

Pathfinder Elements in Detail

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Revision History

Date	Section title	Description of changes
November 2002	All sections	Updated as needed to reflect redistribution of actions on new Edit, Action, and View lists.
February 2003	2. Pathfinder options: summary	Updated to reflect minor interface changes on the Pathfinder Options screen, related to expanding or collapsing the Options area in a pathfinder.
August 2005	1. Pathfinder elements summary	Minor updates to reflect interface changes resulting from removing removing references to the Resource Catalog, which is now fully integrated into WorldCat.

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Table of Contents

- 1 Pathfinder elements: summary**
 - What are pathfinder elements?, 4
 - Elements list, 4
- 2 Pathfinder options: summary**
 - What are pathfinder options?, 8
 - Options list, 8
 - Show or hide options (expand or collapse), 12
- 3 Use Pathfinder Header element**
 - About the Pathfinder Header, 13
 - Complete the Pathfinder Header, 13
- 4 Use the Feedback element**
 - About the Feedback element, 17
 - Complete the Feedback element, 17
- 5 Use headers to organize pathfinder content**
 - About headers and subheaders, 18
 - Add header or subheader, 18
 - Complete header or subheader element, 18
 - Delete header or subheader, 21
- 6 Add or edit links to build pathfinder content**
 - Review and edit an extracted link, 22
 - Add a blank link element, 23
 - Complete a link element, 23
- 7 Include licensed resources in pathfinder**
 - Why include licensed resources?, 24
 - Add Library Material element, 24
- 8 Include library materials in pathfinder**
 - Why include library materials?, 26
 - Add Library Material element, 26

1 Pathfinder elements: summary

What are pathfinder elements?

- Building blocks you can add to a pathfinder editing template.
- Groups of fields that guide you in adding specific types of content to a pathfinder.

Elements list

Element	Fields and options	Purpose / guidelines
Pathfinder Header	Title, Description Under Options : Rights (Content From, Maintainers, Excluded URLs) Navigation Options (URL, Anchor Name) Format Options (Stylesheet URL, Images, Resource Links, Sort, Separator) Description Options (show/hide descriptions at any level)	Header (or Title) for the entire page. First element. Required. Not repeatable. Derived Pathfinder History (Ione History) field (system supplied): Shows the pathfinder number for the pathfinder derived to create the current pathfinder, the date it was derived, and the creator's institution symbol. Or gives URL of the page from which data is extracted to create the current pathfinder, the creation date, and the creator's institution symbol. Gives the date of the most recent revision for a pathfinder created from a blank template. Stylesheet URL field : To apply your Cascading Style Sheet (CSS) to control the appearance of a pathfinder, enter the URL for the style sheet's location on your site. Resource Links field : Specify whether to include links to records as well as links to described Web sites on the displayed pathfinder. The default setting is Website link only . This option affects links you include in the pathfinder by taking the Link URLs to WorldCat Records action, by adding flagged records, or by adding a Search element that automatically retrieves records.
Feedback	Send comments to: (or user-defined message) blank field for a name Email:	Name and e-mail address for comments or questions about the pathfinder. Last element. Not repeatable.

Element	Fields and options	Purpose / guidelines
Header or SubHeader (right-arrow symbol(s) appear before a subheader)	Title, Description, Under Options : Rights (Excluded URLs), Navigation Options (URL, Anchor Name), Format Options (Images, Sort, Separator), Description Options (show/hide descriptions at any level)	Used to structure the page and/or label groups of related links. Repeatable. Options same as for Pathfinder Header, except does not include Derived Pathfinder History (lone History) or Maintainers (under Rights), Stylesheet URL (under Format Options), or Resource Links (under Format Options).
Link or SubLink Blank Link element added to pathfinder Or Link element extracted during creation (one or more right-arrow symbol(s) appear before a sublink)	Title URL Description Local Record Only? Separator	Jump to a resource page from the pathfinder. Provide navigation within the pathfinder. Repeatable. Local Record Only? field: Select Yes if the link points to a resource that is of interest only to users within your institution. The default setting, No , indicates that the resource is available and useful to external users. Select Yes to allow users who derive new pathfinders from the pathfinder to exclude this link.

Element	Fields and options	Purpose / guidelines
Link element inserted by adding Flagged Records	Record link (if specified via the Resource Links option in the Pathfinder Header) Override Record Contents? Local Record Only? Separator	<p>Override Record Contents? field: Select Yes if you want to supply your own title or description for the link, or if you want to specify which of several URLs in the bibliographic record to display in the pathfinder. The default setting, No, indicates that you want the displayed pathfinder to include the title and description provided in the associated bibliographic record, and that you want the first URL in the record to appear in the pathfinder.</p> <p>If you select Yes, the system expands the Link element to provide text boxes for a title and description, and a Use URL # box. If you enter text in the Title or Description box, that text appears in the pathfinder; if you leave a box empty, the text from the record appears instead. If you change the number in the Use URL # box, the system extracts the URL you specify from the record for display in the pathfinder.</p> <p>Local Record Only? field: Select Yes if the link points to a resource that is of interest only to users within your institution. The default setting, No, indicates that the resource is available and useful to external users. Select Yes to allow users who derive new pathfinders from the pathfinder to exclude this link.</p>
Flagged Pathfinders	Import (hyperlinked title of imported pathfinder) Separator	<p>Import content of another pathfinder. Added content not visible in Edit mode; appears in Display mode. Repeatable.</p> <p>Note: Flagged Pathfinders is not shown in the list of available elements until you flag at least 1 pathfinder. On the Pathfinders tab, under Show Options, click Flagged Pathfinders to list currently flagged pathfinders.</p>

Element	Fields and options	Purpose / guidelines
Search	Query Builder Free Text Query Builder, Query Separator	Include an embedded search to retrieve and add an updated list of relevant resources from WorldCat. Repeatable. Search is run each time a user opens the pathfinder page. Create the search query by selecting indexes and operators from lists (Query Builder) or by entering a free-text search statement (Free Text Query Builder).
Library Material	Title, Description Type, Location Call Number, Local Record Only? Separator	Include information to help users locate non-electronic resources. Repeatable. Local Record Only? field: Select Yes if the material described in this element is of interest only to users within your institution. The default setting, No , indicates that the resource is available and useful to external users. Select Yes to allow users who derive new pathfinders from the pathfinder to exclude information about this material.
Licensed Resource	Title, URL Description, Location Access Available To Local Record Only? Separator	Include links to resources that require user authentication or limit the number of simultaneous users. Repeatable. Access available to field: Select Your authorized users only or Selected IP addresses/network to specify who may access the resource. Use the default setting, All users , if no restrictions apply. Local Record Only? field: Select Yes if the material described in this element is of interest only to users within your institution. The default setting, No , indicates that the resource is available and useful to external users. Select Yes to allow users who derive new pathfinders from the pathfinder to exclude information about this material.

2 Pathfinder options: summary

What are pathfinder options?

- Settings available for the Pathfinder Header and header/subheader elements.
- Determine what information appears (in the entire pathfinder or in the part subordinate to the header), how the content is formatted, and how users navigate to or from that specific header.

Options list

Option group	Options included	Purpose / Guidelines / Notes
Rights	Derived Pathfinder History (Clone History) (system - supplied) Pathfinder Header only	Shows the pathfinder number for the pathfinder derived to create the current pathfinder, the date it was derived, and the creator's institution symbol. Or gives URL of the page from which data is extracted to create the current pathfinder, the creation date, and the creator's institution symbol. Or Gives the date of the most recent revision for a pathfinder created from a blank template.
	Maintainers Pathfinder Header only	Identifies by institution symbol those libraries authorized to modify the pathfinder. To list multiple institutions, use a comma to separate the symbols; example: OCL,INU,NAL.
	Excluded URLs:	Lists URLs to be blocked from appearing in the pathfinder (or in the part subordinate to a header).
Navigation Options	URL	Supply a URL to link the Header title to another Web site or a related pathfinder. Or type (or paste) a reference to an anchor (#[anchor name]) to link the Header title to another element of the same pathfinder page. If you do not specify a URL or an anchor reference, the Header title is not hyperlinked.

Option group	Options included	Purpose / Guidelines / Notes
	Anchor Name	<p>To make the Pathfinder Header or any other Header the target for a hyperlink, enter a short identifier for the header.</p> <p>In the Anchor Name field, supply the name of the anchor (if any) for the Header title. An anchor name is the target of an anchor link reference.</p> <p>Example1: Once you create an anchor for the Header, you can create links directly to the Header from another element of the pathfinder or from another page on your Web site. For example, if you enter top in the Anchor Name field of the Pathfinder Header element, you can insert a Link element at the bottom of the pathfinder page with Back to Top in the Title field and #top in the URL field.</p> <p>Example 2: After assigning Anchor Names to Header elements, you can create a table of contents for the pathfinder by adding a group of link or header elements near the top of the page. In the Title field for each link or header element, type the title of a part of the pathfinder (for example, News or Genealogy Resources). In the URL field for each element in the pathfinder contents, type the anchor name for the header of the pathfinder part to which you want to link the contents entry (for example, #news or #roots). Users can then click a contents entry to jump directly to a pathfinder section.</p>
Format Options	Stylesheet URL Pathfinder Header only	To apply your Cascading Style Sheet (CSS) to control the appearance of a pathfinder, enter the URL for the style sheet's location on your site.
	Resource Links Pathfinder Header only	<p>Specify whether to include links to bibliographic records (as well as links to described Web sites) on the displayed pathfinder.</p> <p>The default setting is Website link only.</p> <p>If you select Record link only or Website link and record link, the system adds links to bibliographic records when you add Flagged Records to the pathfinder or when you include resources via a Search element.</p> <p>You can specify DC (Dublin Core) or MARC view for displaying the linked records.</p> <p>Record links for records retrieved by an embedded Search appear when you display the pathfinder.</p> <p>Links for records added via Flagged Records or Link URLs to RC Records appear both in edit view and in the displayed pathfinder.</p> <p>Record links appear below (or in place of) URLs for described Web sites.</p>

Option group	Options included	Purpose / Guidelines / Notes
	Images	<p>In the Images area, type a URL that points to any image(s) stored on your Web server that you want to display at the top of the pathfinder page (or above a specific header). Include http:// Example: http://www.ulib.edu/images/topbar.gif</p>
	Sort	<p>Sort Top-level Headers (Pathfinder Header only). Arrange first-level headers (one level below the Pathfinder Header). Default sort: As Listed. Select By Title to sort main headers alphabetically by title.</p> <p>Sort Headers. In the Pathfinder Header, this option arranges headers one level below the top-level headers. In a Header element, this option arranges headers one level below the current header. Default sort: As Listed. Select By Title to sort headers alphabetically by title.</p> <p>Sort (elements). In the Pathfinder Header, this option arranges content elements (links, etc.) that appear anywhere in the pathfinder. In a Header element, this option arranges content elements subordinate to the current header. Default sort: As Listed. Select By Title to sort content elements alphabetically by title. Select By URL to sort content elements alphabetically by URL.</p> <p>Sort whole pathfinder or sort within sections. If you do not specify sorting for an individual header, subheaders or content elements appear as currently listed or as specified in the Pathfinder Header. If you do not specify sorting options in the Pathfinder Header (that is, use the default setting, As Listed), sort options specified for individual headers override sort options in the Pathfinder Header. For example, you can sort links by URL within a specific section, sort by URL in another section, and leave the default sort order for links in the rest of the pathfinder.</p> <p>Sort options affect pathfinder display. Unless you click Sort Now, changes to sort options do not take effect in the pathfinder edit view. To see the results of sorting, take the Display Pathfinder action.</p>

Option group	Options included	Purpose / Guidelines / Notes
	Separator	<p>Click the option button for the type of separator you want following the header title (and description, if displayed).</p> <p>The default setting is None.</p> <p>Select Blank line to insert 1 line of white space below the element when displayed.</p> <p>Select Horizontal rule to insert a single rule below the element.</p>
Description Options		<p>Choose which descriptions to show or hide within the pathfinder.</p> <p>Settings apply to all headers and/or links in the pathfinder (if set for Pathfinder Header element) or to all headers and/or links subordinate to the current Header element.</p> <p>Description options for the Pathfinder Header override Description options for other Headers. For example, if you select Hide All Levels for Links in the Pathfinder Header, descriptions will be hidden for Links subordinate to all other Headers, even if the Links option for a Header is set to Show or Show All Levels.</p> <p>The default setting is Show for all descriptions.</p> <p>Tip: You may want to complete Description fields for some headers and/or links even if you do not plan to display descriptions for users. You can use hidden Description fields to store information for use by library staff.</p>
	Header	<p>Click Show to show the description for the current Header.</p> <p>Click Hide to hide the description for the current Header.</p>

Option group	Options included	Purpose / Guidelines / Notes
	SubHeaders	Click Show to show descriptions for one SubHeader level. Click Show all levels to show descriptions for all SubHeader levels. Click Hide all levels to hide descriptions for the first SubHeader level and all subordinate header levels.
	Links	Click Show to show descriptions for all links. Click Hide to hide descriptions for all links.
	SubLinks	Click Show to show descriptions for one SubLink level. Click Show all levels to show descriptions for all SubLink levels. Click Hide all levels to hide descriptions for the first SubLink level and all subordinate link levels.

Show or hide options (expand or collapse)

	Action
1	<ol style="list-style-type: none"> 1. On the General tab, under Admin Options, click Preferences. 2. On the Preferences screen, click Pathfinder Option.
2	<p>Pathfinder Options display Under Pathfinder Options view, choose which pathfinder options to hide (collapse) or show (expand) when you create a new pathfinder or begin editing a pathfinder.</p> <p>Default setting: All option groups are expanded.</p> <p>You can</p> <ul style="list-style-type: none"> • Hide (collapse) all Options groups. Select the option button labeled Collapse Options. • Show (expand) all Options groups. Select the option button labeled Expand Options. • Show (expand) selected Options group(s). Select the option button for each group you want to show (expand). Clear the option button for each group you want to hide (collapse). <p>Note: You can expand or collapse option groups at any time while editing a pathfinder. Your settings control initial display, not availability, of pathfinder options.</p>
3	<p>Change default or change for current session</p> <ul style="list-style-type: none"> • To use the settings for the current session only, at the top or bottom of the Pathfinder Options screen, click For This Session. <p>Or</p> <ul style="list-style-type: none"> • To use the settings for future sessions, click My Default.

3 Use Pathfinder Header element

About the Pathfinder Header

- First element in a pathfinder (system supplied). Required. Not repeatable.
- Contains the title for the pathfinder.
- Provides options that affect the content and appearance of the entire pathfinder.
- **Show or hide options (default display).** All option groups are expanded when you create a new pathfinder or begin editing a pathfinder. You can change the default display to hide all option groups or show selected groups.

Complete the Pathfinder Header

	Action
1	Move to the Pathfinder Header element. Linear view. Scroll to the beginning of the pathfinder editing template. Outline view. Click the hyperlinked pathfinder title or the (no title) link at the top of the pathfinder outline.
2	In the Title field, type a title for the entire page or edit the existing title.
3	(Optional) In the Description field, briefly outline the content, scope, and/or purpose of the pathfinder. Include other information as appropriate. Or leave the field empty if appropriate. Tip: You may want to complete the Description field even if you do not plan to display a description for users. You can use hidden Description fields to store information for use by library staff. Embedded HTML? You can control the appearance of the description (for example, by adding line breaks or inserting an image), or include links to related content within the description, by adding HTML encoding. To use this feature, enter HTML tags and other HTML code within the Description field and change the setting for the Embedded HTML? option to Yes . When the pathfinder is displayed or exported, the browser interprets the embedded HTML code to produce the effects you specify. To display the description as text only, leave the Embedded HTML option set to No (default setting).
4	(Optional) Complete optional fields. Click the arrow button labeled Options . The area below the Description field expands to list several groups of optional fields: Rights , Navigation Options , and Format Options .

	Action
5	<p>(Optional) Complete Rights options. To expand the Rights option group, click the arrow button labeled Rights. The options area expands to show the following fields: Content From (if present), Maintainers, and Excluded URLs.</p> <ul style="list-style-type: none"> • Derived Pathfinder History (Clone History) is system supplied. Shows the pathfinder number for the pathfinder derived to create the current pathfinder, the date it was derived, and the creator's institution symbol. Or gives URL of the page from which data is extracted to create the current pathfinder, the creation date, and the creator's institution symbol. Gives the date of the most recent revision for a pathfinder created from a blank template. • In the Maintainers field, type the OCLC symbol(s) of institution(s) whose staff are authorized to edit this pathfinder. If you do not specify maintainers, users from your institution, and no other users, can make changes. To list multiple institutions, use a comma to separate the symbols; example: OCL,INU,NAL. • In the Excluded URLs field, specify URLs you do not want to appear as links anywhere in the pathfinder. List under Excluded URLs, for example: the pathfinder's URL, redundant/inappropriate URLs that might be added when you insert Search elements, etc.
6	<p>(Optional) Complete Navigation options. To expand the Navigation Options group, click the arrow button labeled Navigation Options. The options area expands to show fields labeled URL and Anchor Name.</p> <ul style="list-style-type: none"> • In the URL field, supply a URL to link the Pathfinder Header title to another page. Or supply a reference to an anchor (#[anchor name]) to link the Pathfinder Header to another element of the same pathfinder page. If you do not specify a URL or an anchor reference, the Pathfinder Header title is not hyperlinked. • In the Anchor Name field, supply the name of the anchor (if any) for the Pathfinder Header. An anchor name is the target of an anchor link reference. Once you associate an anchor with the Pathfinder Header, you can create a link to the Pathfinder Header from another element of the pathfinder or from another page on your Web site. For example, if you enter top in the Anchor Name field of the Pathfinder Header element, you can insert a Link element at the bottom of the pathfinder page with Back to Top in the Title field and #top in the URL field.
7	<p>(Optional) Complete Format options. To expand the Format Options group, click the arrow button labeled Format Options. The options area expands to show the following fields: Stylesheet URL Images, Resource Links, Sort, Separator, and Description Options.</p>
8	<p>In the Style Sheet URL field type the URL of the Cascading Style Sheet (CSS) you want applied to this pathfinder. In the Images area, type a URL that points to any image(s) stored on your Web server that you want to display at the top of the pathfinder page. Include http:// Example: http://www.ulib.edu/images/topbar.gif Select Blank line to insert 1 line of white space below the Header when displayed. Select Horizontal rule to insert a single rule below the Header.</p>

	Action
9	<p>(Optional) Complete Format options (continued). In the Resource Links field, specify whether to include links to records as well as links to the described Web sites on the displayed pathfinder. The default setting is Website link only. If you select Record link only or Website link and record link, the system adds links to records when you take the Link URLs to RC Records action, when you add Flagged Records to the pathfinder, or when you include resources via a Search element. You can specify DC (Dublin Core) or MARC view for displaying the linked records. Record links for records retrieved by an embedded Search appear when you display the pathfinder. Links for records added via Flagged Records or Link URLs to RC Records appear both in edit view and in the displayed pathfinder. bibliographic record links appear below (or in place of) URLs for described Web sites.</p>
10	<p>(Optional) Complete Format options (continued). Use the Sort options to specify arrangement of top-level headers, other headers, and content elements (links, etc.) within the pathfinder. If you do not specify a sort order, headers or links appear as currently listed. If you do not specify sorting options in the Pathfinder Header (that is, use the default setting, As Listed), sort options specified for individual headers override sort options in the Pathfinder Header. For example, you can sort links by URL within a specific section, sort by URL in another section, and leave the default sort order for links in the rest of the pathfinder. Default for all sort options: As Listed.</p>
11	<p>(Optional) Complete Format options (continued). In the Separator area, click to select the option button for the type of separator you want following the pathfinder header title (and description, if displayed). The default setting is None.</p>

	Action
12	<p>(Optional) Specify Description Options. Expand the Format Options area if it is not already expanded. Click the arrow button labeled Format Options. Click the arrow button labeled Description Options. The options area expands to show the following fields: Header, SubHeaders, Links, and SubLinks. Choose which descriptions to show or hide within the pathfinder. The default setting is Show for all descriptions. The Header setting applies to the Pathfinder Header. The other settings apply to all headers and/or links in the pathfinder. Description options for the Pathfinder Header override Description options for other Headers in the pathfinder. For example, if you want to show Link descriptions in some sections of the pathfinder, do not select Hide All Levels for Links in the Pathfinder Header Description options. For Header, click Show to show the description for the Pathfinder Header; click Hide to hide the description. For Links, click Show to show descriptions for all Links in the pathfinder; click Hide to hide descriptions for all. For SubHeaders and SubLinks, click Show to show descriptions for one sublevel; click Show all levels to show descriptions for all subordinate levels; click Hide all levels to hide descriptions for the first sublevel and all subordinate levels.</p>
13	<p>Collapse the Pathfinder Header Options fields. Click the down-arrow button labeled Options. The Options fields are hidden.</p>

4 Use the Feedback element

About the Feedback element

- Last element in a pathfinder (system supplied). Required. Not repeatable.
- Lets you supply contact information and an e-mail address so that pathfinder users can submit comments, ask questions, or report problems.

Complete the Feedback element

	Action
1	Move to the Feedback element. Linear view. Scroll to the end of the pathfinder editing template. Outline view. Click the Feedback link at the end of the pathfinder outline.
2	In the first text box, keep the default text Send feedback to or replace it with another message.
3	In the second text box, type the name and/or title of the contact person for the pathfinder page.
4	In the Email field, type the e-mail address for feedback messages.

5 Use headers to organize pathfinder content

About headers and subheaders

- Categorize and organize pathfinder content.
- Help users navigate within the pathfinder.
- Provide options that let you exclude URLs, set up navigation links, and control some display characteristics for content within a section of the pathfinder.
- **Show or hide options (default display).** All option groups are expanded when you create a new pathfinder or begin editing a pathfinder. You can change the default display to hide all option groups or show selected groups.

Add header or subheader

	Action
1	Retrieve or create a pathfinder and open the pathfinder for editing. Move to the element above the position at which you want to add a Header or SubHeader (Header >) element. Linear view. Scroll the Editing Pathfinder screen to locate the element. Outline view. In the outline area, click the hyperlinked title or URL of the element. You may need to expand sections to display titles for all links, subheaders, etc.
2	In the editing template, open the Functions list to the left of the element. Then click Add . Linear view. An empty Link element template appears below the current element. Outline view. A new entry appears in the outline area. (no title) appears as a placeholder for a title. An empty Link element template appears in the editing area.
3	Change the added element to Header or Header > . Click the arrow next to the field that shows the current element type (Link) to open the list of element types. Click Header or Header > .

Complete header or subheader element

	Action
1	Move to the Header or Subheader element you want to edit. Linear view. Scroll the Editing Pathfinder screen to locate the header or subheader. Outline view. Click the hyperlinked header/subheader title or the (no title) link (for a newly added header) in the pathfinder outline. You may need to expand sections (by clicking the arrow buttons) to display titles for all headers and subheaders.
2	In the Title field, type a title for the group of links subordinate to the header. Or edit the existing title.

	Action
3	<p>(Optional) In the Description field, briefly outline the content, scope, and/or purpose of the links under this header. Include other information as appropriate. Or leave the field empty if appropriate.</p> <p>Tip: You may want to complete the Description field even if you do not plan to display a description for users. You can use hidden Description fields to store information for use by library staff.</p> <p>Embedded HTML? You can control the appearance of the description (for example, by adding line breaks or inserting an image), or include links to related content within the description, by adding HTML encoding. To use this feature, enter HTML tags and other HTML code within the Description field and change the setting for the Embedded HTML? option to Yes. When the pathfinder is displayed or exported, the browser interprets the embedded HTML code to produce the effects you specify. To display the description as text only, leave the Embedded HTML option set to No (default setting).</p>
4	<p>(Optional) Complete optional fields. Click the arrow button labeled Options. The area below the Description field expands to list several groups of optional fields: Rights, Navigation Options, and Format Options.</p>
5	<p>(Optional) Complete Rights options. To expand the Rights option group, click the arrow button labeled Rights. The options area expands to show the Excluded URLs field.</p> <ul style="list-style-type: none"> • In the Excluded URLs field, specify URLs you do not want to appear as links under this header/subheader. List under Excluded URLs, for example: the pathfinder's URL, redundant/inappropriate URLs that might be added when you insert Search elements, etc.
6	<p>(Optional) Complete Navigation options. To expand the Navigation Options group, click the arrow button labeled Navigation Options. The options area expands to show fields labeled URL and Anchor Name.</p> <ul style="list-style-type: none"> • In the URL field, supply a URL to link the Header title to another page. Or supply a reference to an anchor (#[anchor name]) to link the Header to another element of the same pathfinder page. If you do not specify a URL or an anchor reference, the Header title is not hyperlinked. • In the Anchor Name field, supply the name of the anchor (if any) for the Header. An anchor name is the target of an anchor link reference. Once you associate an anchor with the Header, you can create a link to the Header from another element of the pathfinder or from another page on your Web site. For example, if you enter news in the Anchor Name field of a Header element, you can insert a Link element near the top of the pathfinder page with What's New in the Title field and #news in the URL field. You can use a group of similar links to create a table of contents for the pathfinder.

	Action
7	<p>(Optional) Complete Format options. To expand the Format Options group, click the arrow button labeled Format Options.</p> <p>The options area expands to show the following fields: Stylesheet URL, Images, Resource Links, Sort, Separator, and Description Options.</p> <ul style="list-style-type: none">• In the Images area, type a URL that points to any image(s) stored on your Web server that you want to display at the beginning of this section of the pathfinder page. Include http:// Example: http://www.ulib.edu/images/whats_new.gif• Use the Sort options to specify arrangement of subheaders and content elements (links, etc.) subordinate to the current header. If you do not specify a sort order, subheaders or links appear as currently listed or as specified in the Pathfinder Header. If you do not specify sorting options in the Pathfinder Header (that is, use the default setting, As Listed), sort options specified for individual headers override sort options in the Pathfinder Header. For example, you can sort links by URL within a specific section, sort by URL in another section, and leave the default sort order for links in the rest of the pathfinder. Default for all sort options: As Listed.• In the Separator area, click the option button for the type of separator you want following the Header title (and description, if displayed). The default setting is None. Select Blank line to insert 1 line of white space below the Header when displayed. Select Horizontal rule to insert a single rule below the Header.

	Action
8	<p>(Optional) Specify Description Options. Expand the Format Options area if it is not already expanded. Click the arrow button labeled Format Options. Click the arrow button labeled Description Options. The options area expands to show the following fields: Header, SubHeaders, Links, and SubLinks. Choose which descriptions to show or hide within this section of the pathfinder. The default setting is Show for all descriptions. The Header setting applies to the current Header. The other settings apply to all subheaders and/or links subordinate to the current Header. Description options for the Pathfinder Header override Description options for this Header. For example, if you select Hide All Levels for Links in the Pathfinder Header, descriptions will be hidden for Links subordinate to this header, even if the Links option for this Header is set to Show or Show All Levels. For Header, click Show to show the description for the current Header; click Hide to hide the description. For Links, click Show to show descriptions for all Links subordinate to this Header; click Hide to hide descriptions for all. For SubHeaders and SubLinks, click Show to show descriptions for one sublevel; click Show all levels to show descriptions for all subordinate levels; click Hide all levels to hide descriptions for the first sublevel and all subordinate levels.</p>
9	<p>Collapse the Header Options fields. Click the down-arrow button labeled Options. The Options fields are hidden.</p>

Delete header or subheader

	Action
1	<p>Move to the Header or Header > element you want to delete. Linear view. Scroll the Editing Pathfinder screen to locate the Header. Outline view. In the outline area, click the hyperlinked title or URL of the Header. You may need to expand sections to display titles for all subheaders.</p>
2	<p>Open the Functions list to the left of the element. Then click Cut*. The system removes the Header and all links, subheaders, and sublinks subordinate to that Header. This action removes all content up to the next Header at the same level as the deleted Header. Linear view. The system removes deleted header element. The editing template scrolls to display the content for the element preceding the header you deleted. Outline view. The system removes the entry for the deleted header element (and all subordinate entries) from the outline area. In the editing area, an editing template appears for the element preceding the header you deleted.</p>

6 Add or edit links to build pathfinder content

Review and edit an extracted link

	Action
1	Review the text in the Title field. Edit the text if necessary to provide an informative label for the link.
2	In the URL field, check the address for the target page.
3	Review the information in the Description field. Edit the text to concisely indicate the content, scope, and/or purpose of the target page. Embedded HTML? You can control the appearance of the description (for example, by adding line breaks or inserting an image), or include links to related content within the description, by adding HTML encoding. To use this feature, enter HTML tags and other HTML code within the Description field and change the setting for the Embedded HTML? option to Yes . When the pathfinder is displayed or exported, the browser interprets the embedded HTML code to produce the effects you specify. To display the description as text only, leave the Embedded HTML option set to No (default setting).
4	In the Local Record Only? field, click the appropriate option button. If the material is of interest to users outside your institution, click No (the default setting). If the material is useful only to users at your institution, click Yes . Select Yes to allow users who derive new pathfinders from the pathfinder to exclude this link.
5	(Optional) In the Separator area, click the option button for the type of separator you want following this link (and description, if displayed). The default setting is None . Select Blank line to insert 1 line of white space below the element when displayed. Select Horizontal rule to insert a single rule below the element.

Add a blank link element

	Action
1	Retrieve or create a pathfinder and open the pathfinder for editing. Move to the element above the position at which you want to add a Link element. Linear view. Scroll the Editing Pathfinder screen to locate the element. Outline view. In the outline area, click the hyperlinked title or URL of the element. You may need to expand sections to display titles for all links, subheaders, etc.
2	In the editing template, open the Functions list to the left of the element. Then click Add . Linear view. An empty Link element template appears below the current element. Outline view. A new entry appears in the outline area. (no title) appears as a placeholder for a title. An empty Link element template appears in the editing area.

Complete a link element

	Action
1	In the Title field, provide an informative label for the link.
2	In the URL field, supply the complete URL for the target page. Or supply an anchor reference (#[anchor name]) to link the title to a named anchor associated with a pathfinder element. For example, if your pathfinder page includes an element with the anchor name news , you can create a Link that jumps to that element by typing What's New in the Title field and #news in the URL field.
3	(Optional) In the Description field, briefly outline the content, scope, and/or purpose of the page (or pathfinder section) the link jumps to. Include other information as appropriate.
4	In the Local Record Only? field, click the appropriate option button. If the material is of interest to users outside your institution, click No (the default setting). If the material is useful only to users at your institution, click Yes . Select Yes to allow users who derive new pathfinders from the pathfinder to exclude this link.
5	(Optional) In the Separator area, click the option button for the type of separator you want following this link (and description, if displayed). The default setting is None . Select Blank line to insert 1 line of white space below the element when displayed. Select Horizontal rule to insert a single rule below the element.

7 Include licensed resources in pathfinder

Why include licensed resources?

- Cover all relevant resources---not just freely accessible Web-based offerings. Include, for example:
 - Web-based resources that require user authentication or limit simultaneous users
 - CD-ROM databases, whether available via LAN or intranet or installed on specific workstation(s)
- Help users decide whether a resource contains information they need.
- Explain how to access the resource.

Add Library Material element

	Action
1	Retrieve or create a pathfinder and open the pathfinder for editing. Move to the element above the position at which you want to add a Licensed Resource element. Linear view. Scroll the Editing Pathfinder screen to locate the element. Outline view. In the outline area, click the hyperlinked title or URL of the element. You may need to expand sections to display titles for all links, subheaders, etc.
2	In the editing template, open the Functions list to the left of the element. Then click Add . Linear view. An empty Link element template appears below the current element. Outline view. A new entry appears in the outline area. (no title) appears as a placeholder for a title. An empty Link element template appears in the editing area.
3	Click the arrow next to the field that shows the current element type (Link) to open the list of element types. Click Licensed Resource .
4	In the Title field, provide an informative label that clearly identifies the resource.
5	(Optional) In the Description field, briefly outline the content, scope, and/or purpose of the resource. Include information to help users decide whether this resource is relevant to their research. Embedded HTML? You can control the appearance of the description (for example, by adding line breaks or inserting an image), or include links to related content within the description, by adding HTML encoding. To use this feature, enter HTML tags and other HTML code within the Description field and change the setting for the Embedded HTML? option to Yes . When the pathfinder is displayed or exported, the browser interprets the embedded HTML code to produce the effects you specify. To display the description as text only, leave the Embedded HTML option set to No (default setting).

	Action
6	<p>In the Location field, give the physical location of this item at your institution. Or give the network and address users need to connect to the resource. Examples: Reference Desk in Engineering Library or Workstations on first floor, Law Library or Via campus network, on Research Tools menu Include as much detail as required for clarity.</p>
7	<p>In the Access Available To field, to inform pathfinder users about access restrictions for the licensed resource, click the appropriate option button. The default setting, All Users, is appropriate if no access restrictions apply. If you select Your authorized users only, the displayed pathfinder includes the following text below the link for licensed resource: <i>Access limited to your authorized users only.</i> If you select Selected IP addresses/network, the following text appears: <i>Access limited to selected IP addresses/network.</i></p>
8	<p>In the Local Record Only? field, click the appropriate option button. If the resource is of interest and available to users outside your institution, click No (the default setting). If the resource is useful (or available) only to users at your institution, click Yes. Select Yes to allow users who derive new pathfinders from the pathfinder to exclude this link.</p>
9	<p>(Optional) In the Separator area, click the option button for the type of separator you want following the information about this licensed resource. The default setting is None. Select Blank line to insert 1 line of white space below the element when displayed. Select Horizontal rule to insert a single rule below the element.</p>

8 Include library materials in pathfinder

Why include library materials?

- Inform users about important resources available in your library, including:
 - Print reference works
 - Print serials and relevant indexes
 - Special collections or rare items
 - Visual materials, recordings, and other multimedia materials
- Help users locate materials.
- Encourage users to expand their research beyond Web-accessible sources.

Add Library Material element

	Action
1	Retrieve or create a pathfinder and open the pathfinder for editing. Move to the element above the position at which you want to add a Library Material element. Linear view. Scroll the Editing Pathfinder screen to locate the element. Outline view. In the outline area, click the hyperlinked title or URL of the element. You may need to expand sections to display titles for all links, subheaders, etc.
2	In the editing template, open the Functions list to the left of the element. Then click Add . Linear view. An empty Link element template appears below the current element. Outline view. A new entry appears in the outline area. (no title) appears as a placeholder for a title. An empty Link element template appears in the editing area.
3	Click the arrow next to the field that shows the current element type (Link) to open the list of element types. Click Library Material .
4	In the Title field, provide an informative label that clearly identifies the material.
5	(Optional) In the Description field, briefly outline the content, scope, and/or purpose of the material. Include information to help users decide whether this material is relevant to their research. Embedded HTML? You can control the appearance of the description (for example, by adding line breaks or inserting an image), or include links to related content within the description, by adding HTML encoding. To use this feature, enter HTML tags and other HTML code within the Description field and change the setting for the Embedded HTML? option to Yes . When the pathfinder is displayed or exported, the browser interprets the embedded HTML code to produce the effects you specify. To display the description as text only, leave the Embedded HTML option set to No (default setting).
6	In the Type field, open the list of types. Click the appropriate type for the material you are describing.

	Action
7	<p>In the Location field, give the physical location of this item at your institution. Examples: At Reference Desk in Main Library or In Music Department Library. Include as much detail as required for clarity.</p>
8	<p>In the Call Number field, if appropriate, supply a call number to indicate the shelf location of the item.</p>
9	<p>In the Local Record Only? field, click the appropriate option button. If the material is of interest to users outside your institution, click No (the default setting). If the material is useful only to users at your institution, click Yes. Select Yes to allow users who derive new pathfinders from the pathfinder to exclude this link.</p>
10	<p>(Optional) In the Separator area, click the option button for the type of separator you want following the information about this library material. The default setting is None. Select Blank line to insert 1 line of white space below the element when displayed. Select Horizontal rule to insert a single rule below the element.</p>