

Create a Related Links List


You can create a bulleted list of links at the bottom of an article that your users can click for additional information. You can link to articles, photos, audio files, etc.

[Home](#) > [About Us](#)

History of Our Church


The Airport Church was founded in 1957 as a chapel and spiritual respite for hurried travelers. Over time, we found that non-travelers were attending services as well. While we continue to maintain our airport chapel, we are now based in a standalone structure about a half mile from the main terminal.


- [The 60s and 70s](#)
- [The 80s and 90s](#)
- [2000 to the Present](#)

1. Point to **Site** and click **Article Manager**.
2. Click the article to which you want to add the list.
3. Under **Actions**, click **View/Edit Properties**.
4. Click the **Links** tab.
5. Click .
6. Select the appropriate tab.
7. Choose an article, media item, etc. to link to.
8. Enter the **Link Text**. Complete the other fields if necessary, using the descriptions that follow for reference.
9. Click **Submit**.

1. Point to **Site** and click **Article Manager**.
2. Click the article containing the list.
3. Under **Actions**, click **View/Edit Properties**.
4. Click the **Links** tab.
5. Click the link you want to move.

6. Click  or  to move the link up or down in the list.
7. If you are a site administrator or network administrator, click **Save & Approve**. Otherwise, click **Save**. If the Approve tab displays, approve the article for the roles that you are assigned.

1. Point to **Site** and click **Article Manager**.
2. Click the article containing the list.
3. Under **Actions**, click **View/Edit Properties**.
4. Click the **Links** tab.
5. Click the link you want to change.
6. Click .
7. Choose a new link destination or change the text/description.
8. Click **Submit**.

1. Point to **Site** and click **Article Manager**.
2. Click the article containing the list.
3. Under **Actions**, click **View/Edit Properties**.
4. Click the **Links** tab.
5. Click the link you want to delete.
6. Click  and confirm.
7. Click **Save**.

Additional Field Information

Link Text

Required. Enter the text users click on to open the link.

Link Description

Optional. This text displays when a cursor hovers over the link.

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- [The 60s and 70s](#) ———— **Link Text**
- [The 80s and 90s](#) ———— **Link Text**
- [2000 to the Present](#)
  **Link Description**

Link Target

This selection determines how the link will open. Frames are rarely used anymore, so most people only ever need **New Window** and **Same Window**.

- **New Window** (`_blank`). Opens the link in a new browser window.
- **Same Window** (`_self`). Opens the link in the same browser window, replacing the page currently being viewed.
- **Topmost Window** (`_top`). For pages that use frames, this opens the link within the inner frame.
- **Parent Window** (`_parent`). For pages that use frames, this opens the link using the entire window, not within a frame.