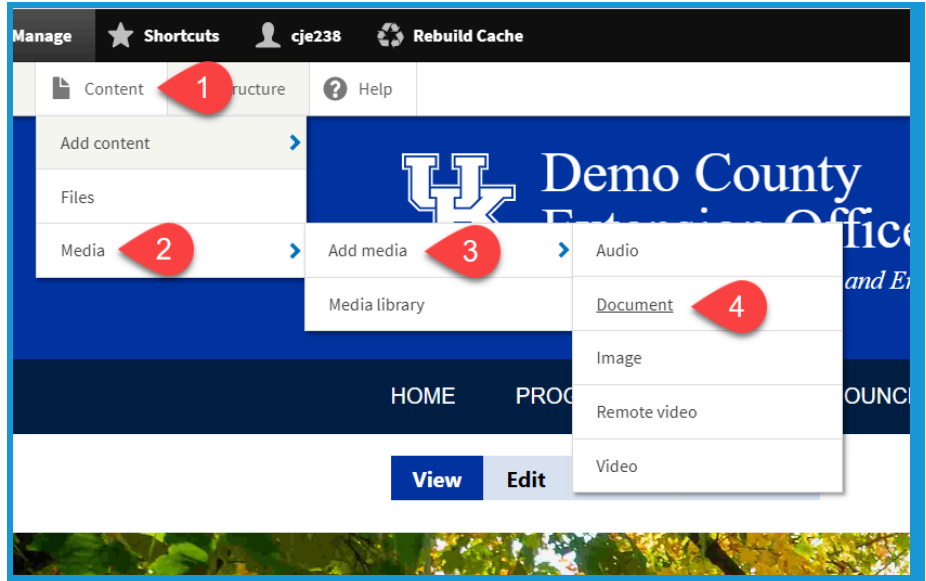


Report To The People

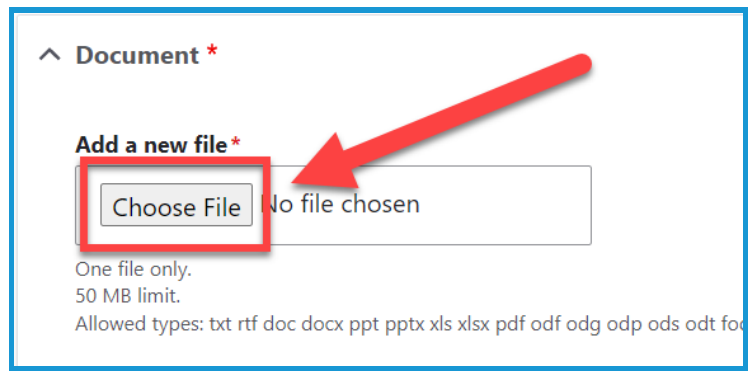


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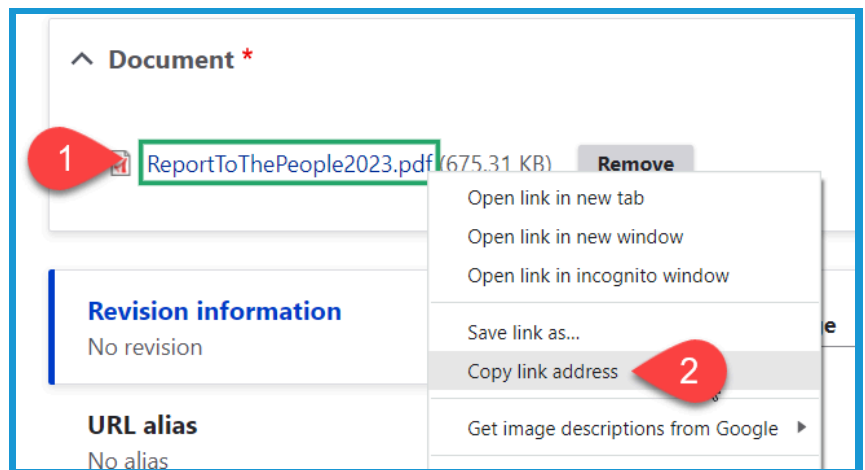
1. Place your mouse over **Content (1)**. Then, place your mouse over **Media (2)**. Next, place your mouse over **Add Media (3)**. Finally, click **Document (4)**.



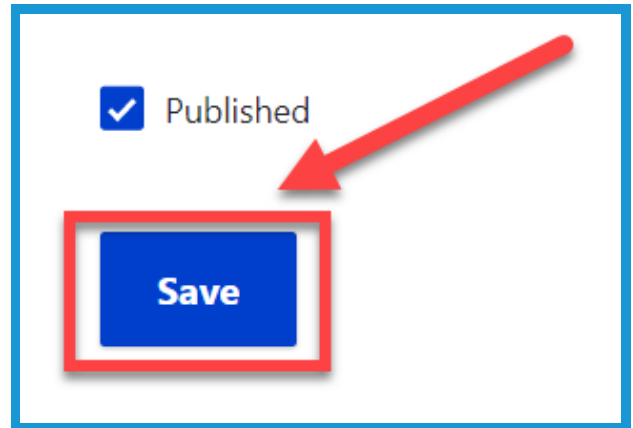
2. Select **Choose File**, locate the needed file, and load it to the site.



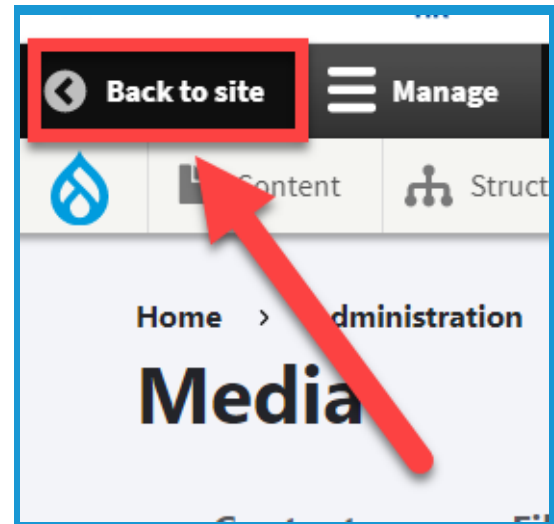
3. **Right click** on the **file name** in the upper left (1). Then select **Copy link address (2)**.



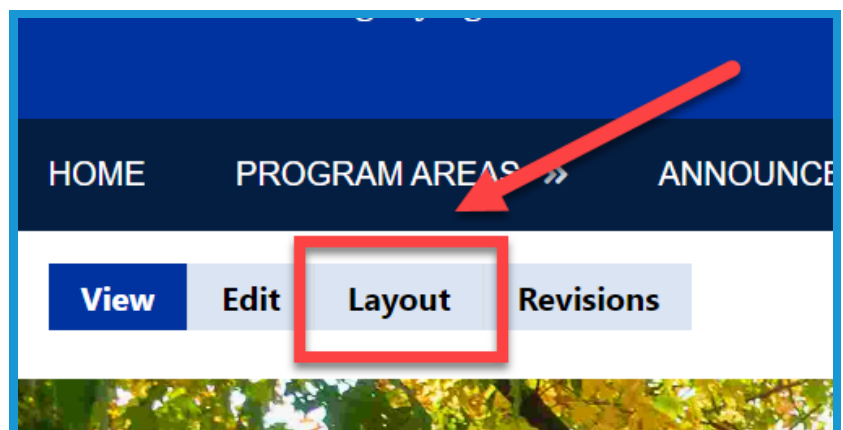
4. Select **Save** in the lower left.



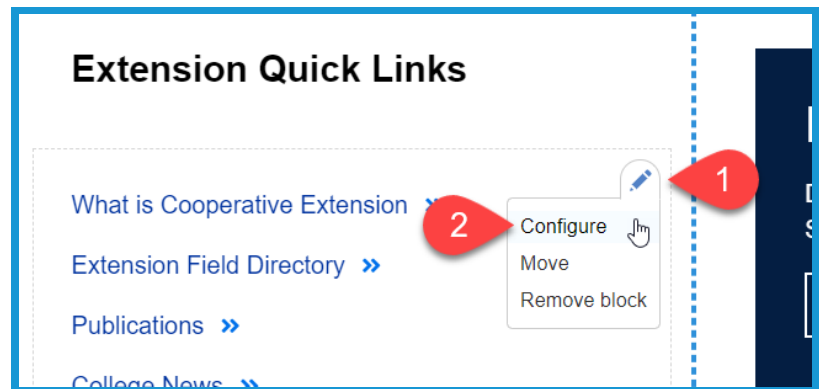
5. Select **Back to site** in the upper left.



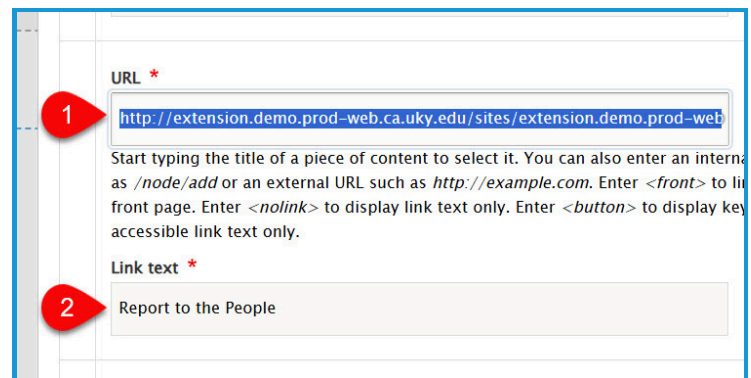
6. Click **Layout** in the upper left of the Home page.



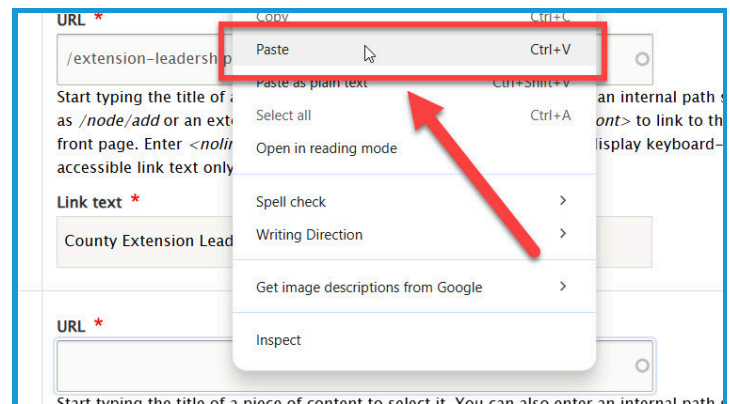
7. Scroll to the bottom of the page, and find the Extension Quick Links. **Place your mouse over the actual links.** Click the **pencil icon (1)** in the upper right, and select **Configure (2)**.



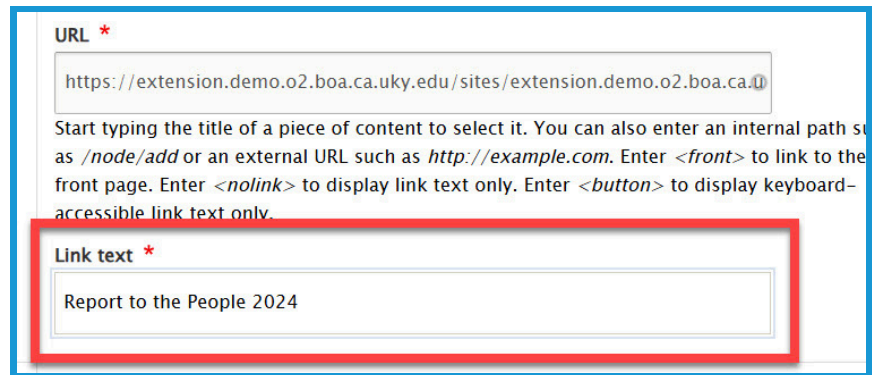
8. Locate the existing Report to the People link. Double click on the **URL field (1)**, and hit the **Backspace button** to remove the old link. Also, remove the text in the **Link text field (2)** if updating is needed.



9. **Right click** in the now empty URL field, and select **Paste**. You can also click in the empty field and select **CTRL + V on your PC** or **Command + V on your Mac**.



10. Update the Link text
(if needed).



URL *

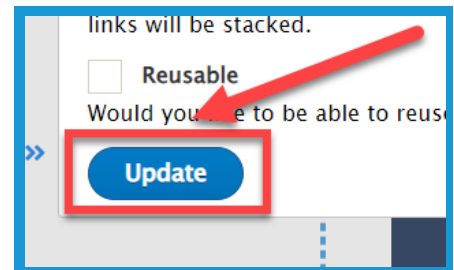
https://extension.demo.o2.boa.ca.uky.edu/sites/extension.demo.o2.boa.ca.0

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text *

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11. Click **Update** in the lower left.

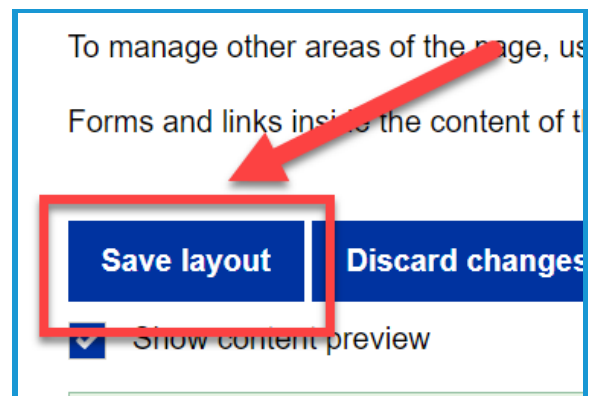


links will be stacked.

Reusable
Would you like to be able to reuse

Update

12. Click **Save layout** in the upper left.



To manage other areas of the page, use

Forms and links inside the content of t

Save layout **Discard changes**

Show content preview