

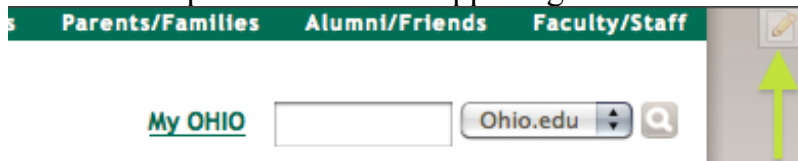
OIT Web Services | CommonSpot Help Guide

Guide to Registering a URL

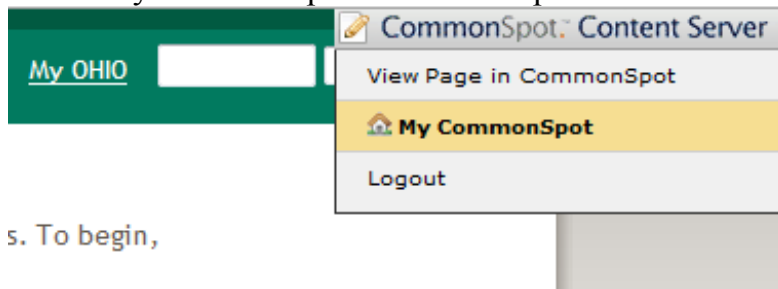
<http://www.ohio.edu/web/help/docs/links/guide-registering-urls.cfm>

If you find yourself referring to an external page quite often, one thing you can do is Register the URL. This allows you to manage the URL, should it ever change, in one place which could save quite a bit of editing. This page is a guide on how to register a URL.

1. Navigate to the subsite you would like to have the registered link in.
2. Click on the pencil icon in the upper-right hand corner of the page.

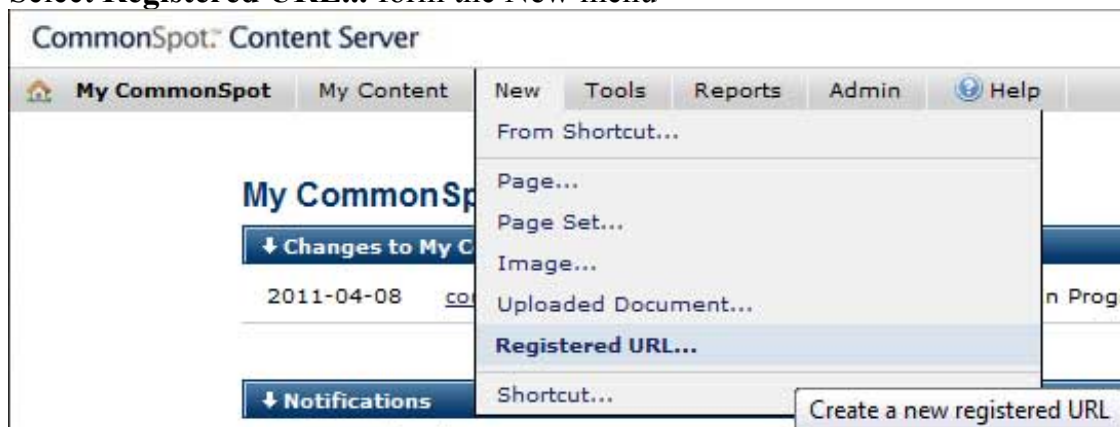


3. Select My CommonSpot from the drop down menu



s. To begin,

4. Select **Registered URL...** form the **New** menu



5. Select the appropriate subsite from the **Subsite Hierarchy** list (the current subsite should be already selected) and click **Next**
6. Fill in the appropriate information and click **Next**.
 - The **URL** field should be the URL you want to link to.
 - The **Title** field should be descriptive so someone will know where the link is going.
 - The **Description** field, while optional, is recommended for providing additional information about the link.
 - Choose a **Category** to ease searching for the link at a later time.

- Inputting comma separated **Keywords** will help in locating the **Registered URL** later.

Register New URL



Enter the following information to create a new registered url.

Main

URL:
Enter the complete URL of the page you want to register.

Title:
The title of the registered url.

Description:
A brief summary of the registered url's content.

Category:
The category this registered url belongs to.

Keywords:
Enter a comma delimited list of keywords, or press 'Select Keywords...' to choose from a list of existing keywords.

Publication Date:
Pick the scheduled publication date for this registered url. Before this date, this registered url will only be available to authors, approvers and administrators.

Include In: Page Indexes Full Text and Search Element Results

Expiration Date:
Content will expire at the specified date and time (server time)

Check Spelling

7. To link to the Registered URL, simply follow the direction in [Building Links](#)