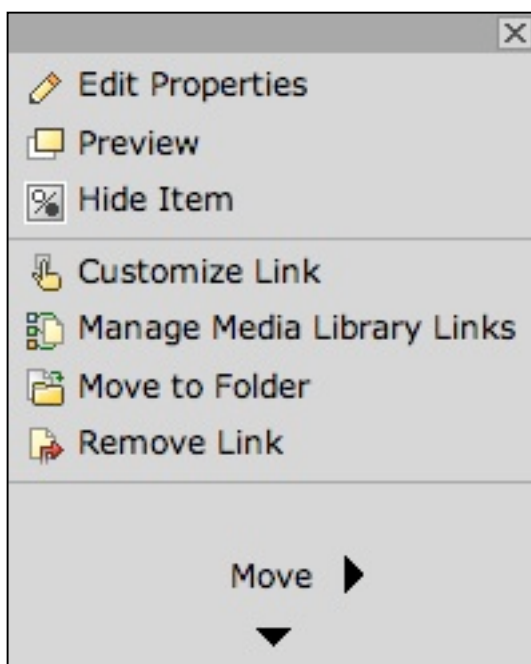


CWP – Customizing a link

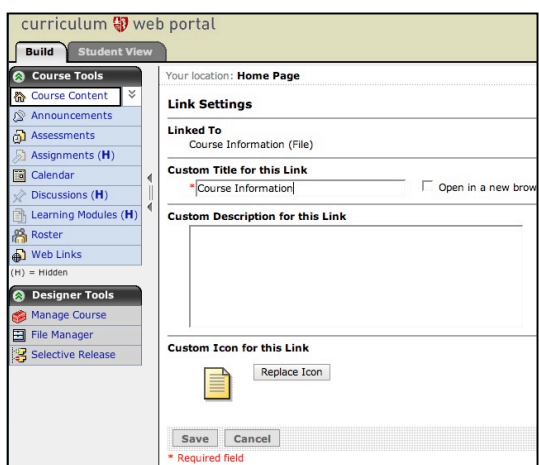
Once you have posted a link in CWP, there are several ways of customizing it. You can hide the link (if the link is a work-in-progress), you can show the link if it was previously hidden, you can change the position of the link on the page and you can change the appearance of the link (the title, description, icon). All of these actions are options in the action menu (☰) accessible from links in the 'Build' tab.



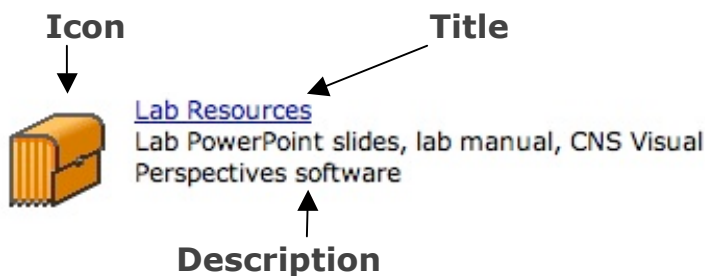
To hide a link: Click the action menu icon (☰) next to the link you wish to hide and choose 'Hide Item' (🔍) from the action menu (this can also be done from the 'Teach' tab). Once the link is hidden, '(Hidden)' will appear next to the link on the 'Course Content' page.

To show a link: Click the action menu icon (☰) next to the item you wish to show and choose 'Show Item' (🔍) from the action menu.

To move the link: To change the position of the link on the page, click the action menu icon (☰) and use the 'Move' arrows (⬅️➡️⬆️⬆️). Each time you click an arrow, the item will move one step in that direction.



To change the link Title/Description/Icon: Click the action menu icon (☰) next to the link you wish to change and choose 'Customize Link' (🔧). Change the 'Title', 'Description' and icon for the link then click 'Save'.



If you have any questions, please contact us at: cwpsupport@lists.stanford.edu