

When to Use

Site Availability: Dynamic and Static.

Use the QuickLinks page type to create a list of links to internal pages or external sites. By providing two default layout options you have the choice of creating a simple list of links, or a more complex informative list. When used with a Calendar page type, QuickLinks can display an updated list of current events, meetings and other activities.

Examples of when to use

- ▶ To provide a list of related topics within your site.
- ▶ To provide a list of related links to external sites.
- ▶ To display a series of upcoming events or meeting dates.
- ▶ To provide a summary of articles available on your site.

QuickLinks Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
General Properties of List	Summary Header	Enter text that will display as a sub-header over your link list. Typically used with default layout 2.
	Show Title	Check this box if you want the title from each page to display as the hyperlink to the linked page.
	Show Teaser	Check this box if you want the teaser text from each page to display as part of the list item.
	Event Date Format	If you are displaying Calendar Events on your list of QuickLinks, the default display for the date will be: 4/10/2001. Click the "Examples" link to view other formatting options.
	Show Article Type	If you are displaying Article pages on your list of Quick Links, checking this box will include the article type entered on that page.
	Show Article Submitter	If you are displaying Article pages on your list of QuickLinks, checking this box will include the article submitter entered on that page.
	Show Article Image	If you are displaying Article pages in your list of Quicklinks, checking this box will include the article image associated with that page.
	New	▶ Mouse over the New button to view the list of link types.

Page Section	Field Name/Item	Description of usage
		<p>▶ Click the link type to be created:</p> <p>Internal Link: Click <<Select Page>> to see the tree view of your site, click the page to be linked to, and click OK. Check the option to open the page in the same window or a new window.</p> <p>External Link: Select the URL type, and enter the address to the external page. Add title text that will display as the link to the page. Add optional teaser text (if you choose to display it) and select to display the external link icon if you wish. Check the option to open the page in the same window or a new window.</p> <p>Group of Child Links: Select the parent page. Determine if you want to display all child pages, or a select amount of top or bottom pages. If you select to display only some pages, two additional options will be available: check the boxes to show the event date or hide past events. Choose to order your child pages by default, title, event date or last modified and if you want the order ascending or descending. <i>All the options in this area refer to the order as displayed in the child list of the parent page selected; not all options will be available depending on other options selected.</i></p>
	<i>As you add links to your list you will maintain them using the options below.</i>	
	Order	Use the arrows, or click on a number to change the order of your links. This affects both the order of the link list and the order in view mode.
	Link	Click on the link title to edit the links settings.
	Type	Displays the type of link.
	Archive	To delete a link from the list, check the box for the link and save, publish or submit the page for approval.
Introduction	n/a	Use the editor to add content that appears above your link list.
Conclusion	n/a	Use the editor to add content that appears below your link list

Advanced Layout Options

There is an additional section at the bottom of the Page Editor titled **Advanced Layout Options**. This section provides additional layout options for QuickLinks pages.



The Advanced Layout Options includes two HTML editor windows that contain default HTML code for the Field Layout and the Item Layout. This code can be edited to remove unwanted fields from sections, or to alter the layout and styles.

VIEW LAYOUT	Restore Default 1	Restore Default 2
<pre> <!-- QuickLink View Layout supports five tags in the format <IRONPOINT>tag</IRONPOINT>: QuickLinksIntroductionHTML- includes the introduction html QuickLinksItems - includes the item list QuickLinksConclusionHTML- includes the conclusion html QuickLinksSummaryHeader - includes the summary header title QuickLinksSummaryList - includes the summary list --> <div class="ipf_ql_HTMLone"><IRONPOINT>QuickLinksIntroductionHTML</IRONPOINT></div> <ul class="ipf_ql_list"> <IRONPOINT>QuickLinksItems</IRONPOINT> <div class="ipf_ql_HTMLtwo"><IRONPOINT>QuickLinksConclusionHTML</IRONPOINT></div> </pre>		

The View layout controls the major content areas of the page. The comments area displays the five tags that are available to use in this layout and explains what content the tag includes on the page. Default 1 provides a basic layout for listing your page links. Default 2 provides a more advanced layout. Both of these can be edited to your preference.

QUICKLINKS ITEM LAYOUT	Restore Default 1	Restore Default 2
<pre> <!-- QuickLink item Layout supports eleven tags in the format <IRONPOINT>tag</IRONPOINT>: QuickLinksItemParent - includes the title of the group/parent QuickLinksItemParentURL - includes the link to the group/parent QuickLinksItemTitle - includes the title of link QuickLinksItemSummary - includes the summary of link QuickLinksItemSummaryURL - includes the 'More' link after summary of link QuickLinksItemDate - includes the date of item (only for children of calendar based pagetypes) QuickLinksItemTarget - includes target property of link if exist QuickLinksItemURL - includes the href property of link QuickLinksItemArticleType - includes the article type QuickLinksItemArticleSubmitter - includes the article submitter and its link </pre>		

The QuickLinks Item View layout controls the individual pieces of content that can make up an item list. The comments area displays the eleven tags that are available to use in this layout and explains what content the tag displays as part of the list. Default 1 provides a basic layout for creating your item list. Default 2 provides a more advanced layout. Both of these can be edited to your preference.

QuickLinks Page Tips!

- ▶ Visit the Advanced Layout Options area of the page and determine which tags you may want to use in your page layout.
- ▶ To display a link to the page you select, create an Internal Link, to display the child pages of the page you select, create a Group of Child Links.
- ▶ Create a QuickLinks pagelet to add popular topics and related topics or links to sections of your site.