



# LINK & FILE MANAGEMENT

 Tips & Tricks Webinar



1

## File Library

Adding links in a Text Editor

2

## Resource/News Tool

Links & Files

3

## Disk Usage Report

Find the location of file in  
Resource/News tools

4

## Links Tool

Main Body tool

5

## Quick Links Tool

Sidebar tool

6

## Broken Link Check

AGENDA



# File Library



- The file name is part of the URL. Remove extra information (ex. approved) and any spaces.
- When adding documents, add PDFs rather than word documents.
- When a file is linked on your site, use the URL to determine where the file is stored.
- After removing files from the File Library, check for broken links

# Text Links



- Add link to descriptive text rather than adding the URL directly on the page for a better user experience, accessibility, responsiveness, and SEO.
- For accessibility, add the link to descriptive with an object text rather than generic text such as “click here”, “view more”, etc.
- Links to documents and URLs that are leaving your site should be set to open in a new browser window.

# Resource/News

Main Body & Sidebar



- Use for lists of resources that contain files & links
- All files added are stored in the “cms\_files/resources” location. Use the Disk Usage Report to determine where unknown files are located.
- Specialized “move” option within the tool that allows you to move items within resource/news tools. This includes moving content from the main body to the sidebar.

# Links Content Tools

- [Links Tool](#) – Main Body
- [Quick Links Tool](#) – Sidebar



## Links tool

- Option to add an image for each link. The Alt Text for accessibility will be added in the background
- Option to add a description for each link
- All links will open in a new window

# Links Content Tools

- [Links Tool](#)
- [Quick Links Tool](#)



## Quick Links tool

- Two different display options
- Can set links to open in a new or existing browser window

**THANK  
YOU!**  
**QUESTIONS?**

**New CMS4Schools Help Center**

**Get Our Newsletter**

**Help Center**

**Upcoming Webinars**

