small triangle at the end of the button and select 'Save as draft' if you are going to come back to this piece of content later and don't want it to enter the approval process.
10. A message will appear at the bottom of the page to tell you that the content has been successfully added:



11. You will be returned to the Content tab, where you can see your newly added content listed along with any other content that you have added to this section.



Content in this section

Enable automatic ordering

Preview Direct edit Undo last action Undo all actions Bulk actions Add content

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date			
+	About me main text General Content	0.6	Pending	April 12, 2023 9:52 AM	N/A	Actions	↑	
+	Training Contact Contact Block	6.0	Approved	March 22, 2023 2:40 PM	N/A	Actions	↑	
+	training metadata Meta Data	0.2	Pending	April 12, 2023 10:00 AM	N/A	Actions	↑	

Showing 1 to 3 of 3 entries

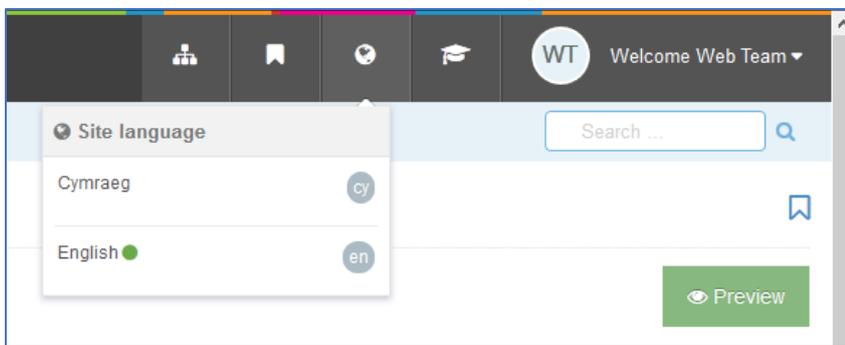
< 1 >

12. You will notice that the content appears with the Status 'Pending' (or 'Draft'). Pending content needs to be approved before being published. See [Information Sheet 6](#) for more information on approval (Moderators only). Draft content will not enter the approval process – you can continue to edit it and when you are ready for it to enter the approval process you will be able to click the 'Save changes' button to save it.

Creating the Welsh Version of your Related Links

Note: You should only create the Welsh version of your content when you have the Welsh text ready. If you have sent your English text to Translation, wait for it to return before creating the Welsh content.

1. Click on the 'Site language' button at the top of the screen and select Cymraeg.



2. The Welsh version of the section's 'General section details' page appears. Click on the Content tab.

Note: If you are returned to the Site Structure, click on the section you were working on and then click on the Content tab to get back to the list of content.

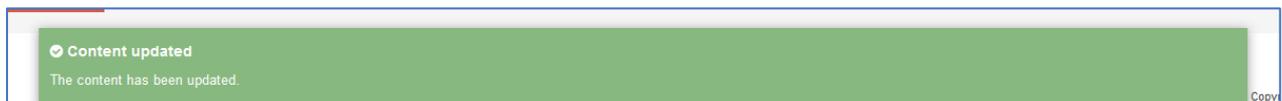
3. The Name of the content appears as 'Not translated', as it hasn't yet been named in Welsh. Click on the name of the piece of content to modify it.

Note: If there are lots of new pieces of content 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 content will appear.

4. Insert a name for your content – this can be in English or Welsh depending on your preference. This isn't seen by people using the web site, but it is

important that you choose something that will make sense to other CMS users.

5. Insert the Welsh text you wish to appear as the title of the links column in the Title box – this should be the Welsh translation of the English title.
6. In the Links box, create a bulleted list by clicking on the bulleted list button and add the links, in Welsh, that you require as bullet points. For more information on adding links, see [Information Sheet 4.2](#).
7. When you have finished adding content click on the 'Save changes' button or click on small triangle at the end of the button and select 'Save as draft' if you are going to come back to this piece of content later and don't want it to enter the approval process.
8. A message will appear at the bottom of the page to tell you that the content has been successfully updated:



9. You will be returned to the Content tab, where you can see your newly added content listed along with any other content that you have added to this section.
10. You will notice that the content appears with the Status 'Pending' (or 'Draft'). Pending content needs to be approved before being published. See [Information Sheet 6](#) for more information on approval (Moderators only). Draft content will not enter the approval process – you can continue to edit it and when you are ready for it to enter the approval process you will be able to click the 'Save changes' button to save it.