How do I copy a CustomLink in EBSCOadmin?

EBSCOadmin allows administrators to copy their existing CustomLinks. This can be useful if you would like to copy a CustomLink in order to modify it to create a new CustomLink.

To copy CustomLinks:

1. Click the Site/Group Maintenance button in the toolbar. Click the Go Link below CustomLinks.

2. Click Add New CustomLink.

3. Select Copy from existing Custom Link and click Continue.

4. From the Category drop-down list, select the type of link you want to copy.

5. If Show My CustomLinks appears, you can select this link. The screen expands to show a list of available links. Click the CustomLink that you want to copy.

6. If Show other available CustomLinks appears, you can select this link. The screen expands to show other CustomLinks set up by the consortia administrator, or by EBSCO. Click the CustomLink that you want to copy.

7. To rename the link, enter a new name in the Link Name field. You can change any of the fields to meet your library’s needs.

8. When you have finished making changes, click Submit. The CustomLink you copied will be added to the list.