## 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 <u>webteam@phsa.ca</u> 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.

<u>Add a Web Part</u>
<u>New Link                                   </u>

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.

BROWSE PAGE PUBLISH INSERT	T WEB PART			🗘 SHARE 🝸	☆ FOLI
Categories	Parts		About the part		
Apps Blog Community Content Rollup Forms Upload a Web Part	Content Query Content Search Gelevant Documents Relevant Documents SSS Viewer Siste Aggregator	Sites in Category Summary Links Table Of Contents Term Property Timeline EXML Viewer	Summary Links Allows authors to create links that can be grouped and styled.		
				Add	

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.

Г	
	Add a Web Part
	New Link 🏪 New Group
	<u>Configure Styles and Layout</u> <u>Reorder</u>
	There are no items to show in this view.

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

		<u>Add a Web Part</u>
<ul> <li><u>New Link</u> <u>New Group</u></li> <li><u>Configure Styles and</u></li> <li><u>Layout</u></li> <li><u>Reorder</u></li> <li>There are no items to show in this view.</li> </ul>	<u>▲ Cor</u> Layou <u>■ Rec</u> There	n <u>figure Styles and</u> <u>t</u> order are no items to show in

- 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.

🚡 Forms	Parts Content Editor	Script Editor	About the part		
🖿 Forms	Content Editor	Soript Editor			
			Content Editor		
Search Search-Driven Content Social Collaboration	Get started with your Mmage Viewer Media Web Part Page Viewer Picture Library Slides	Silverlight Web Part	Allows authors to enter rich text content.		
Upload a Web Part 🗸 🌵	(r 1)		Add part to: Zone 1	Add	_

10. Add the words for the title in the content editor web part and apply **Heading 5** style.

	Add a W	eb Part
Links	ist title	
4 Con	<u>/ Link 🏪 New</u> figure Styles rder	
<u> Reo</u>		

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.

	Chrome Type	
	None 🔻	-
$\vdash$	Default	
E	None	
I.	Title and Border	
Ľ	Title Only	
	Border Only	Cancel Apply

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:

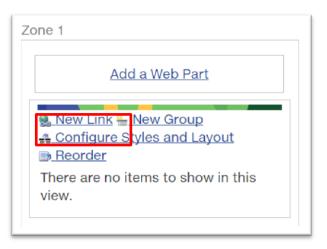
Related pages	
How-Tos: Links & Buttons	>
Organizing your content with feature boxes	>

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.

2	Specify the information for this summary link. The title is the link text displayed for the link URL. The information that the summary link displays depends on the style you choose.
	<ul> <li>Create a link to an item</li> <li>Create a link to a person</li> </ul>
	Title:
	Description:
	Check Spelling
	Link URL: (Test link)
	http:// Browse
	Open link in new window
	Tooltip:
	Image URL: (Test link) Browse
	Image description:
	Used as alternative text for the image
	Group: No groups available
	Style:
	Image on left

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 <u>Webhelp</u>.

**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.

<u>New Link  New Group</u> <u>▲ Configure Styles and Layout</u> <u>Reorder</u>	
Google Maps	>

## 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.

	Add a Web Part	
4	New Link 🏪 New Group Configure Styles and Layout Reorder	
7	Google Maps	>
•	Google Search	>

- 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.

Reorder Links - Google Chrome	- 0 <b>- X</b>
wstage13.healthbc.org/sites/sharepoint-training/_	layouts/15/CmsSl
Sort the summary links and group headers.	
* Move Up * Move Down	
😩 Google Maps	
8 Google Search	
	OK Cancel

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.

	<u>Reorder</u>		
	≣≱ •	G	oogle Maps
🐶 Edit		L	nk to Google
X <u>Delete</u>	Ì		1

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

Specify the information displayed for the link Uf depends on the style yo	RL. The informatio		
Create a link to an ite Create a link to a per			
Title:			
How-Tos: Links & Butto	ns		
Description:			
			Check Spelling
Link URL: (Test link)			
/how-tos/links-buttons			Browse
Open link in new w Tooltip:	indow		
How-Tos: Links & Butto	ns		
Image URL: (Test link)			
			Browse
Image description:			
Used as alternative text f Group:	or the image		
No groups available		Ŧ	
Style:			
Image on left			

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.

	Reorder		
	📴 🕶 Google Maps		
🔛 Edit	Link to Google		
X <u>Delete</u>			