

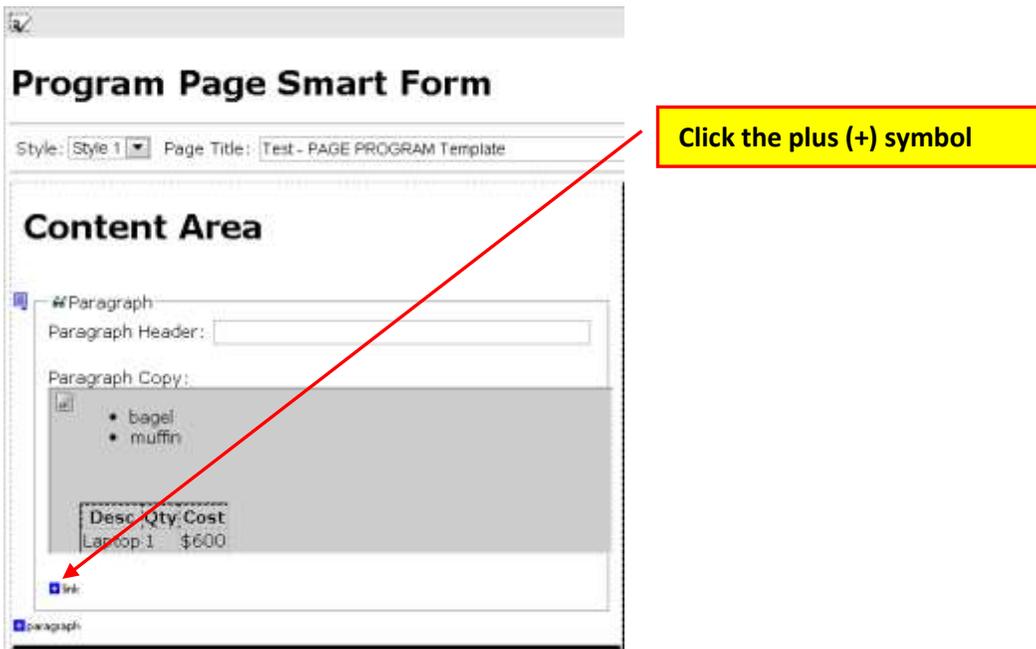
# Ektron Website Quick Reference

## Create, Edit and Delete Hyperlinks in a Link / List Field

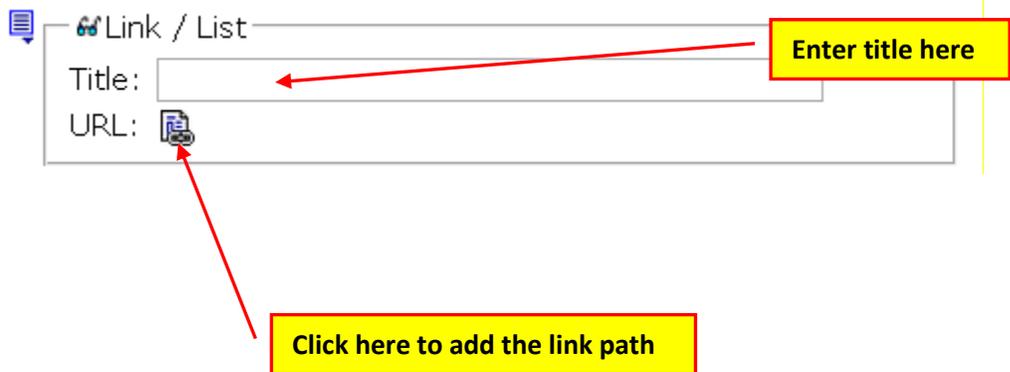
In the Ektron Workarea open any smart form that uses the Link / List system.

To create (add) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon 

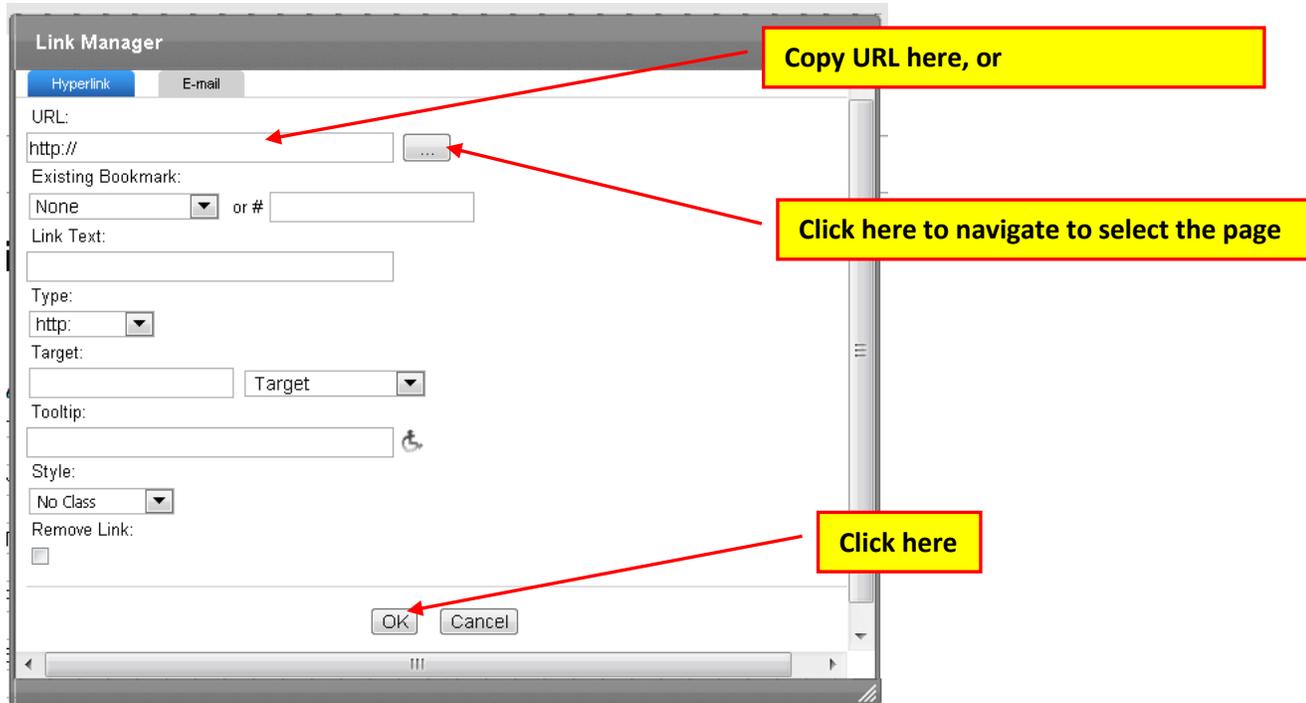


Enter the title in the Link / List field and then click the link icon to add the link path.



**When the Link Manager dialog box appears, enter the following:**

- 1. Enter the link title in the TOOLTIP field.** The information in this field is used to assist blind and other handicapped individuals who use readers to traverse your site. Accessibility.
- 2. Determine where you want the link to open** (target = same window, New window, etc.)
- 3. Enter link text.** (Option – you can make this field show the same as the URL path so the file path can be seen without opening the link itself when viewing the page).
- 4. Either copy the URL (if link is to an external website) or click the button to the right of the URL field to navigate to select the page, then click OK to save the link information.**



## To Edit (change) a link in Smart Forms

Click the plus (+) symbol to the left of the “ADD LINK” icon



Desc	Qty	Cost
Laptop-1		\$600

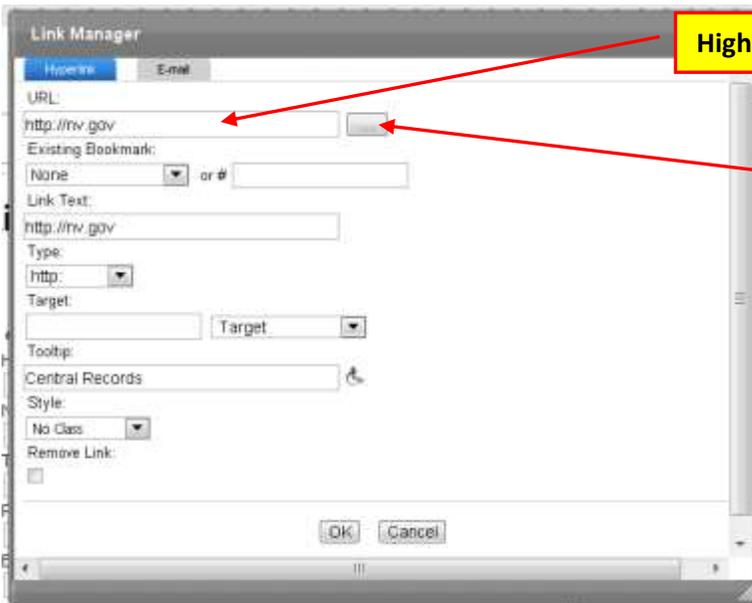
Click the plus (+) symbol

Click the link icon to change the link path.

Title: Central Records  
URL: <http://nv.gov>

Click here to change the link path

When the Link Manager dialog box appears, highlight the link in the URL field and then either copy or type in the new address, or delete the information in the URL field (use the backspace or delete keys) and click the button to the right of the URL field to navigate to the correct content block or document.



Highlight the information in this field

Then, click here to navigate to the content block or document

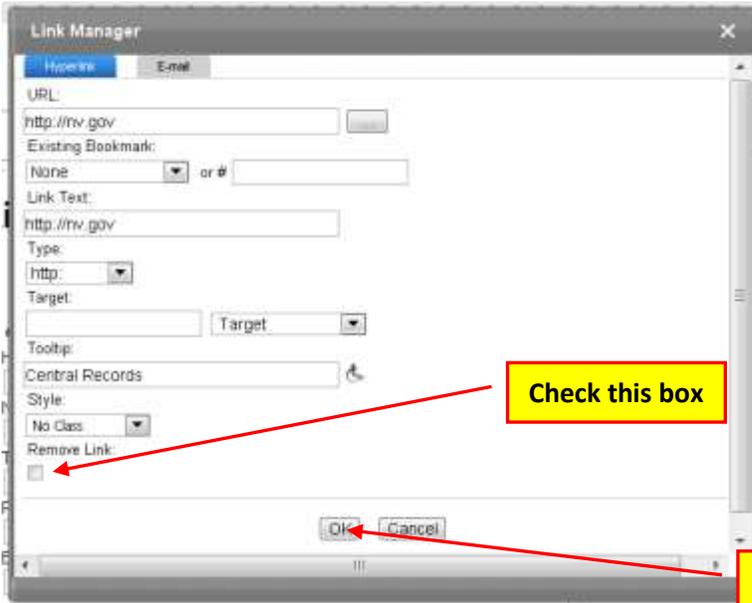
**To Delete (remove) a link in Smart Forms**

Click the link icon to open the link manager dialog box.



Click here to change the link path

Check Remove Link.



Check this box

Click here