


Google Sites | ePortfolio

Adding Links to Hidden Pages

Say you need to add a link to a page within the body of one of your webpages, but you don't want users to see it in your sidebar. Here's how you can accomplish this:

1. First, create the new page by clicking the **"New Page"** () button from the editing ribbon at the top of your site.
2. Name your page and select your template. Chances are your page will still show up in the sidebar regardless of where you select it, so we'll need to manually hide it. If it isn't showing up, skip ahead to the next step.
 - a. If your page is showing up, once you finish editing your newly created page, **click on the gear icon** in the editing ribbon, then click **"Edit Site Layout"** (right)
 - b. Click on your sidebar, which will open up a window. In this window, you'll want to deselect the option to **"Automatically organize my navigation"**. (below)

Configure navigation ✕

Title:

Display title

Automatically organize my navigation

Select pages to show

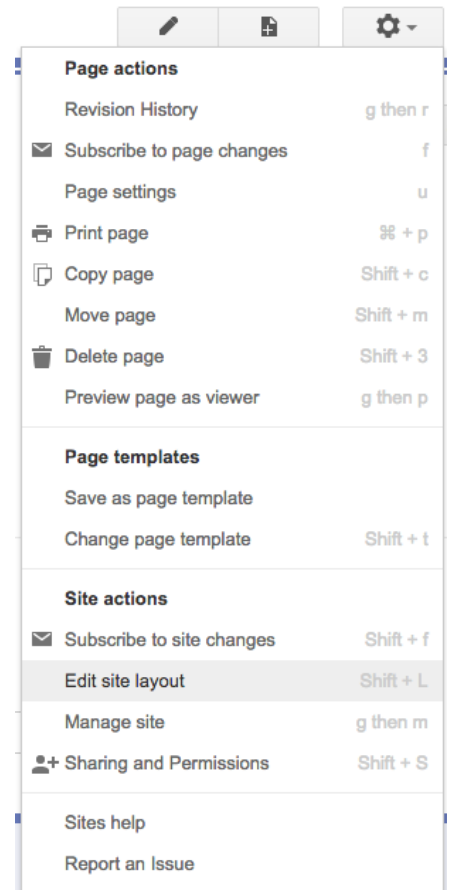
↑
↓
→
←
🗑

[Add page](#) [Add URL](#)


Include a link to:

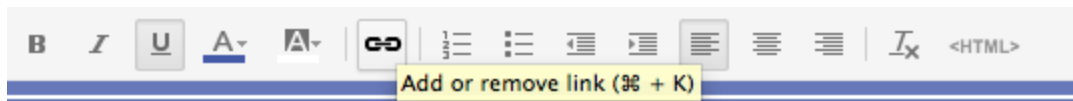
Sitemap

Recent site activity



- c. Next, you'll need to manually add your pages back in. Click on the **"Add Page"** button within this window to begin adding.
 - i. **Note:** *If you have any subpages, you'll need to manually select them and change their page level by highlighting that page and using the arrows in the window to move it underneath the top level page, then clicking the right arrow to set it as a subpage.*
 - d. You may wish to deselect **"Include a link to Sitemap"** if you truly wish for the page to be accessed only via the link.
3. Now that our page is hidden, we need to link to it. First, we need to copy the link of our page from the address bar.

4. Go to the page you want to create the link on, click the **"Edit Page"** () button in the editing ribbon to open up edit mode.
5. Click within the body of text on your page where you wish for the link to go, then click the **"Insert Link"** button.



6. In the window that opens (right), select **"Web Address"**, type whatever text you'd like to display instead of the link itself in the first box, then paste your link in the second box.
7. Then, **click OK** and you're done! Repeat this process for any other pages you wish to add.

