LibGuides:

dress up your Link Lists with images and HTML

Why use Links & Lists?

- Using a Rich Text box type makes it easy to add images for visual appeal, and to organize your text. *HOWEVER,*

- The links that you put in a plain text box cannot be auto-checked using LibGuides' link-checking function

- The Link Checker:
  - "… can only check links that are added within the following box types: Web Links, Links & Lists, Dates & Events, RSS Feeds, Podcasts, Books, User Submits, and Polls. *Links entered thru the rich text editor are **not** checked*." [my emphasis]

- But you *can* easily add images, horizontal rules, text enhancement and other HTML features to the links in your Links & List box…if you know a few tricks.

Key to the process

The key to making Link Lists more flexible and customizable is that all these spaces in the "Add New Link" box can be filled with HTML!

Add New Link

You can create a new link, or you can reuse any of the existing links in the system. Note that if you want to reuse an existing link you can add your own description(s), but you cannot update the link title or URL.

| Create New Link | Reuse Existing Link |

Fill out the form and click the button below to save your changes; be sure to check the proxy box if you want to automatically route users through your proxy server.

Link Title:

Link URL:

Window Target: Use System Default

Description: (optional, 1000 chars max)

More Information: (optional, appears in a pop-up)
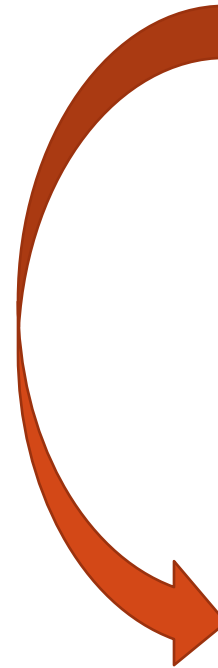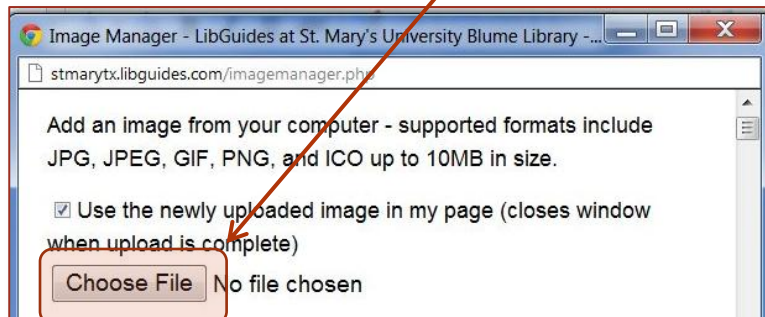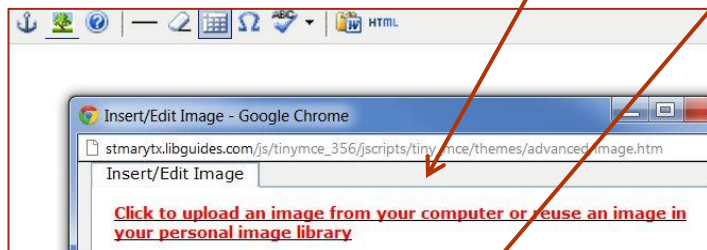
☐ Add proxy URL to the front of this link.

Create Link   Cancel

How to make this Ben's Guide link, pt. 1

1. Grab the graphic from bensguide.gpo.gov/

2. Upload the image to your LibGuides image library (in the text section of any box):
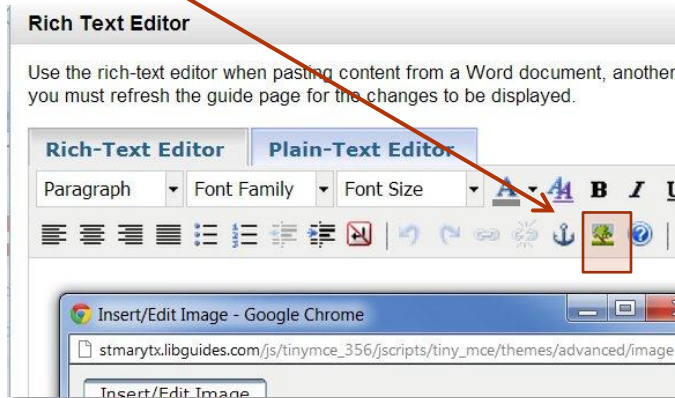
Useful Sites

- **Public Policy Matrix** ⓘ
  guide to resources that cover the big-picture of law-making, from descriptions and analysis of important issues, through the actual legislative process, and on to the monitoring of results

- **Ben's Guide to U.S. Government for Kids**

- **Locate a Federal Depository Library**
  find a library near you with resources and expertise to help answer your government

Insert/Edit Image - Google Chrome

stmarytx.libguides.com/js/tinymce_356/jscripts/tiny_mce/themes/advanced/image.htm

Insert/Edit Image

Click to upload an image from your computer or reuse an image in your personal image library

Image Manager - LibGuides at St. Mary's University Blume Library -...

stmarytx.libguides.com/imagemanager.php

Add an image from your computer - supported formats include JPG, JPEG, GIF, PNG, and ICO up to 10MB in size.

☑ Use the newly uploaded image in my page (closes window when upload is complete)

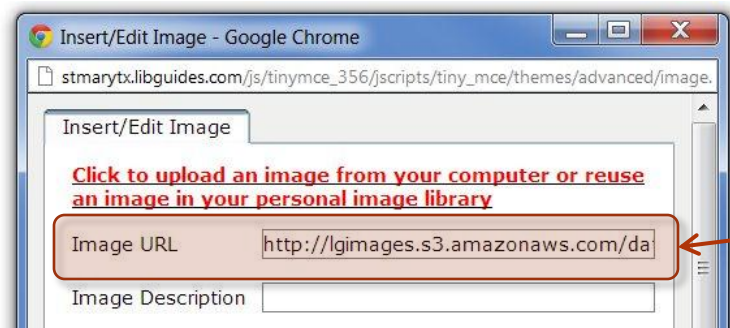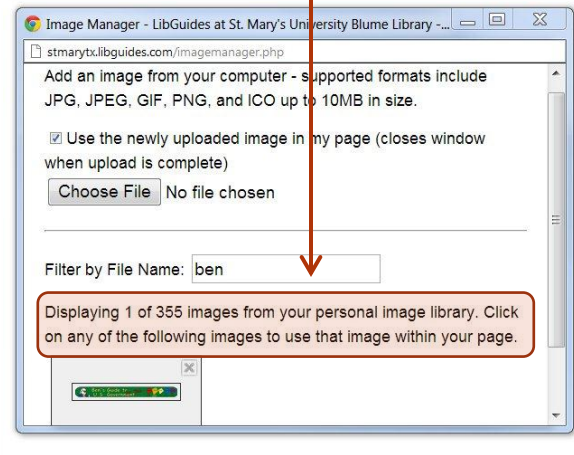Choose File | No file chosen

Note: you can bypass the LibGuides image library by using another web-based URL for the image. But using the Library makes it easier if you want to use the image more than once. Plus, it's not good web page etiquette to link directly to another page's picture by URL.

How to make this Ben's Guide link, pt. 2

3. Start to insert the image into any text box…

Rich Text Editor

Use the rich-text editor when pasting content from a Word document, another
you must refresh the guide page for the changes to be displayed.

Rich-Text Editor | **Plain-Text Editor**

Paragraph ▾ Font Family ▾ Font Size ▾

Insert/Edit Image - Google Chrome

stmarytx.libguides.com/js/tinymce_356/jscripts/tiny_mce/themes/advanced/image

Insert/Edit Image

4. …by clicking on it in your Library

Image Manager - LibGuides at St. Mary's University Blume Library -…

stmarytx.libguides.com/imagemanager.php

Add an image from your computer - supported formats include
JPG, JPEG, GIF, PNG, and ICO up to 10MB in size.

☑ Use the newly uploaded image in my page (closes window
when upload is complete)

Choose File   No file chosen

Filter by File Name: ben

Displaying 1 of 355 images from your personal image library. Click
on any of the following images to use that image within your page.

Useful Sites

- **Public Policy Matrix** ⓘ
  guide to resources that cover the
  big-picture of law-making, from
  descriptions and analysis of
  important issues, through the
  actual legislative process, and on
  to the monitoring of results

- **Ben's Guide to U.S.
  Government for Kids**

- **Locate a Federal
  Depository Library**
  find a library near you with
  resources and expertise to help
  answer your government

Insert/Edit Image - Google Chrome

stmarytx.libguides.com/js/tinymce_356/jscripts/tiny_mce/themes/advanced/image.

Insert/Edit Image

**Click to upload an image from your computer or reuse
an image in your personal image library**

Image URL   http://lgimages.s3.amazonaws.com/da

Image Description

5. Copy the URL for the image
that shows up in this box.

6. Cancel the Insert Image action
by x-ing out of the dialog box.

How to make this Ben's Guide link, pt. 3

Modify Link

| Link Information | Resource Icons | Delete Link |

Link Title: Ben's Guide to U.S. Government for Kids

Link URL: http://bensguide.gpo.gov/

Window Target: Open Link in New Window

Description:
(1000 char. max)
```
<a target="_blank" href="http://bensguide.gpo.gov/"><img alt="Ben's Guide"
src="http://lgimages.s3.amazonaws.com/data/imagemanager/24399/ben.gif" />
</a>
```

Useful Sites

- **Public Policy Matrix** ⓘ
  guide to resources that cover the
  big-picture of law-making, from
  descriptions and analysis of
  important issues, through the
  actual legislative process, and on
  to the monitoring of results

- **Ben's Guide to U.S.
  Government for Kids**

- **Locate a Federal
  Depository Library**
  find a library near you with
  resources and expertise to help
  answer your government

7. Type this for the "description" of the link, pasting the URL you copied from the dialog box in step #5.

Note: when you are adding a link for the first time, this will say "Add New Link"

HTML Notes:
- Putting the IMG tag inside an <a href> tag makes the image itself a link
- target="_blank" opens this link in a new window
- Don't forget an "alt" tag!
- Any other HTML style formatting can be inserted (such as borders, alignment, etc.) up to 1000 characters

Float an image so links will wrap

To allow the neighboring links to wrap attractively around an image…

…add a style statement like this to the IMG tag in the link's "description" box.

NOTE: Without FLOAT-ing, the image would display right under the "Dirksen Center" link title.

How to make a special bullet, pt. 1

1. Mouse over the tool icon to get the link number

- National Resources Inventory
  data on land use and natural resource conditions

- National Weather Service, Austin/San Antonio office
  Forecasts, alerts, educational materials and historical information (e.g., record snow falls)

  Edit or Delete Link #6762593

- Ocean Portal
  portal from the Smithsonian's Museum of Natural History that offers news, blogs, multimedia, and other res
  world's oceans

This link

is identified by this number in the LibGuides universe

How to make a special bullet, pt. 2

Earth Sciences Databases

(edit text ✏)

2. In the "edit text" section of the box (above the Links List)…

Add New Link | Reorder Links
Comments (0) | Disable Comments

Community-Based Projects to
Improve Health of Long Island
Sound; More than $900,000 granted
to Support Projects in New York
• EPA Region 7 Seeks Public

Rich Text Editor

Use the rich-text editor when pasting content from a Word document, another website, etc. The plain-text editor is best for working with HTML or JavaScript code. If pasting Javascript, you must refresh the guide page for the changes to be displayed.

Rich-Text Editor | **Plain-Text Editor**

Paragraph | Font Family | Font Size | A ▾ 𝐀 B *I* U ABC | 🖋 📄 | 📰 📰 | 🔲 🔲 | ⬚ 🔲 | 📰 📰 🔲

☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ ☰ | 🔗 | ↺ ↻ ∞ ⚓ ⬚ 🔲 ❓ | — ◲ 📊 Ω ⚱ ▾ | 📰 HTML

HTML Source Editor - Google Chrome

stmarytx.libguides.com/js/tinymce_356/jscripts/tiny_mce/themes/advanced/source_editor.htm

HTML Source Editor   ☑ Word Wrap

```
<style><!--
#link6762436 {
list-style-type: none;
margin-left:-8px;
border: none

}

#link6762593 {
list-style-image:url("http://library.stmarytx.edu/acadlib/doc/images/alamosm.gif");
margin-left:15px;

}
--></style>
```

…find the HTML editor in the Text Editor window.

3. Type a style statement like this, using the link number, "list-style-image:" and the URL for the special bullet image.

NOTE: this style statement can actually be in *any* box, since the number of the link is unique. But it's easier to keep track of if you use the box where the link appears.
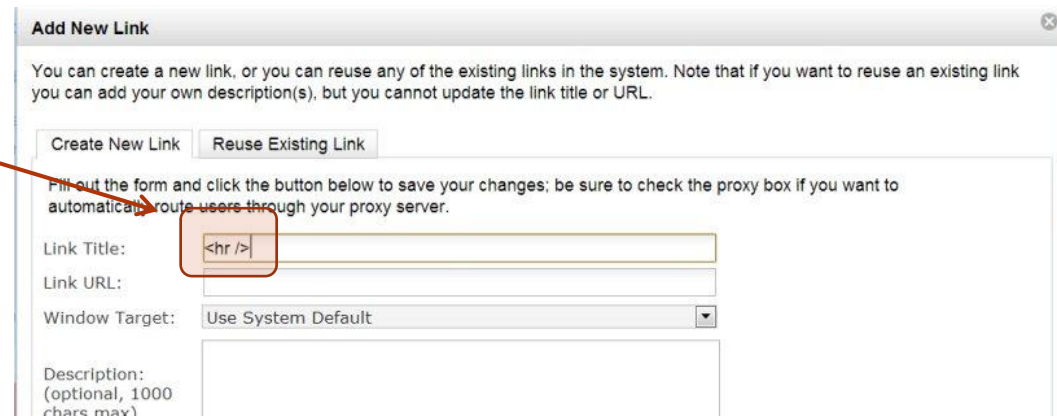
Eliminate the dot 🚫

Getting rid of the dot in front of a link is an important step for some Links List customizations.

- **Dirksen Center** ℹ️ ⚒ 📊

- **Dirksen Center: Congress—the basics** ⚒ 📊
  resources about the institution of Congress, its leadership, lawmaking, and procedures

  Of course, the Constitution is the blueprint for all of our government's actions. ⚒ 📊

- **CONAN: Constitution of the United States of America: Analysis & Interpretation** ℹ️ ⚒ 📊
  comprehensive and authoritative history, analysis, and interpretation of the Constitution

1. Mouse over the tool icon to get the link number

Earth Sciences Databases

(edit text ✏️)

2. In the "edit text" section of the box (above the Links List)…

3. Find the HTML editor

Rich Text Editor

Use the rich-text editor when pasting content from a Word document, another website, etc. The plain-text editor is best for working with HTML or JavaScript code. If pasting you must refresh the guide page for the changes to be displayed.

Rich-Text Editor **Plain-Text Editor**

HTML Source Editor - Google Chrome

stmarytx.libguides.com/js/tinymce_356/jscripts/tiny_mce/themes/advanced/source_editor.htm

HTML Source Editor   Word Wrap

```
<style><!--
#link6762436 {
list-style-type: none;
margin-left:-8px;
border: none

}

#link6762593 {
list-style-image:url("http://library.stmarytx.edu/acadlib/doc/images/alamosm.gif");
margin-left:15px;

}
--></style>
```

4. Type a style statement like this, using the link number and "list-style-type: none" to make it a link without a dot

NOTE: this style statement can actually be in *any* box, since the number of the link is unique. But it's easier to keep track of if you use the box where the link appears.

Organize your Links List with divider lines

To make simple lines to divide segments of your list, like this…

…just put the HTML <hr /> in the Link Title box.

NOTE: You will have to eliminate the dot for the line "link" to make it nice and clean.

- **Dirksen Center** ℹ ✕ 📊

- **Dirksen Center: Congress—the basics** ✕ 📊
  resources about the institution of Congress, its leadership, lawmaking, and procedures

  Of course, the Constitution is the blueprint for all of our government's actions. ✕ 📊

- **CONAN: Constitution of the United States of America: Analysis & Interpretation** ℹ ✕ 📊
  comprehensive and authoritative history, analysis, and interpretation of the Constitution

Add New Link

You can create a new link, or you can reuse any of the existing links in the system. Note that if you want to reuse an existing link you can add your own description(s), but you cannot update the link title or URL.

| Create New Link | Reuse Existing Link |

Fill out the form and click the button below to save your changes; be sure to check the proxy box if you want to automatically route users through your proxy server.

Link Title: `<hr />`
Link URL:
Window Target: Use System Default

Description: (optional, 1000 chars max)

SURPRISE! A "link" doesn't have to be a link!

Organize with lines & more
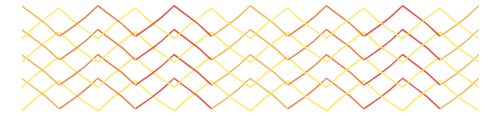
To add explanatory text to a divider line, like this…

…just add some text after the <hr /> tag.

NOTE: there is a limit of 225 characters for a "Link Title"

Use an image or *enhanced text* to organize links

FDSYS **FEDERAL DIGITAL SYSTEM**
AMERICA'S AUTHENTIC GOVERNMENT INFORMATION

- **FDSys: Congressional Committees**
  an easy way to find hearings and prints from specific committees

- **FDSys: Congressional Directory**
  includes contact and biographic information, as well as data on committee assignments, district maps, and other miscellaneous government directory information

- **FDSys: Congressional Pictorial Directory**
  published for each Congress

- **FDSys House Practice**
  "A Guide to the Rules, Precedents and Procedures of the House"

- **FDSys: House Rules & Manual**
  1995 to the present

- **FDSys: Precedents of the US House of Representatives**
  Deschler's, Cannon's, and Hind's precedents

- **FDSys: Riddick's Senate Procedure**

- **FDSys: Senate Manual**
  1995 to the present

1. Grab an image
2. [Upload the image to your Library—optional]
3. Find the URL for the image
4. Use IMG in the "Link Title" box
5. Eliminate the dot

Other libraries with well-organized link collections for government information:

- **Oklahoma State University**
- **Rice University**
- **University of Delaware**

To make bold text or a heading for a section of links…

Modify Link

| Link Information | Resource Icons | Delete Link |

Link Title: `<strong>`Other libraries with well-organized link collections f

Link URL:

Window Target: Use System Default

…just type your text, enclosed by the HTML tags that you want, as the "Link Title." *Remember 225 character limit for the "title." And you might want to eliminate the dot.*

Use an image for decoration

- **Veterans History Project** ℹ ⚒ 📊

- **Historic Government Documents from World War II** ⚒ 📊
  digital collection of pamphlets, reports, instructions, regulations, speeches, and propaganda materials

- **World War Posters** ℹ ⚒ 📊
  digital collection of posters from World War I & II at the University of North Texas (the poster on the right is from this collection)

- **Defense.gov** ⚒ 📊
  general current (and recent historical) information on the US military

⊕ **Add New Link** | **Reorder Links**

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1. Grab an image
2. [Upload the image to your Library—optional]
3. Find the URL for the image
4. Use IMG in the "Link Title" box
5. FLOAT the image to make the other links wrap around it
6. Eliminate the dot

Need an HTML/CSS refresher?

Check out my Basic HTML guide at **stmarytx.libguides.com/html**

There is a copy of this PPT in PDF form on the main page.