Managing Summary Links Web Parts

Web parts can help organize additional data on pages. They appear in the right margin. For example, you can create:

- A summary links web part – with this web part you can feature a list of links (for example, to documents, internal webpages, external websites). Note: You need to add a content editor web part above a summary links web part to give the list of links a title.

These exercises will step you through the process of creating, adding links to and adding a title to a summary links web part.

Upon completion of these steps you will have performed the following:

- Created a summary links web part and adding a title to it
- Managed links in a summary links web part (add, reorder, edit or delete a link)

In order to use these instructions you will need:

- Windows PC
- Google Chrome or Internet Explorer 8 (or above)
- Editor access for the channel headers that you are responsible for

If you have any problems following these instructions please contact webteam@phsa.ca for further guidance.
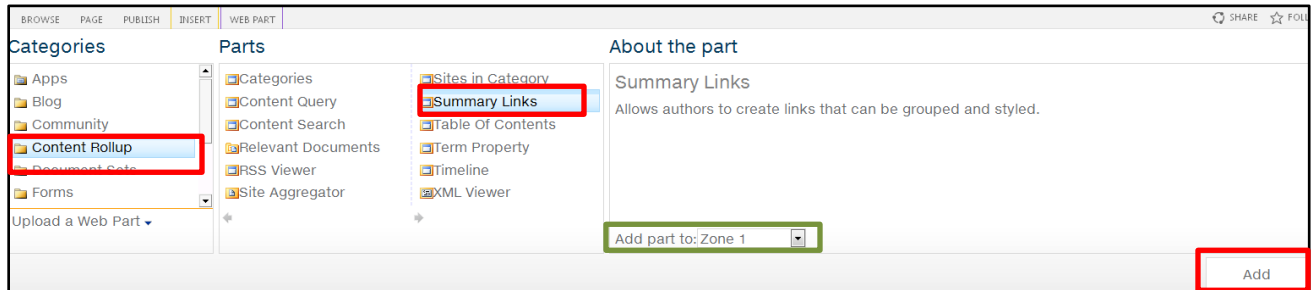
Creating a summary links web part & adding a title to it

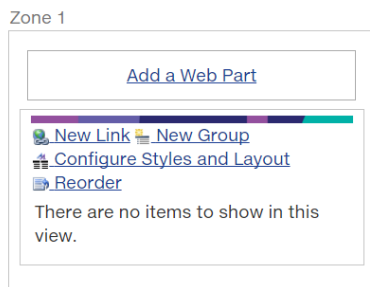1. Create a web part by clicking Add a web part.
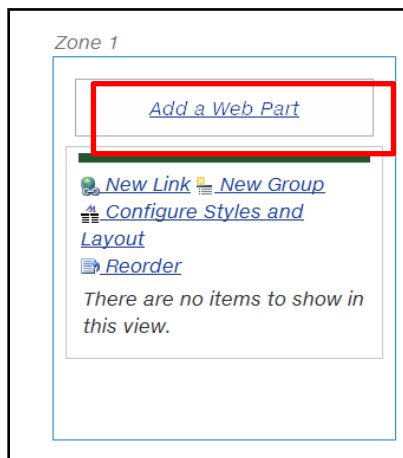
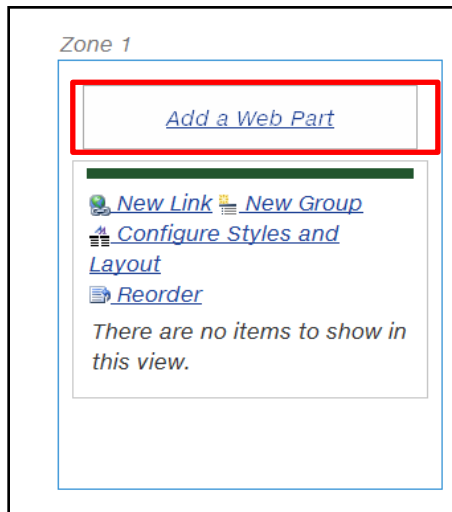2. You will be presented with the Web Part insert ribbon.

3. Select the **Content Rollup** category and select the **Summary Links** part.
4. Choose your zone if needed and click Add. **Note:** When you click Add, you might find that the Add button simply repositions itself to reveal the yellow SharePoint ribbon. Click Add again.
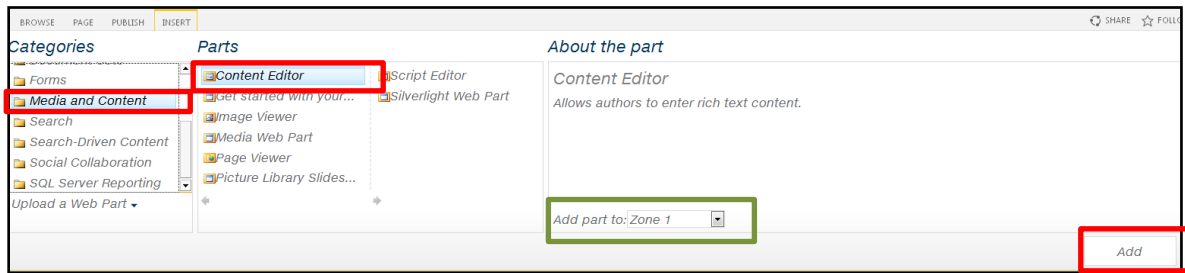

5. The summary links web part will appear at the top of the page. **Note**: The summary links web part might look different depending on the site you are editing.


6. Create another web part by clicking Add a web part.

7. You will be presented with the Web Part insert ribbon.
8. Select the **Media and Content** Category and the **Content Editor** Part.
9. Choose your zone if needed and click Add. **Note:** When you click Add, you might find that the Add button simply repositions itself to reveal the yellow SharePoint ribbon. Click Add again.
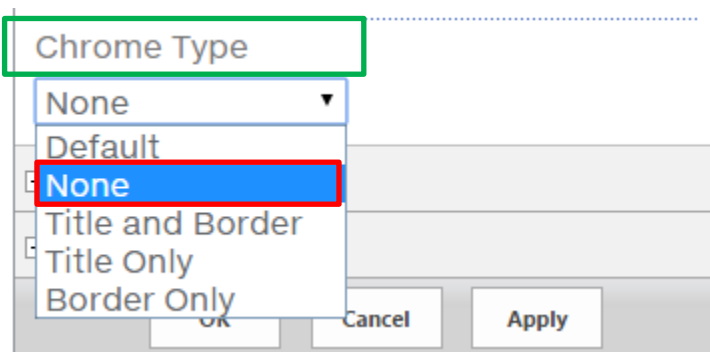
10. Add the words for the title in the content editor web part and apply **Heading 5** style.
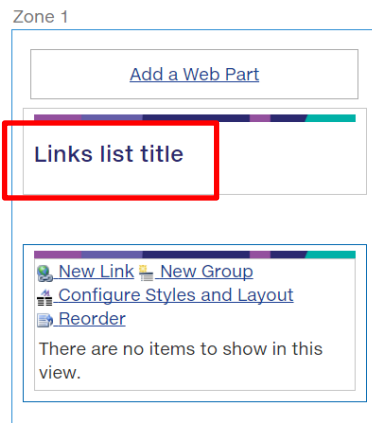

You now need to remove the header bar from the summary links web part so that the list and title appear as one unit.

11. Select the summary links web part that you added, select Web Part Properties, select Appearance and scroll down to Chrome Type. From the drop-down list, select None.

12. Click OK to save the changes.

You will see that there is no header bar separating the title and content. This example shows a Summary Links web part with two links in it and a Content Editor web part with the title Related pages:
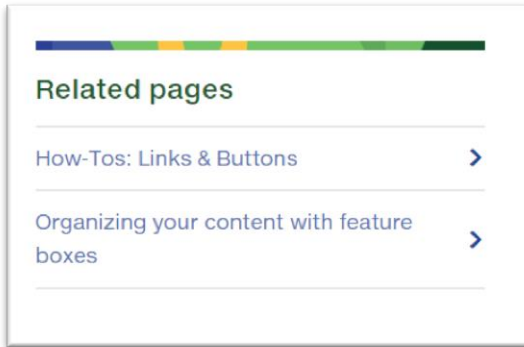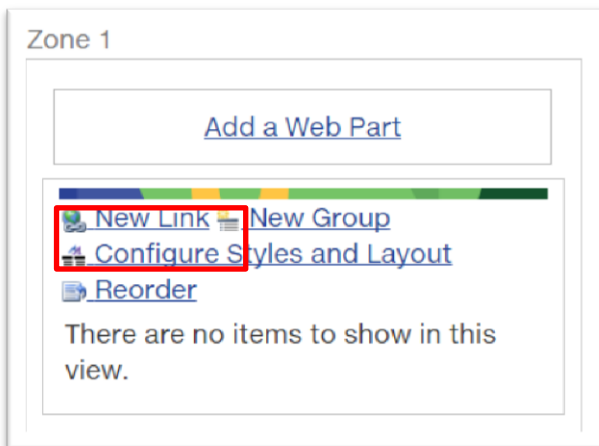
13. You can now add links to your summary links web part.

Managing links in a summary links web part (add, reorder, edit or delete a link)

Add a link

1. Select the summary links web part that you have created. Click New Link.

2. The New Link pop-up window will appear. Add information about the link as described next.

Title – Give it a title. This will display on the page as the link.

Description – This is usually not needed if you give the link a descriptive title. However, if it is needed, give the link a description. This will display on the page under the link as text.

Link URL – Insert the desired link:

- for an *external site*, insert the full URL of the site you are linking to and click the Open in a new window button
- for an *internal page*, insert the full URL of the page you are linking to
- for a *document*, click Browse to open the document library. Navigate to the location of the document you want to add and click Insert. For detailed instructions on adding a Document, see **How-Tos > Documents**.

Note: If you are developing a new section and want to add links to pages within that section, the process is slightly different. Use only the part of the URL that follows the .ca – for example: **/our-services/centres-clinics/vancouver-centre/** – don't include the http://editbcca.ca. If you're not sure about how to do this, please contact Webhelp.

Tooltip – Give the link a tooltip (a description). This is different from the Description field. The tooltip is read aloud by screen reader software; visitors using screen reader software rely on the description to tell them what the link is for. **Note:** Some screen readers are set to read only the links on a web page, so the tooltip must make sense if it is read by itself. Avoid vague phrases such as "click here" and "more".
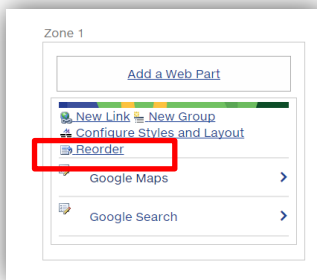
3. Click OK to save the new link. Your web part now has a link in it.
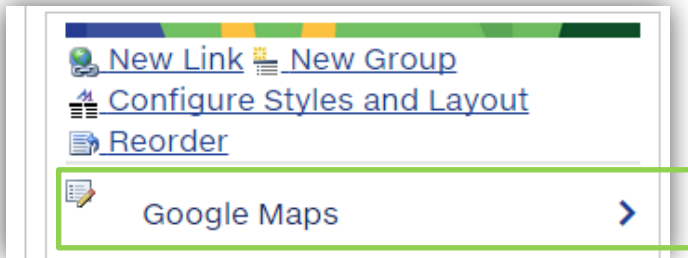
Reorder, edit or delete a link

Once you have added all the desired links to your summary links web part, you will have a list of links. You can reorder the list, or edit or delete any of the links.

1. To reorder the links, click Reorder in the summary links web part. The Re-order links popup will appear.

2. In the pop-up window you can highlight a link and select either Move Up or Move Down to rearrange the order of the links.
3. Click OK when the order is set the way you want it.
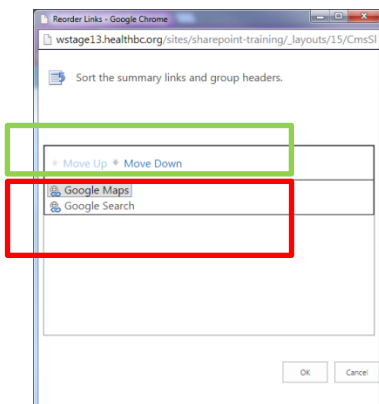
4. To edit a link, click the down arrow icon to the left of the link in the summary links web part. An Edit / Delete popup menu will appear. Click Edit.

5. The Edit Link popup will appear. Edit the link as desired and click OK.

6. To delete a link, click the down arrow icon to the left of the link in the summary links web part. An Edit / Delete popup menu will appear. Click Delete. The link will be deleted immediately.