

Creating a Custom Link

You can create a custom, predefined link for collections you subscribe to such as OPAC. This lets you use the power of the flexible metadata information in CrossLinks, and apply the links to multiple titles quickly and easily. To create a custom link, follow these steps:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add a New CrossLink**.
You see the **Add a New CrossLink** page.
- 4 Click **Custom** from the available link types.
You see the **CrossLink Settings: Custom Link** page.
- 5 Enter the Local Administrator Label. This is the text that will appear next to the link within LAD.
- 6 Select the titles to which you want to add the link.
 - Select **All ProQuest Titles** to apply the link to all ProQuest titles.
 - Select **Customized list of individual titles** to apply the link to selected titles. You will then need to click **Select Titles** to apply the link to individual titles.
- 7 Enter the **URL** to the resource in the URL field. This must be a fully qualified URL and it must start with `http://` or `https://`.
If necessary, add any variables required to the URL. This information should be provided by the linking partner.
Note: When you click the buttons to add a variable, this information is added at the end of the URL, not where you place the cursor.
- 8 Enter the **Link Text**. This is the label that users will see within ProQuest. The maximum length for this text is 76 characters.
- 9 If you want to link to an icon for the collection, enter the URL in the **Custom URL field**. (Your icon must be in GIF format and must measure 20 by 88 pixels.)

- 10 Select when to display the CrossLink custom logo.

These options let you choose whether to display the custom logo instead of the "find a copy" message on the Results Page.

Note: It is only possible to display one type of CrossLink graphic on the Results page. This means that once you select to display this CrossLink graphic, this option will not appear for any other CrossLinks you may create. If this option does not appear for this CrossLink, it means that a graphic has been enabled for another CrossLink. Return to the **CrossLinks and Holdings, Configure CrossLinks** page and check the current CrossLinks for the one flagged (icon appears on results page). You will need to turn this graphic off (Do NOT display) and then return to this CrossLink to enable this graphic.

- **Do NOT display** to display the find a copy message.
- **Display for ALL articles** to always display the custom logo.

- 11 Click **Done** to create the new CrossLink.

Or, click **Delete CrossLink** to remove this link information from the database.

Or, click **Cancel** to return to the CrossLinks and Library Holdings tab without making any changes.

Or, click **Select Titles** to apply the link to individual titles. (See [View/Update Selected Titles for a CrossLink](#) for information on adding titles.)