

Edit Custom Footers

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Footers

Your BrownSite has two blocks in the footer that you can customize with lists of links. These are often used for directing visitors to related departments or important resources.

Sometimes they are used to list social media links. They are yours to use as you wish. If you do not wish to utilize them, they can also be disabled.

How to Edit Custom Footers:

1. Log in to your site and go to: Manage Content > Edit Custom Footer 1 (or Edit Custom Footer 2).
2. Click the Edit Menu link in the upper right.
3. Type in the name of your Custom Footer in the Title field.
4. Click Save.
5. Click the Add Item link in the upper right.
6. In the Path field, type or paste in the URL to the web page or web-hosted document you wish to link to - be sure to include the "http://".
7. In the Menu Link Title field, type or paste in the text name of the link as you want it to appear in the Footer.
8. Click Save.
9. Repeat Steps 5-8 above until you have added all your Footer links.
10. De-select (uncheck) the Enabled boxes for each of the four existing Custom Footer items (Custom Item 1, Custom Item 2, etc). This will remove those items from your Footer.
11. Click Save Configuration.

How to Disable Custom Footers:

1. Log in to your site and go to: Manage Content > Custom Footer 1 (or Custom Footer 2)
2. De-select (uncheck) the Enabled boxes for each of the four existing Custom Footer items (Custom Item 1, Custom Item 2, etc). This will remove those items from your Footer, and will disable the Footer altogether.
3. Click Save Configuration.