The following tutorial will show you how to link to email addresses, web pages, and Acrobat PDFs. It will also show you how to turn an image into a link.

When viewing this tutorial, be aware of the following:

1. For best results, maximize your screen.

2. Use the playback control at the top of the slide to pause the movie at any time.

3. At times, you may need to scroll the screen up and down (or side to side) in order to see the entire slide.

4. When you see a blank screen, do not press your Spacebar. Scroll down until your press it.

Let's begin by linking to an email address. I'll show you two ways to do this.
First, add a "Link List" element.
### Content

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Links</td>
</tr>
</tbody>
</table>

### Categories

<table>
<thead>
<tr>
<th>Name</th>
<th>URI</th>
</tr>
</thead>
<tbody>
<tr>
<td>About this site</td>
<td>/about/site</td>
</tr>
</tbody>
</table>

**Add Category**
- /about
- /about/contact
- /about/search
- /about/search.asc

### Output Channels

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>XHTML</td>
<td>X-HTML output.</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Add Output Channel**

### Associations
We're now in the "Element Profile" for the link list.

Add a title if you like...

Now add an "External Link"
Element "External Link" saved.

In the "External Link" element, give your link a title. Mine will simply be my email address.

Now enter the "mailto" command in the URL box. The template for the "mailto" command is:

```
mailto:whoever@wherever.com
```

Using this template, my email address would be:

```
mailto:jstoughton@adams.edu
```

(you can find more information on html tags and commands on the tutorial website)
Element "External Link" saved.

Now add a tooltip.
Element "External Link" saved.

Good. Now let's preview what we have.

(remember, if you get an error the first time you preview your page, simply close the web browser and click the URL again)
Ok, let's link to an email using a "paragraph" element.
As I've shown you in previous tutorials, the easiest way to build paragraphs is to use the "Bulk Edit" feature.
Here's the template for the html tag you'll use if you're linking to an email address in a paragraph:

```html
<a href="mailto:whoever@wherever.com">whoever@wherever.com</a>
```

So I'll use:

```html
<a href="mailto:jstoughton@adams.edu">jstoughton@adams.edu</a>
```
Remember, html tags are listed in the Tutorial site under the heading: "Helpful HTML Tags."
If you'd like to email me, please do so at: <a href="mailto:jstoughton@adams.edu">jstoughton@adams.edu</a>
Click "Save and Stay" when finished.
http://bricolage - Element Profile - Mozilla Firefox

"paragraph" Elements saved.

1  STORY INFORMATION
   ID: 1964
   Title: tutorials - examples of links
   Story Type: General Document
   First Published:
   Last Published:
   URI: 

2  PARAGRAPH FIELD TEST
   If you'd like to email me, please do so at: <a href="mailto:jstoughton@adams.edu">jstoughton@adams.edu</a>
Writing files to "XHTML" Output Channel

Distributing files
So that covers email addresses.

Now let's link to a webpage that's been made in the Bricolage system.
I think I'll link to the ASC Alumni website.
Add a title if you like.

Now add a "link to document" element.
Now let’s link to the Alumni webpage - select “Edit” under "RELATED STORY"
Let's use the Advanced Search feature to search for the Alumni page.
I'll do a "text" search.
### Advanced Search

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>URI</td>
<td></td>
</tr>
<tr>
<td>Keyword</td>
<td></td>
</tr>
<tr>
<td>Text to search</td>
<td>alumni</td>
</tr>
<tr>
<td>Category URI</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Site</td>
<td>All Sites</td>
</tr>
<tr>
<td>Cover Date</td>
<td></td>
</tr>
<tr>
<td>Publish Date</td>
<td></td>
</tr>
<tr>
<td>Expire Date</td>
<td></td>
</tr>
</tbody>
</table>

### Choose a Related Story

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>URI</th>
<th>Cover Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Search] [Clear Values]
<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>URI</th>
<th>Cover Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1202</td>
<td>Alumni &amp; Friends</td>
<td>/alumni/alumni</td>
<td>2005-02-15 09:04:00</td>
</tr>
<tr>
<td>1601</td>
<td>Alumni Association</td>
<td>/alumni/alumni_association</td>
<td>2005-02-15 10:15:00</td>
</tr>
<tr>
<td>1602</td>
<td>Alumni Association Services</td>
<td>/alumni/alumni_services</td>
<td>2005-02-15 10:15:00</td>
</tr>
<tr>
<td>1609</td>
<td>Alumni Scholarships</td>
<td>/alumni/alumni_scholar</td>
<td>2005-04-26 11:08:00</td>
</tr>
<tr>
<td>1877</td>
<td>ASC Alumni - Gear</td>
<td>/alumni/gear</td>
<td>2005-06-30 15:15:00</td>
</tr>
<tr>
<td>1951</td>
<td>Clone of clone of Right Nav - Alumni</td>
<td>/alumni/right_nav</td>
<td>2005-02-23 21:12:00</td>
</tr>
<tr>
<td>1943</td>
<td>Clone of Right Nav - Alumni</td>
<td>/alumni/sec_nav</td>
<td>2005-02-23 21:12:00</td>
</tr>
<tr>
<td>1191</td>
<td>Contact Us</td>
<td>/about/contact</td>
<td>2005-02-14 14:15:00</td>
</tr>
<tr>
<td>1009</td>
<td>cont</td>
<td>/alumni/gen1</td>
<td>2004-12-16 16:17:00</td>
</tr>
<tr>
<td>1606</td>
<td>Giving Opportunities</td>
<td>/alumni/giving_opp</td>
<td>2005-04-22 11:57:00</td>
</tr>
<tr>
<td>1250</td>
<td>Right Nav - Alumni</td>
<td>/alumni/secondary_nav</td>
<td>2005-02-23 21:12:00</td>
</tr>
<tr>
<td>1848</td>
<td>Right Nav - Development</td>
<td>/development/secondary_nav</td>
<td>2005-02-23 21:12:00</td>
</tr>
<tr>
<td>1238</td>
<td>Site Map</td>
<td>/about/sitemap</td>
<td>2005-02-21 13:18:00</td>
</tr>
</tbody>
</table>
### Story Information

- **ID:** 1202
- **Title:** Alumni & Friends
- **Story Type:** Gateway Home
- **First Published:** 2005-02-18 10:38:00
- **Last Published:** 2005-07-08 09:06:00
- **URI:** /alumni

### Related Story

- **ID:** 1954
- **Title:** tutorials: examples of links
- **Story Type:** General Document
- **First Published:**
- **Last Published:**
- **URI:** /about/site/links

### Link to Document

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Alumni webpage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tooltip</td>
<td>go to the ASC Alumni webpage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>indentlink?</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 1. Story Information

- **ID:** 1964
- **Title:** Tutorials - examples of links
- **Type:** General Document
- **First Published:**
- **Last Published:**
- **URI:** `/about/site/links`

### 2. Link to Document

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Alumni webpage</td>
</tr>
<tr>
<td>Tooltip</td>
<td>Go to the ASC Alumni webpage</td>
</tr>
<tr>
<td>indent link?</td>
<td>No</td>
</tr>
<tr>
<td>Animation</td>
<td>(857 x 649) (323 x 19)</td>
</tr>
</tbody>
</table>

### 3. Related Story

- **ID:** 1202
- **Title:** Alumni & Friends
- **Type:** Gateway Home
- **First Published:** 2005-02-18 10:36:00
- **Last Published:** 2005-07-08 09:06:00
- **URI:** `/alumni`

---

Save | Save and Stay | Bulk Edit | Super Bulk Edit | Delete | Recom
<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Alumni webpage</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ToolTip</td>
<td>go to the ASC Alumni webpage</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>indentLink</td>
<td>NO</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

When finished, click "Save and Stay"
Element "Link to Document" saved.

Now let's preview.
Writing files to "XHTML" Output Channel.
Alumni in the News

Alumni

The Adams State College Alumni Association is the college's way of remaining involved with its graduates -- more than 15,000 graduates around the world.

The Alumni Relations Office organizes Homecoming, as well as alumni chapter events in many cities.
So we just linked to a page that had been created in Bricolage.

Now let's create a link to a webpage that hasn't been made in our Bricolage system...I think I'll link to the Valley Courier website.
Once again, choose the "link list" element.
http://bricolage - Element Profile - Mozilla Firefox

**Add a title if you like**

**Add an "External Link"**

**Delete this Element**
<table>
<thead>
<tr>
<th>Content</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>http://</td>
<td>1</td>
</tr>
</tbody>
</table>

Now we need to find out what the URL is for the Valley Courier.
Garden gets kids outdoors

By: RUTH HEIDE
Planting peppers in the garden by Boyd Elementary school are clockwise from left Alfredo Garcia, Des...

Arcadis-Summitville proposal aired

By: HEW HALLOCK
ALAMOSA ◆ A proposal to use organic material ◆ particularly culled potatoes ◆ to clean up the Summit...

Alamosa city council incumbents face challengers in November municipal election

Page 53 of 122
Garden gets kids outdoors
By: RUTH HEIDE
Planting peppers in the garden by Boyd Elementary School are clockwise from left Alfredo Garcia, Des...

Arcadis-Summitville proposal aired
By: HP HULLOCK
ALAMOSA ◆ A proposal to use organic material ◆ particularly culled potatoes ◆ to clean up the Summit...

Alamosa city council incumbents face challengers in November municipal election
Garden gets kids outdoors

By: RUTH HEIDE
Placing peppers in the garden by Boyd Elementary School are clockwise from left Alfredo Garcia, Des...

Arcadis-Summitville proposal aired

By: NEW HALLACK
ALAMOSA ◆ A proposal to use organic material ◆ particularly culled potatoes ◆ to clean up the Summit...

Alamosa city council incumbents face challenges in November municipal election
### Element Profile

**ID:** 1954  
**Type:** General Document  
**Element:** tutorial - examples of links  
**First Published:**  
**Last Published:**  
**URI:** /about/site/links

### External Link

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Valley Courier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>URL</td>
<td>[Broken URL]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tooltip</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Element**
- newwindow?  
- Bulk Edit  
- Super Bulk Edit

**Save**  
**Save and Stay**  
**Delete this Element**  
**Cancel**
http://bricolage - Element Profile - Mozilla Firefox

Element Profile

Workflow | Profile | Story | Element | "Link List" | "External Link"

1 STORY INFORMATION

ID: 1964

Title: tutorials - examples of links

Story Type: General Document

Element: Valley Courier

First Published: Last Published:

URL: http://highlight Box

Add Element: new window?

Position: Delete

Delete this Element

Save | Save and Stay
When linking to a site that is not part of the ASC website, **always add a New Window.**
### Story Information
- **ID:** 1964
- **Title:** tutorials - examples of links
- **Story Type:** General Document
- **First Published:**
- **Last Published:**
- **URI:** /about/site/links

### External Link
<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Valley Courier</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>URL:</strong></td>
<td><a href="http://www.alamosanews.com/">http://www.alamosanews.com/</a></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Tooltip:</strong></td>
<td>go to the Valley Courier</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>indent link?</strong></td>
<td>no</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>new window?</strong></td>
<td>no</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

- **Add Element:** Related Media
- **Bulk Edit:** - Super Bulk Edit -

- **Delete this Element**

---

*Page 61 of 122*
Element "External Link" saved.

Now let's preview this link.
Writing files to "XHTML" Output Channel.
Slide 65 - Slide 65

Adams State College
Great Stories Begin Here

Home > About Adams State > About this site

Links

Contact me at:

jstoughton@adams.edu

If you'd like to email me, please do so at:

jstoughton@adams.edu

ASC Alumni

Alumni webpage

Alamosa Newspaper
Highlight Box
Valleymo
Captivate

Monday, July 11, 2005

Slide 66 - Slide 66

Home > About Adams State > About this site

Links

Contact me at:
justinh@adams.edu

If you'd like to email me, please do so at:
justinh@adams.edu

ASC Alumni

Alumni webpage

Alamosa Newspaper

Highlight Box

Valley Courier

Select the Valley Courier link
Garden gets kids outdoors

BY: RUTH HEIDE

Planting peppers in the garden by Boyd Elementary School are clockwise from left Alfredo Garcia, Des...

Arcadis-Summitville proposal aired

BY: NICK HALL

ALAMOSA: A proposal to use organic material particularly culled potatoes to clean up the Summit...
Now let’s use an image as an icon that will link to another webpage.
Choose "Link List" again.
If you want, add a title.

I think I'll link to the One Stop Shop page, so my title will be: "One Stop Shop"

Since the One Stop Shop website was made in Bricolage, I'll add a "Link to Document."

(If I were linking to a website that wasn't made in our Bricolage system, I'd add an "External Link ")
<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are using an image to link to another page, DO NOT give the link a title.
Now let's find the image.

This tutorial assumes that all relevant media elements have already been uploaded to Bricolage. If you have questions about how to upload images to Bricolage, see the “Uploading Images” tutorial.
I'll search in "Title." I know that the name of the image has the word "one" in it, so I'll search using that...
### Captivate

**Monday, July 11, 2005**

Slide 81 - Slide 81

![Workflow Interface Image](http://bricolage-selectrelatedmedia-mozilla-firefox)

**Select Related Media**

**Advanced Search**

- **Title:** 
- **URI:** 
- **Text to search:** 
- **Type:** All Types
- **Site:** All Sites

**Search**

**Cover Date**
- From: Month, Day, Year
- To: Month, Day, Year

**Publish Date**
- From: Month, Day, Year
- To: Month, Day, Year

**Expires Date**
- From: Month, Day, Year

**Choose Related Media**

<table>
<thead>
<tr>
<th>Thumb</th>
<th>ID</th>
<th>Name</th>
<th>URI</th>
<th>Cover Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/log_out.gif" alt="Log Out" /></td>
<td>1573</td>
<td>One Stop Log Out</td>
<td>/ui/img/log_out.gif</td>
<td>2005-03-01 13:40:00</td>
</tr>
<tr>
<td><img src="https://example.com/onestopshop_main.jpg" alt="Main Image" /></td>
<td>1590</td>
<td>One Stop Shop Main Image</td>
<td>/nexx/img/onestopshop_main.jpg</td>
<td>2005-04-03 09:24:00</td>
</tr>
<tr>
<td><img src="https://example.com/onestopshop_thumbnail.jpg" alt="Thumbnail" /></td>
<td>1581</td>
<td>One Stop Shop Thumbnail</td>
<td>/nexx/img/onestopshop_thumbnail.jpg</td>
<td>2005-04-03 09:24:00</td>
</tr>
<tr>
<td><img src="https://example.com/onestopshop_student.jpg" alt="Student" /></td>
<td>1234</td>
<td>One Stop Student</td>
<td>/ui/img/onestopshop_student.jpg</td>
<td>2005-02-08 Relate</td>
</tr>
</tbody>
</table>

---

Page 81 of 122
This is the image I've been looking for. Select Relate.
Element "Related Media" saved.

1. **STORY INFORMATION**
   - **ID**: 1984
   - **Title**: tutorials - examples of links
   - **Story Type**: General Document
   - **Element**: First Published
   - **Last Published**: [labour/spe/links]
   - **URL**: [labour/spe/links]

2. **LINK TO DOCUMENT**
   - **Name**:
   - **Content**: go to the Student One Stop Sh
   - **Related Media**: URL /all/img/one_stopsh.gif
   - **Position**: 1
   - **Delete**: 

3. **RELATED STORY**
   - **No related Story**

---

Ok, we've got the image. Now we need to "Relate" the story to it. In other words, we need to link our image to the One Stop Shop webpage.
We'll need to search for the Story. Once again, I'll do an **Advanced Search**.
I'll do a text search

### Choose a Related Story

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>URI</th>
<th>Cover Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1569</td>
<td>One Stop Shop open at Adams State College</td>
<td>/news/apt0509</td>
<td>2005-04-06 09:29:00</td>
</tr>
</tbody>
</table>
http://bricolage - Select Related Story - Mozilla Firefox

Select Related Story

ADVANCED SEARCH [ Simple Search ]

Title:

URI:

Keyword:

Text to search: one stop

Category URI:

Tease:

Type: All Types

Site: All Sites

Cover Date
From: Month ▼ Day ▼ Year ▼ To: Month ▼ Day ▼ Year ▼

Publish Date
From: Month ▼ Day ▼ Year ▼ To: Month ▼ Day ▼ Year ▼

Expire Date
From: Month ▼ Day ▼ Year ▼ To: Month ▼ Day ▼ Year ▼

Search Clear Values

CHOOSE A RELATED STORY

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>URI</th>
<th>Cover Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1569</td>
<td>One Stop Shop open at Adams State College</td>
<td>/news/april09</td>
<td>2005-04-09 09:29:00</td>
</tr>
</tbody>
</table>

Return
### Select Related Story

**ADVANCED SEARCH [ Simple Search ]**

- **Title:**
- **URI:**
- **Keywords:**
- **Text to search:**
- **Category URI:**
- **Target:**
- **Type:**
- **Site:**

**Cover Date**
- From: Month ▼ Day ▼ Year ▼
- To: Month ▼ Day ▼ Year ▼

**Publish Date**
- From: Month ▼ Day ▼ Year ▼
- To: Month ▼ Day ▼ Year ▼

**Expire Date**
- From: Month ▼ Day ▼ Year ▼
- To: Month ▼ Day ▼ Year ▼

---

### CHOOSE A RELATED STORY

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>URI</th>
<th>Cover Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1072</td>
<td>Business Office - Adams State College</td>
<td>/administration/business</td>
<td>2005-06-30 09:35:00</td>
<td>Relation</td>
</tr>
<tr>
<td>1724</td>
<td>Computing Services - Campus Network for Faculty</td>
<td>/administration/computing/campus_network_facy</td>
<td>2005-05-31 11:01:00</td>
<td>Relation</td>
</tr>
<tr>
<td>1691</td>
<td>Computing Services - Campus Network for</td>
<td>/administration/computing/campus_network_student</td>
<td>2005-05-31 11:01:00</td>
<td>Relation</td>
</tr>
</tbody>
</table>
I'm pretty sure this is the page I want to link to. I'll make sure by clicking on the title to preview it.
Captivate

Monday, July 11, 2005

Slide 90 - Slide 90

One Stop Student Services - Mozilla Firefox

Prospective Students & Parents : Alumni : Current Students : Faculty & Staff : Extended Studies : Community & Visitors

Quick Links

Home
Contact Us
Site Map
Search
About Adams State
Academics
Admissions
Athletics
Student Life
Supporting ASC
Admin & Resources

Home > One Stop

One Stop Student Services

Your Adams State College One Stop Student Services Center can help you manage the business of being a student with ease and accuracy.

Your One Stop Student Services Center provides quality, professional and courteous assistance in support of your academic and financial objectives. We're knowledgeable in enrollment, financial aid, billing and payment services. You have four convenient ways to use your One Stop services, on the web, in your ASC Student Union Building, by telephone or you can e-mail us.

FRIENDLY  -  CONFIDENTIAL  -  TIMELY ASSISTANCE
-WHEN - WHERE AND HOW YOU WANT IT.

IT'S THAT SIMPLE!

Off-campus Resources

Apply for the College Opportunity Fund voucher (COF) at
www.college-access.net

Learn more about student aid at
www.studentaid.ed.gov

Register for your U.S., Department of Education PIN number at
www.pin.ed.gov

Fill out the Free Application for Federal Student Aid (FAFSA) at
www.fafsa.ed.gov

Good - this is the page we want. Close the browser.
Go ahead and "Relate" this story.
### Link to Document

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>go to the Student One Stop Sh</td>
</tr>
<tr>
<td>Tooltip:</td>
<td></td>
</tr>
<tr>
<td>Related Media:</td>
<td>URL: /ui/images/one_stopss.gif</td>
</tr>
</tbody>
</table>

### Related Story

<table>
<thead>
<tr>
<th>ID:</th>
<th>1143</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>One Stop Student Services</td>
</tr>
<tr>
<td>Story Type:</td>
<td>General Document</td>
</tr>
<tr>
<td>First Published:</td>
<td>2005-02-10 10:14:00</td>
</tr>
<tr>
<td>Last Published:</td>
<td>2005-06-10 10:02:39</td>
</tr>
<tr>
<td>URI:</td>
<td>/onestop</td>
</tr>
</tbody>
</table>

---

**Click “Save”**
Now let's preview what we've done.
Writing files to "XHTML" Output Channel.

Distributing files.

Writing files to "XHTML" Output Channel.
"About" Menu
- About Erisolage
- Contributors
- Tutorials

Home > About Adams State > About this site

Links

Contact me at:
istroughton@adams.edu

If you’d like to email me, please do so at:
istroughton@adams.edu

ASC Alumni
- Alumni webpage

Alamosa Newspaper

Valley Center

One Stop Shop

One Stop
-for students
Captivate

Monday, July 11, 2005

Slide 97 - Slide 97

Prospactive Students & Parents : Alumni : Current Students : Faculty & Staff : Extended Studies : Community & Visitors

Quick Links

Home
Contact Us
Site Map
Search

- About Adams State
- Academics
- Admissions
- Athletics
- Student Life
- Supporting ASC
- Admin & Resources

Home > About Adams State > About this site

Links

Contact me at:
jsouchton@adams.edu

If you'd like to email me, please do so at:
jsouchton@adams.edu

ASC Alumni
Alumni webpage

Alamosa Newspaper
Valley Courier

One Stop Shop

Click on the icon

Adams State College
Great Stories Begin Here

Search ASC Site:
One Stop Student Services

One Stop Student Services

Your Adams State College One Stop Student Services Center can help you manage the business of being a student with ease and accuracy.

Your One Stop Student Services Center provides quality, professional and courteous assistance in support of your academic and financial objectives. We're knowledgeable in enrollment, financial aid, billing and payment services. You have four convenient ways to use your One Stop services, on the web, in your ASC Student Union Building, by telephone or by e-mail us.

FRIENDLY - CONFIDENTIAL - TIMELY ASSISTANCE - WHEN - WHERE AND HOW YOU WANT IT.

IT'S THAT SIMPLE!
For our last example of a link, let's link to an Adobe Acrobat PDF file.
### CONTENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header</strong></td>
<td><strong>Contact me at</strong>&lt;br&gt;<strong>Email</strong> <a href="mailto:stoughton@adams.edu">stoughton@adams.edu</a>**</td>
</tr>
<tr>
<td><strong>Link List</strong></td>
<td><strong>Super Bulk Edit</strong></td>
</tr>
<tr>
<td><strong>Paragraph</strong></td>
<td>If you'd like to email me, please do so at <a href="mailto:stoughton@adams.edu">stoughton@adams.edu</a>**</td>
</tr>
<tr>
<td><strong>Link List</strong></td>
<td><strong>Super Bulk Edit</strong></td>
</tr>
<tr>
<td><strong>Link List</strong></td>
<td><strong>Super Bulk Edit</strong></td>
</tr>
<tr>
<td><strong>Link List</strong></td>
<td><strong>Super Bulk Edit</strong></td>
</tr>
</tbody>
</table>

**Add Element**
- **Header**

**CATEGORIES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anchor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Footer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>List</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>List</strong></td>
<td></td>
<td></td>
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<tr>
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</tr>
<tr>
<td><strong>List</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*Once again, select "Link List"*
I'm going to link to a PDF that I created a couple days ago. It was about creating menu trees.

So my title for this link will be: "Menu Trees."

Bricolage considers PDFs to be media elements. So select "Link to Media."
### Element Profile

**Story Information**

- **ID:** 1954
- **Title:** [tutorial - examples of links](http://example.com)
- **Story Type:** General Document
- **First Published:**
- **Last Published:**
- **URI:** /about/site/links

### Link List

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Menu Text</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Unordered</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>bullet</td>
<td>no</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>position</td>
<td>left</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>list width</td>
<td>full</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Add Element**

- External Link
- Link to Document
- Link to Video

**Bulk Edit**

- Super Bulk Edit

**Actions**

- Save
- Save and Close
- Delete
- Cancel
I'll add a little more information about the file I'm linking to.
Now let’s “Relate” the PDF.

Remember, this tutorial assumes all relevant PDFs have already been uploaded to Bricolage.
When we upload PDFs into Bricolage, we label them as “Other Media,” so let’s do a “Type” search and use “Other Media.”
Good-we now have a list of all the "other media" that have been uploaded into Bricolage.

I know I created this PDF recently, so I'll do a search by Cover Date.

Click twice on "Cover Date" to sort chronologically by most recent date first.
### Advanced Search

**Title:**

**URI:**

**Text to search:**

- **Type:** Other Media
- **Site:** All Sites

**Cover Date**

- From: Month, Day, Year
- To: Month, Day, Year

**Publish Date**

- From: Month, Day, Year
- To: Month, Day, Year

**Expire Date**

- From: Month, Day, Year
- To: Month, Day, Year

---

### Choose Related Media

<table>
<thead>
<tr>
<th>Thumb</th>
<th>ID</th>
<th>Name</th>
<th>URI</th>
<th>Cover Date</th>
<th>Relate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1874</td>
<td>press release tutorial 1 photoshop FLASH</td>
<td>/about/site/pressrelease_part1_photoshop.swf</td>
<td>2005-05-19 16:01:00</td>
<td></td>
</tr>
</tbody>
</table>
**Element Profile**

- **Title:** tutorials - examples of links
- **Story Type:** General Document
- **Story ID:** 1984

**Link to Media**

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>learn how to create menu trees</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tool Tip</td>
<td>menu trees pdf file</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Indent Link</td>
<td>No</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Related Media**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Media Type</th>
<th>URI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2174</td>
<td>tutorials - menu trees (pdf)</td>
<td>Other Media</td>
<td>/about/site/menu_trees.pdf</td>
</tr>
</tbody>
</table>

---

**Delete this Element**

- [ ] Delete this Element
Writing files to "XHTML" Output Channel

Distributing files

Writing files to "XHTML" Output Channel
Select the "learn how to create menu trees (PDF)" link.

--
Good! Here's the PDF.
That's all there is to linking!

This tutorial will show you how to create a menu tree in the Right Navigation bar.

Please complete the "Basic Web Page Creation" tutorials before viewing this "Menu Tree Tutorial".

When viewing this tutorial, be aware of the following:

1. For best results, maximize your screen.