Setting up EBSCO CustomLinks in EBSCOadmin

The *CustomLinks* feature works by allowing links to be calculated using a customer-controlled URL template. Administrators can create *CustomLinks* to *Full Text Finder*, the library catalog, inter-library loan forms, JSTOR, Jake, and other services.

The appearance of these links (there can be more than one for a given record) can be controlled through the use of journal lists, presence of fields, e.g., only show this link if the record has an ISSN, or the existence of full text, e.g., hide an ILL link if the record has full text. The net result is that a library can create and control alternate links to full text and other services.

You can add a *CustomLink* from our library of available links, or create your own link.

Enabling a *CustomLink* on a Profile

1. Click the *Customize Services* Tab.
2. Choose the profile that the links are being added to from the *Choose Profile* drop-down list.
3. Choose the *Linking* sub-tab.
4. Choose the *Modify* link next to the *CustomLinks* field.
5. Choose *Add New CustomLinks* link.
6. Under the Select column, place a check mark next to each *CustomLink* you would like added.
7. Click *Submit*.
8. Repeat steps 2 - 7 for each profile you would like the link to appear on.

Creating a *CustomLink*

1. Log into EBSCOadmin and choose the *Site/Group Maintenance* button located in the upper-right hand corner.
2. Click the *Go* link in the *CustomLinks* column.
3. Click *Add New CustomLink* link.
4. Choose the *Create New CustomLink* radio button, and click *Continue.*
**Note:** If you would like to use a CustomLink pre-defined by EBSCO, select **Copy from Existing CustomLink**, choose a category (such as Document Delivery, Full Text, ILL, etc.) and then select from the list of available links.

5. Enter Basic Settings for the CustomLink:
   - In the **Link Name** field, enter the name that will be displayed on the list of available CustomLinks.
   - From the **Category** drop-down list, select the type of link you are creating.
   - In the **Link Text** field, enter the text that will appear on the citation as the link. (For example: "Check library catalog for holdings."")
   - In the **Mouse-over Text** field, enter the text that will appear when a mouse is moved over the image.
   - To use an image as the link icon, in the **Link Icon** field enter the URL where the image is located.
   - In the **Base URL** field, enter the outgoing URL for the link. (A ? will automatically be inserted between the Base URL and Query String.)
   - In the **Query String** field, enter the query or set of parameters to be appended to the outgoing URL for the link.

6. Click **Submit**.

7. Repeat steps 2-6 for each link.

**Advanced Settings for CustomLinks**

- If there are fields in the URL mask that must appear in the record before the link can show, enter them in the **Mandatory Fields** text entry field. This is a space-delimited list.

- To customize the browser window in which your ILS information appears, enter the appropriate properties separated by commas in the **Window Properties** field.

  Common properties include the width and height of the window and if a toolbar and/or scroll bar should appear. For example, an entry could be: `width=460, height=500, status=yes, menubar=no, scrollbars=yes, resizable=yes`

- In the **Display in New Window** field, indicate whether you want the link to open in a new window.

- If you are opening the link in a new window, enter the name in the **Window Name** field.

- **Hide Link if Full Text** - Select yes if EBSCOhost should hide the link if the current record has full text (ASCII, PDF or Linked).

- **Show Link** - Select one: the link should always be shown, should be shown if item is in a collection, if item is not in a collection.

- **Local Collections for Filter** - Enter the name of the locals collection used to verify that the item is applicable for this link. To select more than one, press the control key while highlighting the selections.

- **Show on Result List** - Select yes if this link should appear on the EBSCOhost Result List.
• **Show on Publication List** - Select yes if this link should appear with results on the EBSCOhost Publication Result List, Publication Overview and Publication Details screens.

• **Show on Detailed Display** - Select yes if this link should appear on the EBSCOhost Detail Display for an article.

• **Target Uses Ref URL** - If the link target uses a referring URL, click **yes**.

• **Use Proxy Server** - Indicate whether a proxy server is in use. (You must also define the proxy server that will be included with persistent links, links to catalogs, etc. See “Setting Up a Proxy Definition” later in this section.)

• **Primary/Secondary Proxy** - Any proxy definitions the consortium administrator has set up will appear in the drop-down lists.

• **Instructions for Sites** - If you belong to a consortium, any notes from the consortium administrator would appear in this field.