



Link Manager **2.1**

U S E R G U I D E





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Welcome to the Link Manager v2.1

Thank you for choosing the Link Manager!

The **Link Manager** is a comprehensive links management application service for all your Web projects. This powerful and easy-to-use links management tool uses the **.NET** platform and allows you, the **Site Administrator**, to securely manage, actively track and accurately check all your website links and reciprocal links.

Link Manager v2.1 has everything you need to get started in managing link content online: the Link Manager front-end view has an easy-to-use interface that uses AJAX technology, enhancing your Web pages' interactivity, speed, and usability, and the robust **Administration** back-end interface has a easily configurable set of menus that manages links, styles, reciprocal links, categories, and import and export functions.

The **Link Manager v2.1** module features full integration with our **OpenSites** and **Online Business Solution** packages, allowing you provide a full-service web offering for your clients and site visitors. If you are looking for a link content management solution that incorporates best-of-breed technologies and strategies, **Link Manager v2.1** is by far the most powerful and cost-effective system available in today's market.

Link Manager v2.1 has been created to offer a fully configurable, feature-rich solution for site visitors, clients and service professionals. It has been designed to be intuitive and easy to use, even for the novice Web user, saving you hours of time and giving you more control over your web project.

Version 2.1 Features

Links Can be Paginated

In addition to all the new features of 1.5, version 2.1 offers a small user-suggested update. Under the **Categories Details** page, you can enter a maximum number of links to display "per page". If links exceed this value, Link Manager will place pagination links at the bottom of the link list. The front-end user can then click on the pagination link to reveal additional links.



Section 1: The Link Manager Front-end Interface

The Link Manager Front-end Interface

My.Websites.net

Monday, November 13, 2006 5:10 PM

Check out my new links on the left!

Ut eu est nec nunc semper eleifend. Proin condimentum. Pellentesque et mauris vitae risus accumsan dignissim. Praesent scelerisque, urna id lacinia consectetur, dui nulla vulputate eros, a condimentum eros eros sit amet felis. Mauris fringilla justo vel mi. Sed sodales nisi id mauris. Aliquam et diam a dolor sagittis placerat. In sit amet felis eu pede ultricies viverra. Vivamus a arcu ut dolor sollicitudin vestibulum. Praesent mi sapien, porta et, porta nec, convallis dapibus, tellus. Ut aliquam enim id massa. Suspendisse pellentesque quam at justo. Pellentesque in massa.

Sed iaculis. Suspendisse dignissim. Proin nec felis vel lacus convallis faucibus. Vestibulum fringilla feugiat quam. Suspendisse faucibus elit in erat. Sed sagittis dui ac nunc. Nulla fringilla sollicitudin pede. Nulla orci diam, volutpat eleifend, interdum quis, ullamcorper sed, enim. Pellentesque sem tellus, egestas vitae, varius non, tincidunt ut, nisi. Proin tellus lacus, posuere in, dapibus in, ultricies in, nunc. Integer vel lacus sed quam egestas pulvinar. Aliquam auctor eros eget nibh. Praesent viverra ipsum vitae enim. Nunc nisi. Cras eu tortor ut elit tincidunt viverra. Sed rhoncus blandit orci. Mauris condimentum. Curabitur a magna. Phasellus vel ligula sed velit accumsan lacinia.

Donec euismod, risus eget venenatis aliquet, magna eros aliquet ipsum, ac lacinia lacus dui et neque. Donec et ligula sit amet augue congue aliquam. Nullam sed orci. Curabitur pretium sagittis lorem. Mauris sollicitudin faucibus sem. Sed id lectus vel nisi consequat venenatis. Vivamus et urna eu pede malesuada accumsan. Aenean porttitor nisi vel augue. Morbi auctor, erat id faucibus eleifend, augue felis congue justo, eu tempor nisi elit ut sapien. Maecenas sem massa, mollis et, malesuada sit amet, egestas id, leo. Nullam dictum eros at purus. Integer nec massa. Vestibulum vulputate lacus sed ante. Nulla nec lacus non felis ultricies porttitor

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[Life Hacker](#)
[Waiter Rant](#)
[Post Secret](#)
[Tesla and Edison](#)
[Red Paperclip](#)
[Sweet Romeo](#)
[Artemis Homastrah](#)
[Charlie Papa U](#)
[\[1\]\[2\]](#)

Figure 1-1 The Link Manager Front-end Interface

The **Link Manager Front-end Interface** (Figure 1-1) is a list of hyperlinks to other websites, blogs, or other URLs that you would like to maintain within your Website project.

Users can click a link within the **Link Manager List** and they will automatically be directed to the web address associated with the hyperlink.

Link Manager allows you to manage your website link independently of your website, and gives you the flexibility to move, manage, create and delete links within categories through the easy-to-use **right-hand main menu**.

The **Link Manager right-hand main menu** allows you to manage your web links and has the capability to check for reciprocal links, as well as independently format the font and style attributes of the **Link Manager** module.

This User Guide aims to help you learn more about how to use the Link Manager within your Web project.



Section 2: Configuring General Settings

Configuring Link Manager Settings

The screenshot shows a web interface titled 'Settings'. It contains several configuration options:

- 'When deleting category delete or move links to default category?' with a dropdown menu set to 'Delete Links'.
- 'Use JavaScript' with a checked checkbox.
- 'Reciprocal Link Check' with a dropdown menu set to 'Force'.
- 'Date Time Format' with a dropdown menu showing 'Thursday, 29 January 2009 - (dddd, dd MMMM yyyy)' and an 'If Other:' text input field.
- A 'Toggle Available Formats' link next to the 'If Other:' field.
- A 'Submit' button at the bottom.

Figure 2-1 Settings Page

The **Settings Page** (Figure 2-1) allows you to customize the following settings: **Javascript, date and time formats, reciprocal link checks settings, and category delete options**

- 1) Click the **Settings** hyperlink from the right-hand main menu. The **Settings Page** (Figure 2-1) will be displayed.
- 2) Select **Delete Links** or **Move Links** from the drop-down list indicating the action to be performed when deleting a category. If you select **Move Links** and delete a category, the links will be moved to another category (i.e., the default one). If you select **Delete Links** and delete the category, the links will be deleted as well.
- 3) Check the **Use Javascript** box if you would like the Link Manager module to work using Javascript capabilities, a scripting language that adds functionality to the application.
- 4) Select **Force** from the **Reciprocal Link Check** field if you require a check for reciprocal links linking back to the website where the link manager is hosted to be performed every time you add a link to the **Link Manager List**. If a reciprocal link is not found, the link in **Link Manager** will automatically be inactive (grayed out). Select **Check** if you would like a check for reciprocal links to be performed and the link in Link Manager to stay active.
- 5) Select a display format for the time and date in the **Date Time Format** field.
- 6) To customize the time and date format, select **Other** from the dropdown list and enter your preferred format in the **Other** field. Click the **Toggle Available Formats** link to view the list of format abbreviations.
- 7) Once you have configured general **module** settings, click the **Submit** button.

Section 3: Managing Link Categories

Managing Link Categories

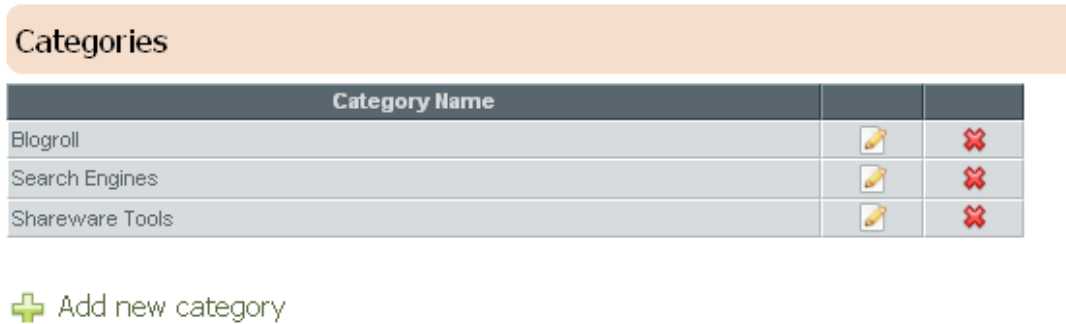


Figure 3-1 Categories Page

The **Categories Page** (Figure 3-1) allows you to create groups of similar link entries within your website project by building link categories. Categories provide structure and help your readers find what they are looking for. Within the **Categories Page**, you can create, edit, and delete categories and manage category levels.

Adding a New Category

- 1) Click the **Categories** link in the right-hand main menu. The **Categories Page** (Figure 3-1) will be displayed.

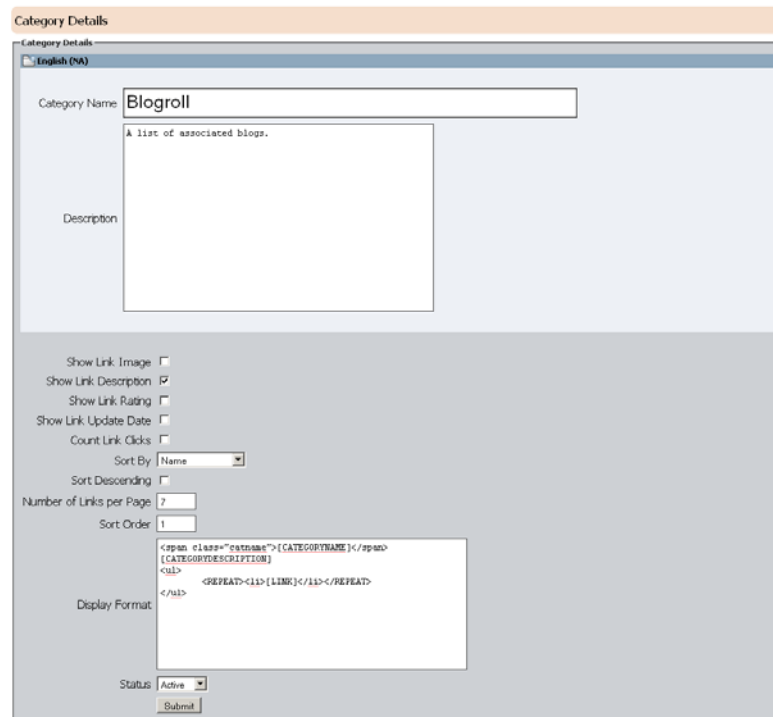



Figure 3-2 Category Details Page




- 2) Click the **Add New Category** link. The **Category Details Page** (Figure 3-2) will be displayed.
- 3) Enter a name in the **Category Name** field (This field is required).
- 4) Enter a description in the **Description** field.
- 5) Check the **Show Link Image** box to display a link image if available.
- 6) Check **Show Link Description** to display the contents of the Description field (Step 4) in the Front-end interface.
- 7) Check **Show Link Rating** to display user ratings for the link.
- 8) Check **Show Link Update Date** to display the time and date the website was last updated.
- 9) Check **Count Link Clicks** to enable a link click counter to log user clicks on each link.
- 10) Select a sort order for the Link List by selecting **Name, ID, URL, Rating, Updated, Random** or **Number of Clicks**.
- 11) Enter a numeric value in the **Number of Links per Page** field. When links exceed this value on the front end, Link Manager will place a pagination link below the link list allowing the front-end user to click through to the "over flow".
- 12) If you are an advanced user, you can enter HTML information in the **Display Format** field to configure the display options of the Link List.
- 13) Select **Active** or **Inactive** from the **Status** field. Selecting **Active** displays the category contents in the Front-end interface.
- 14) Click the **Submit** button.

Editing Category Contents

To edit a category, click on the **Edit**  icon assigned to the category name in the **Categories Page** (Figure 3-1) to open the **Category Details Page** (Figure 3-2). Edit the necessary fields, and click the **Submit** button.

Deleting A Category Entry

- 1) Click on the **Categories** link in the left navigation pane within the **right-hand main menu**. The **Categories Page** (Figure 3-1) will be displayed.
- 2) Find the category name in the **Categories List** and click the **Delete** icon  assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected category will automatically be deleted from the list.

Section 4: Managing Link Details

Managing Link Details

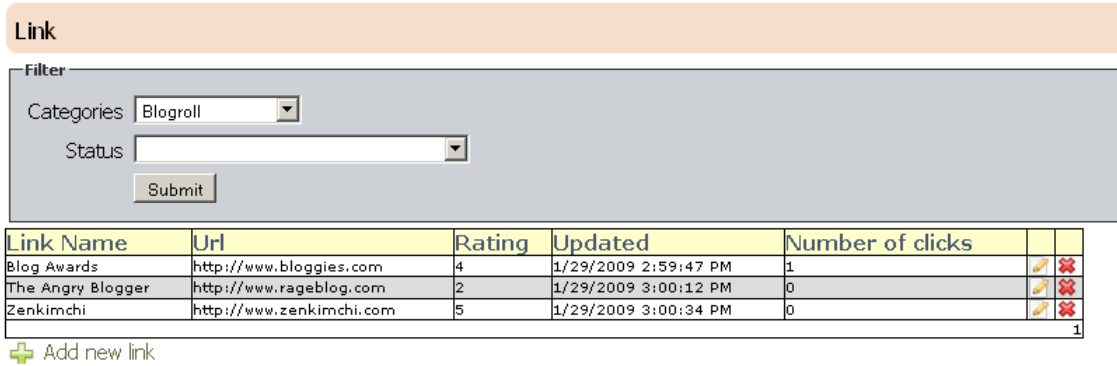


Figure 4-1 Links Page

The **Links Page** (Figure 4-1) allows you to create and manage website links within the Link Manager module.

Adding a New Link


- 1) Click the Links hyperlink from the right-hand main menu. The Links Page (Figure 4-1) will be displayed.
- 2) Click Add New Link. The Link Details Page (Figure 4-2) will be displayed.
- 3) Enter a name in the **Link Name** field.
- 4) Enter a description in the **Description** field.
- 5) Select a category you would like the link to belong to in the **Category** field.
- 6) Enter the link URL (Web address) in the URL field.
- 7) Enter your Web address in the **Reciprocal URL** field. Click the Check Reciprocal button to check if your Web address appears in the Web page referred to by the link.
- 8) Enter a noun in the **Rel** field describing the link. For example, you can enter the value picture in this field for all links pointing to graphic images.
- 9) You can add an image to be displayed beside the link by clicking the **Browse** button in the **Image** field to display the Open dialog box. Browse to the folder where the image file is located. Click on the file name. The full file name and path will be displayed in the Image field.
- 10) Click a star graphic to attribute a rating to the link.
- 11) Select **None**, **_blank**, or **_top** from the **Target** field to specify how the Link URL will be displayed. Selecting None displays the website in the same window, choosing **_blank** displays the website in a new window, and selecting **_top** displays the site on top of the page if the page the Link Manager resides in is a frames page. Otherwise it will open within the same page.
- 12) Check the **Check Reciprocal** option if you require the reciprocal link check to be performed.
- 13) Select **Active** or **Inactive** from the **Status** field. Selecting **Active** displays the category contents in the Front-end interface.
- 14) Click the **Submit** button.




- 15) Click the **Links** hyperlink from the right-hand main menu. The **Links Page** (Figure 4-1) will be displayed.

A screenshot of the 'Link Details' page. The page has a light blue header with the text 'Link Details'. Below the header, there is a form with the following fields: 'Link Name' (text input with 'The Angry Blogger'), 'Description' (text area with 'A blog by a man who claims to be the angriest blogger on the Internet.'), 'Category' (dropdown menu with 'Blogroll'), 'Url' (text input with 'http://www.rageblog.com'), 'Reciprocal Url' (text input with a 'Check Reciprocal' button), 'rel' (text input), 'Image' (text input with a 'Browse...' button), 'Rating' (five star icons), 'Target' (dropdown menu with 'none'), 'Check Reciprocal' (checkbox), 'Number of clicks' (text input with '0'), 'Status' (dropdown menu with 'Active'), and a 'Submit' button.

Figure 4-2 Link Details Page

- 16) Find the link name in the **Links Page** (Figure 4-1) and click its assigned **Edit** icon . You can use the **Categories** and **Status** filters to limit the displayed links within the Link List. The **Link Details Page** will be displayed (Figure 4-2).
- 17) Edit the necessary fields, and click the **Submit** button.

Deleting A Link Entry

- 1) Click on Link in the right-hand main menu. The **Categories Page** (Figure 4-1) will be displayed.
- 2) Find the link name in the Link List and click the **Delete** icon  assigned to it.
- 3) Click the **OK** button. The selected link will automatically be deleted from the list.

Section 5: Using Quick Sort

Using Quick Sort

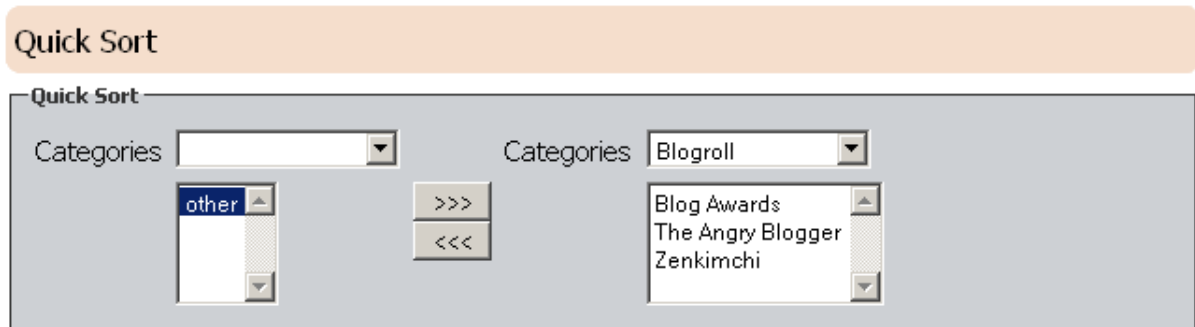


Figure 5-1 Quick Sort Page

The **Quick Sort Page** (Figure 5-1) allows you to manage website links and categories within the Link Manager module.

Adding a Link to a Category

- 1) Click the **Quick Sort** hyperlink from the right-hand main menu. The **Quick Sort** page (Figure 5-1) will be displayed.
- 2) Select the category you would like to add a new link to from the **Categories** drop-down page of the second column.
- 3) Leave the first column's **Categories** field blank to display all links in other categories. Select a category from the first column's drop-down box if you wish to move links from one category to another.
- 4) Use the <<< and >>> arrows to move a link from one category to another.



Section 6: Import and Export

Importing and Exporting in Link Manager

The screenshot shows a web interface for the 'Export' function. At the top, there is a light orange header bar with the word 'Export' in a dark font. Below this, the main content area has a grey background. It starts with the word 'Export' in a small, bold font. Underneath, there are three lines of text, each followed by a small square checkbox: 'Link Manager Database', 'OPML File', and 'RSS'. At the bottom left of this section, there is a rectangular button with the word 'Submit' written on it.

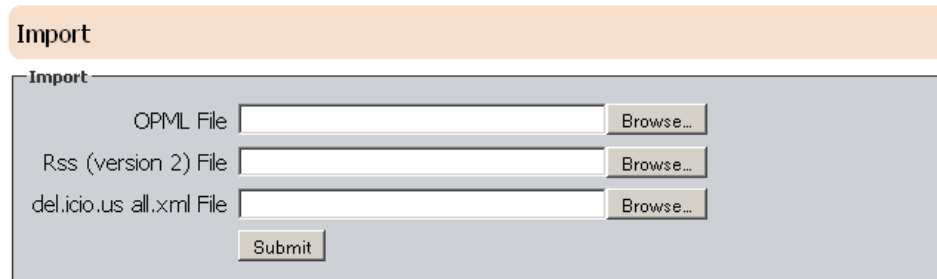
Figure 6-1 Export Page

The **Export page** (Figure 6-1) allows you to save a copy of the contents of Link Manager into your local computer. Link Manager also allows you to import OPML files, RSS files, and XML files into the application.

Exporting in Link Manager

- 1) Click on the **Export** link in the left navigation pane within the right-hand main menu. The **Export page** (Figure 6-1) will be displayed.
- 2) Select the items you would like to export. Select from Link Manager Database, OPML file, or RSS.
Selecting **Link Manager Database** exports all of the links within the module.
Selecting OPML file downloads the **OPML file** for all your module links. OPML is a format used to transfer links from application to application.
Selecting **RSS** downloads an XML file that contains all the RSS information about Link Manager. (RSS stands for Real Simple Syndication, a format for distributing news headlines and other content on the Web)
- 3) Click the **Submit** button. The downloaded files will be displayed on the Export List.
- 4) Click a file name link to open the File Download dialog box, allowing you to save the contents in your local hard drive.

Importing in Link Manager



The screenshot shows the 'Import' page in Link Manager. It features a light orange header with the word 'Import' in white. Below the header is a grey box containing the 'Import' section. This section has three rows, each with a file type label, an empty text input field, and a 'Browse...' button. The file types are 'OPML File', 'Rss (version 2) File', and 'del.icio.us all.xml File'. At the bottom of the grey box is a 'Submit' button.

Figure 6-2 Import Page

- 1) Click on the Import link in the right-hand main menu. The **Import Page** (Figure 6-2) will be displayed.
- 2) Find the type of file you would like to import and click its corresponding Browse button. The **Choose File Dialog Box** will be displayed.
- 3) Browse to the folder containing the file you would like to upload. Select the file and click the **Open** button. The full file name and path will be displayed in the **File** field.
- 4) Click the **Submit** button.



Section 7: Talk to Us

Your feedback is important to us. Whether you'd like to share your opinion about a product, ask a question about one of our services, or comment on our website, we want to hear from you. Please send your feedback and valuable suggestions to us. We look forward to hearing from you.



Section 8: Glossary

Border

Border refers to the boundary line at the edge of the Web page or module

Em

An em is a unit of measurement that refers to the font size of the parent element in a Web page2.

Graphical User Interface (GUI)

A computer interface that uses pictures and icons instead of text. Pronounced "gooey".

Hexadecimal

A numbering system which uses a base of 16. The first ten digits are 0-9 and the next six are AF. Hexadecimal numbers are used to color Web pages. For example, the hexadecimal equivalent for the color white is #FFFFFF1.

Link

Highlighted graphics or text in a Web page which jumps to a new page or location in the page when clicked. Links can also be used to download files.

Navigation Page

A list of links found at the top, bottom, or left of a Web page that allow users to view the major topic pages of a Web site.

Radio Button

An element in the user interface that allows a user to select an option. Each button represents a mutually exclusive selection.

Rollover

A rollover occurs when the mouse pointer moves over a graphical element and displays a change in appearance.

TPCCP

Third-party Credit Card Processor. A company that accepts credit card transactions for other online businesses who usually charge a small fee for the service.

URL

Uniform Resource Locator. A Web address, such as <http://www.google.com>.

World Wide Web Consortium (W3C)

The World Wide Web Consortium (W3C) is an international consortium where Member organizations, a full-time staff, and the public work together to develop Web standards.

Worldwide Accessibility Initiative (WAI)

The Web Accessibility Initiative (WAI) works with organizations around the world to develop strategies, guidelines, and resources to help make the Web accessible to people with disabilities.



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