

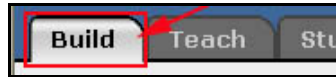
# How to Add, Edit, or Remove Link Descriptions on a Folder Page

## Basic Procedure

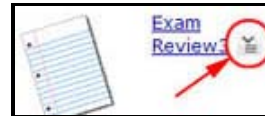
1. Go to Build or Teach tab
2. Click on the "ActionLinks" icon next to a link title
3. Choose option to Edit Description (Teach tab) or Edit Properties (Build tab - Folder page links) or Customize Link (Build tab)
4. Add/Edit/Remove description
5. Save changes

## Detailed Instructions

Step 1. Go to Build tab or Teach tab



Step 2. Click "ActionLinks" icon next to link title



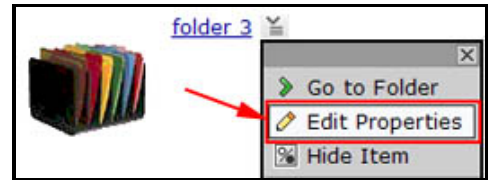
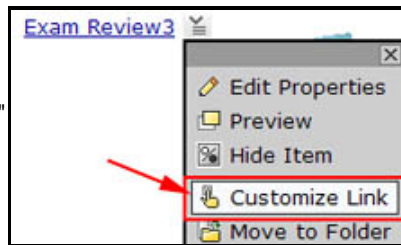
Step 3. "Edit Description" (Teach tab), "Edit Properties" (Build tab - Folder page links) or "Customize Link" (Build tab)

### Option 1: Build tab

For links to files, click "Customize link"

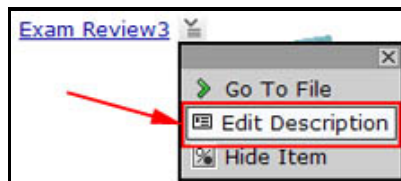
For links to Folders, click "Edit Properties"

For all other links, click on either Edit Properties or Customize Link



### Option 2: Teach tab

Click "Edit Description"



Step 4. Enter, edit, or remove description in the text box



Step 5. Save

