

# Athena Pages: Editing a Page: Useful Links and Files Row

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*NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.*

*NOTE: If you are looking to activate or deactivate an already created item [click here](#).*

This article is for editing the Useful Links and Files row on a Page in the Pages app in Athena.

1. Edit the *Row Label* as desired.

*NOTE: This label is for internal use only and will not display on the public website.*

The screenshot shows the editing interface for a row titled "Useful Links and Files". At the top, it displays "Row 5 - Useful Links and Files" and the ID "#sec-useful-links-and-files". Below the title, there is a "Row Label" section with the text "Useful Links and Files" and a note: "Optionally label this row to help you organize your content (for example, 'How to Apply Information'). This label will NOT show on the website anywhere; it's only visible when you're editing this page." Underneath is the "Useful Links and Files - Options" section, which includes a "Title" field containing the word "Links". The "Resources" section contains three entries, each with a URL and icons for editing, reordering, and deleting: "URL: UW-Eau Claire BSN Program, Marshfield Site Facebook Page", "URL: Blugold Insider", and "URL: Give to Nursing". At the bottom of the Resources section are "Add File" and "Add URL" buttons.

2. Edit the *Title* as desired.

*NOTE: The Title will be displayed on the public website.*

3. Click Add File to add file(s) as desired.

*NOTE: Add a Title for the File. Click **Find Document** to select/upload a document. If multiple files/URLs have been added, click and drag the **Drag to Reorder** icon. To remove a file/URL, click the **Remove** button.*

The screenshot shows the "Add File" dialog box. It has a title bar "New File" with edit, reorder, and delete icons. The main area contains a "File" section with a "Title" input field. Below that is a "Document" section with a search icon and a close icon.

4. Click Add URL to add URL(s) as desired.

*NOTE: Add a Title for the URL. Add a URL; it must begin with `http://` or `https://` . If multiple files/URLs have been added, click and drag the **Drag to Reorder** icon. To remove a file/URL, click the **Remove** button.*



New URL

URL

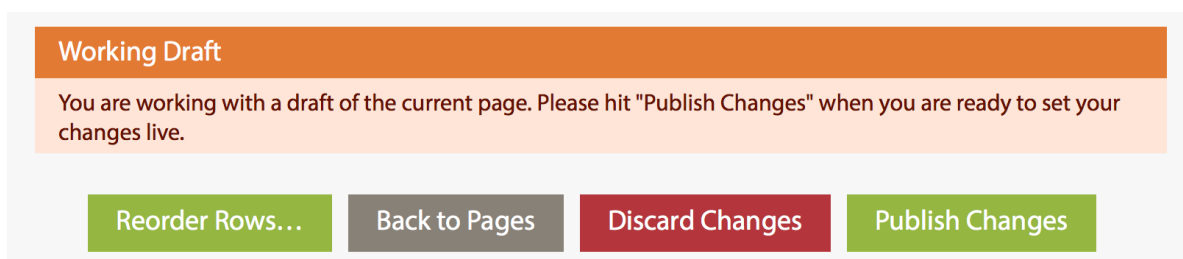
Title

Url

5. Click **Save**.

*NOTE: At this step, your changes are saved to an unpublished draft of the page. Proceed to the next step to publish the reordered rows.*

6. Click **Publish Changes**.



**Working Draft**

You are working with a draft of the current page. Please hit "Publish Changes" when you are ready to set your changes live.

Reorder Rows... Back to Pages Discard Changes Publish Changes

### Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).