



BROWN CIS IT Service Center

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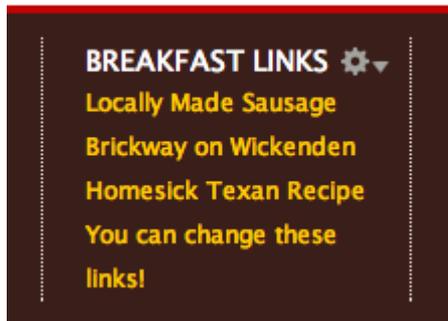
Change the Links in the Footer

Stephanie Obodda - 2021-01-22 - 0 Comments - in Basics

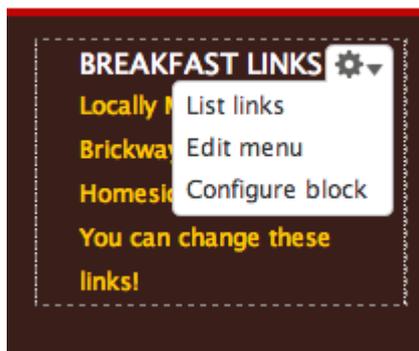
The brown footer bar across the bottom of your BrownSite has three columns of links. You can edit the two righthand columns with your own links, or remove them entirely.

How do I edit the links?

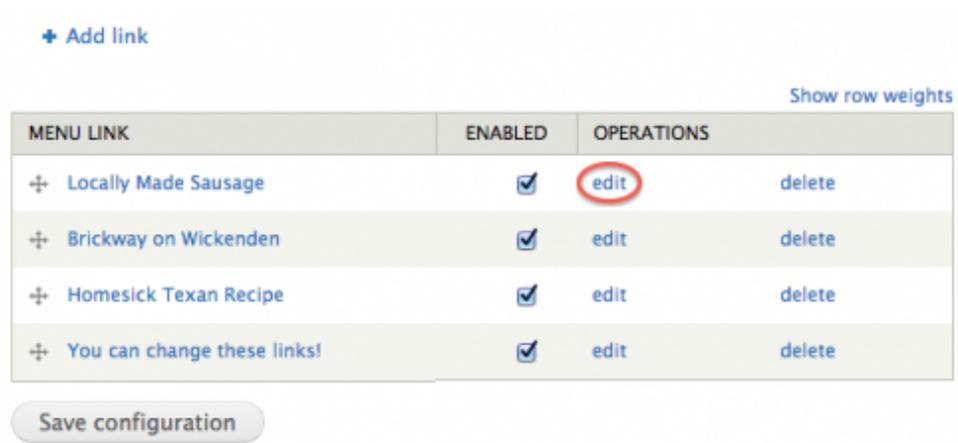
1. Move your mouse over the column of links you'd like to edit. A gear symbol should appear.



2. Click on the gear symbol. A menu of options should appear.



3. Click "List Links". A separate page will open.
4. Click "Edit" next to a link to change the wording and destination of the link.



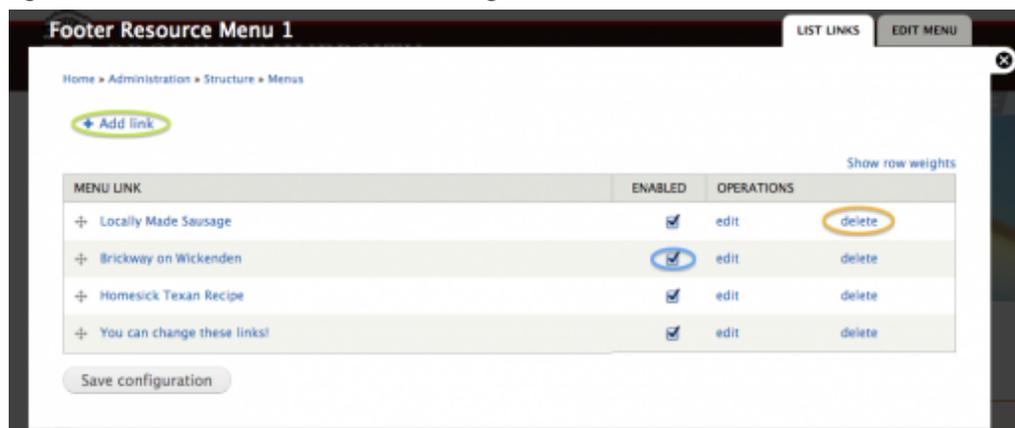
5. Save your changes to the link when you are done.

How do I add, remove, or temporarily hide a link?

1. Move your mouse over the column of links. A gear icon will appear.
2. Click on the gear icon. A menu will appear.
3. Click "List Links." A new page will open.
4. **Add link:** Near the top of the new page, click on "Add link." This is labelled in green on the image below.

Delete link: Next to an individual link, click on the delete link. It will be deleted permanently! This is labelled in orange on the image below.

Hide or unhide like: Next to an individual link, toggle the check mark. A check in the box means the link will display. If the box is unchecked, the link will be hidden. Hiding a link is an alternative to deleting it if you are unsure you will need the link again. This is labelled in blue on the image below.

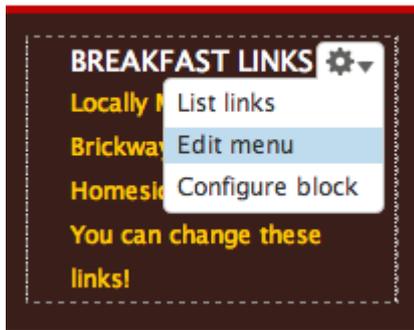


How do I change the title of the set of links?

Note that the example set of links is entitled "Breakfast Links." Perhaps you'd like something different for your page, like "Helpful Links" or "Related Programs."

1. Move your mouse over the column of links. A gear icon will appear.
2. Click on the gear icon. A menu will appear.

3. Click "Edit Menu." A new page will open.



4. Change the title to something short and descriptive: it's best to keep the title on one line of text, so limit yourself to two words!

A screenshot of the Drupal configuration page for a menu block. The page title is "Footer Resource Menu 1". There are two tabs: "LIST LINKS" and "EDIT MENU". The "EDIT MENU" tab is active. The form has a "Title" field with a red asterisk, containing the text "Like this!". To the right of the title field is the text "Machine name: menu-breakfast-links". Below the title field is a large "Description" text area. At the bottom of the form are two buttons: "Save" and "Delete".

5. Save your changes.

A screenshot of the "Tags" field in the Drupal configuration page. The field contains the text "Web Services".