Edit a Biolinks Page

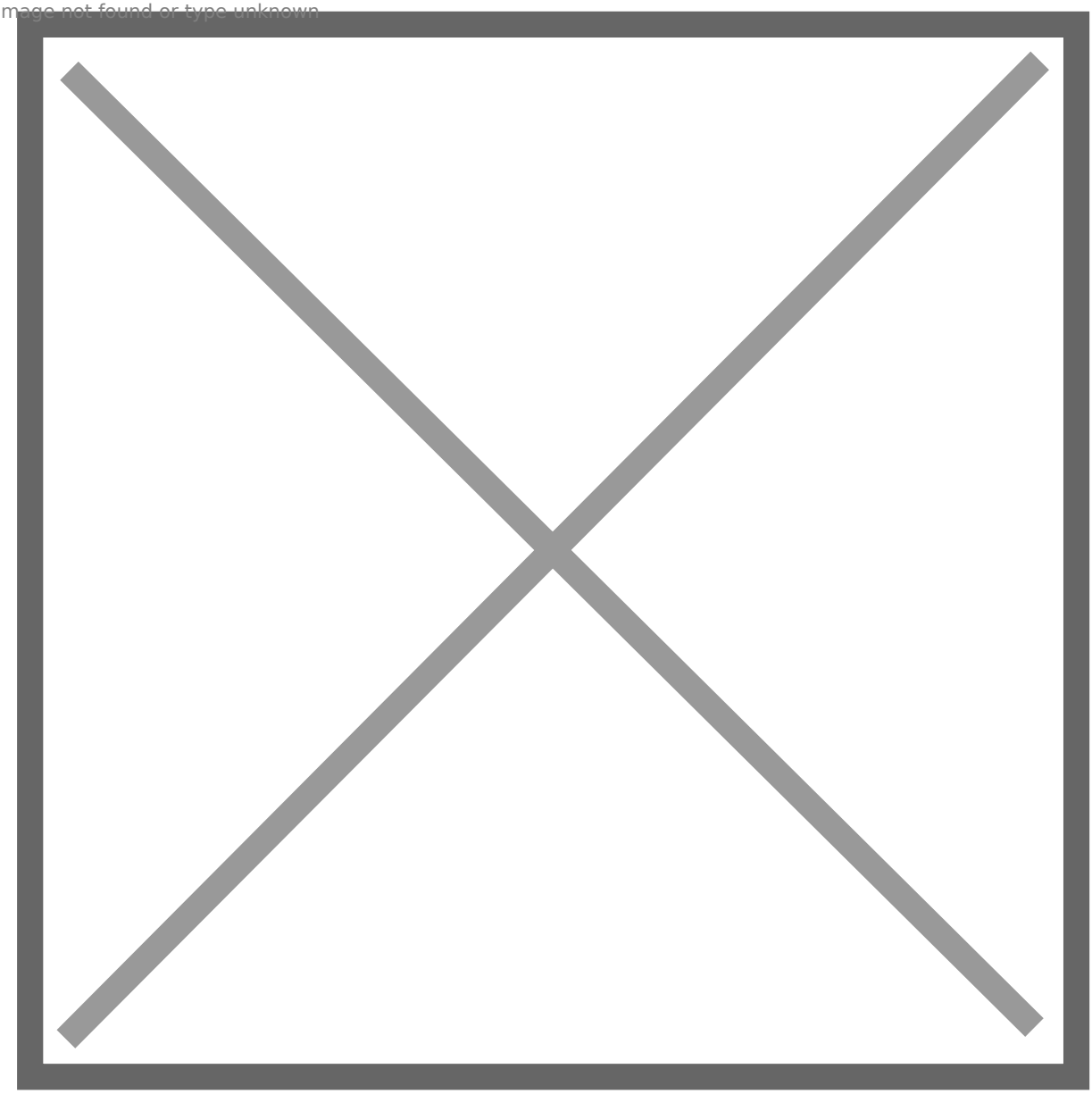
First, navigate to Biolink Pages. This can be found near the top of the left menu on your dashboard, or by clicking your name on the homepage and selecting Biolink pages.

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Next click on the name of the biolinks page you want to edit. You will see the following page:

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At the top:

- The “Your link is…” line gives your biolink page URL, which is how others will access your page.

Settings is selected by default. It gives you a menu to define the overall appearance and function of your page. Continue to Biolink Settings.

Blocks shows what blocks are currently on your page. When you first create your page, this will be empty.

Add Block allows you to add a block. Continue to Add Biolink Block.

Short URL shows your page’s URL. You can enter a new one to change this.

At the top-right:

The first toggle sets the page to be active or inactive. If it’s active, users will be able to see the page via the link.

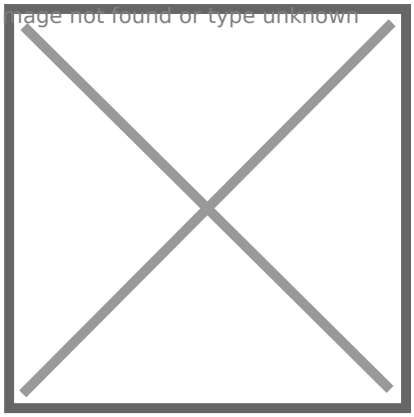
Copy to Clipboard. This copies your page link. You can then paste it into your bios or wherever else you want it to be found.

Statistics shows you statistics about your biolink page, such as views per day. Continue to Biolink Page Statistics.

Opens up a submenu with more options.

A preview of what your biolinks page will look like on mobile devices.

In the top-right submenu:



Edit takes you to the biolinks edit page.

Statistics shows you statistics about your biolink page, such as views per day. Continue to Biolink Page Statistics.

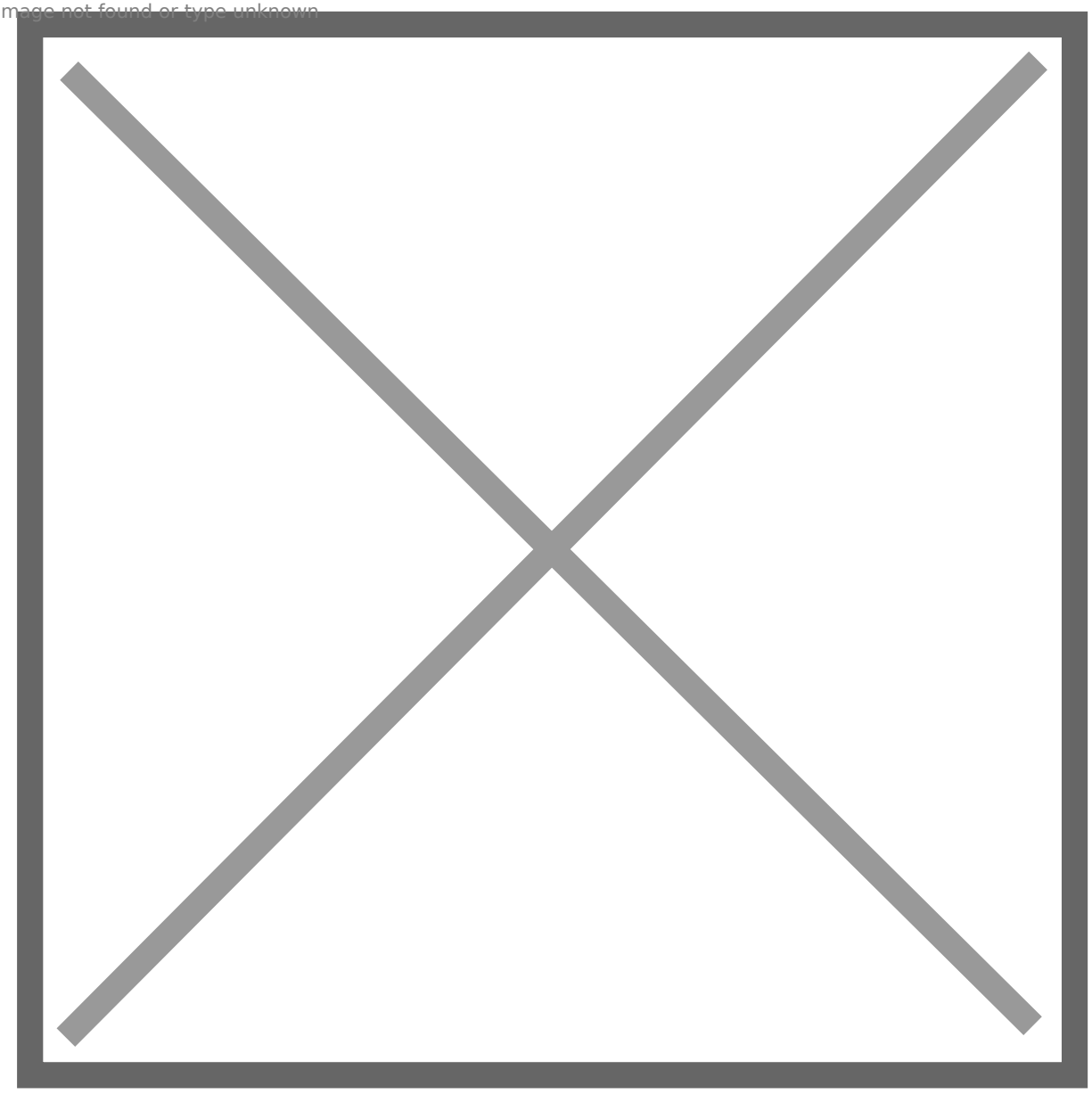
Create QR takes you to a page to create a new QR code that directs people to your page. Continue to Create QR Code.

Duplicate creates a new biolinks page with the same settings and blocks as the current one.

Delete will fully delete your biolinks page. Don’t click this unless you’re certain that you want to delete this page. It cannot be undone.

Edit Biolinks Page Settings

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The following categories exist for biolink page settings:

Preset themes: Premade visual themes for biolinks pages, if you have any saved.

Customizations: Visual customizations for the biolinks page, such as background, font and block spacing.

Verified badge: If you have a verified badge, you can choose where you would like it to appear on your page. If you would like to be verified, you can contact us.

Branding: This allows you to toggle branding display if your plan allows. You can set the branding name and text color, as well as set it as a link to another page.

Pixels: Set which tracking Pixels are active on your page.

UTM Parameters: Set up UTM tracking for your various links on your page.

Protection: Set password protection or sensitive content warnings.

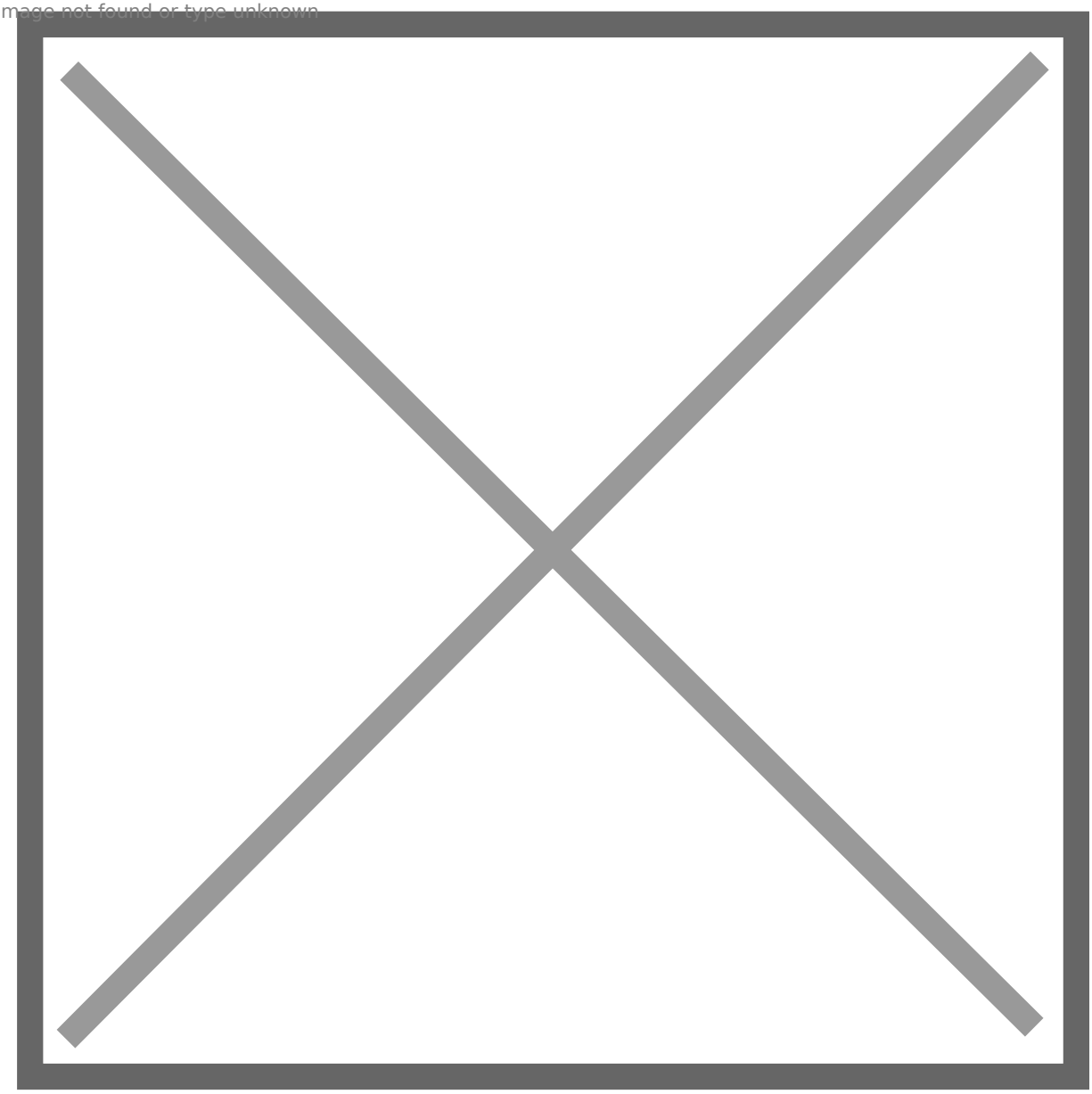
Seo: Set Seo metadata or block search engine indexing.

Advanced: Various advanced options for customization if your plan allows. Includes connecting the page to a project, adding a splash page, or custom CSS, etc.

Update: The button to save any changes you make in the previous sections. Remember to click this when you’re done editing!

Add Biolink Block

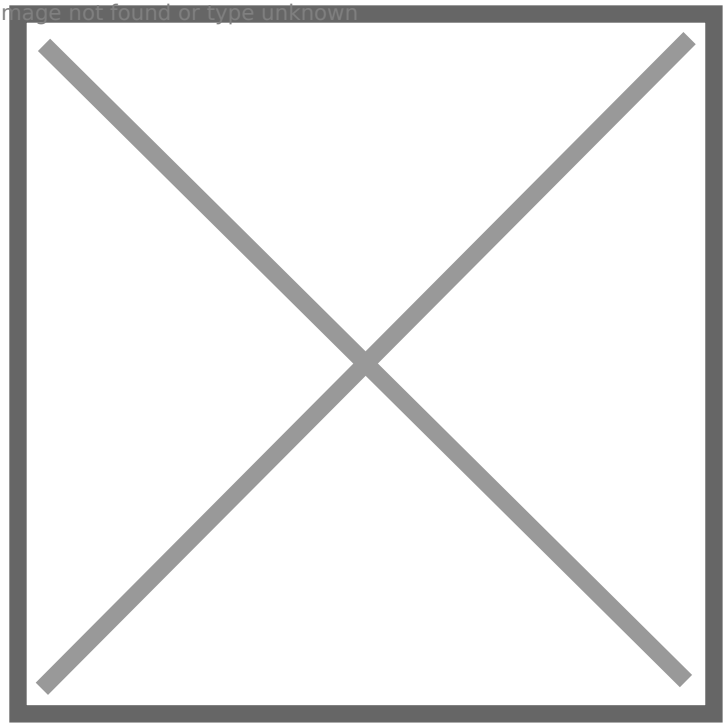
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Biolink pages are created using a series of Blocks. Each Block represents an element on the page, such as titles, images and (of course), links. You can have a number of blocks on your page based on your Plan.

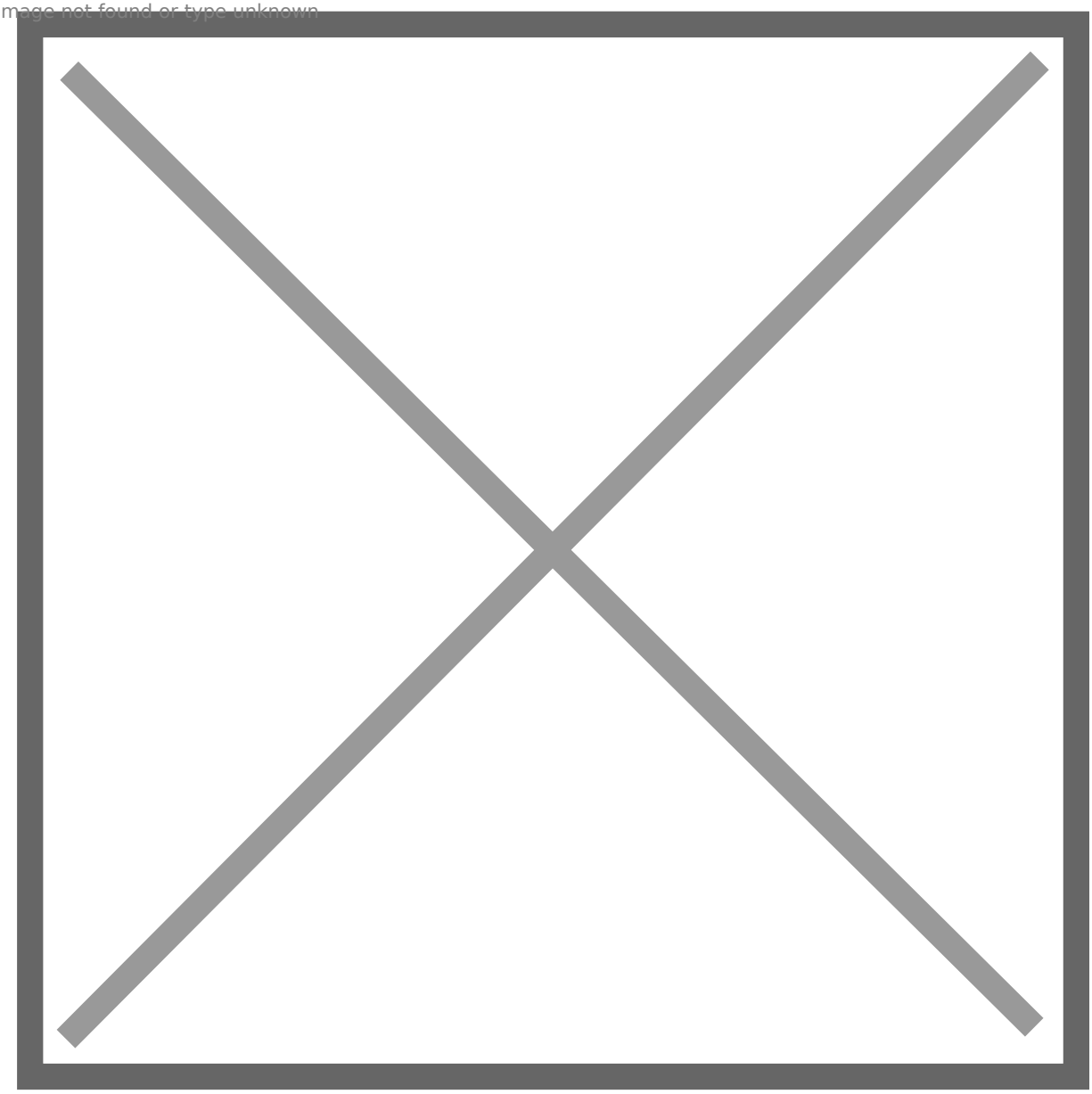
To add a new Block, click the “Add Block” button at the top-right of the list. This button is visible above the Settings and Blocks menus.

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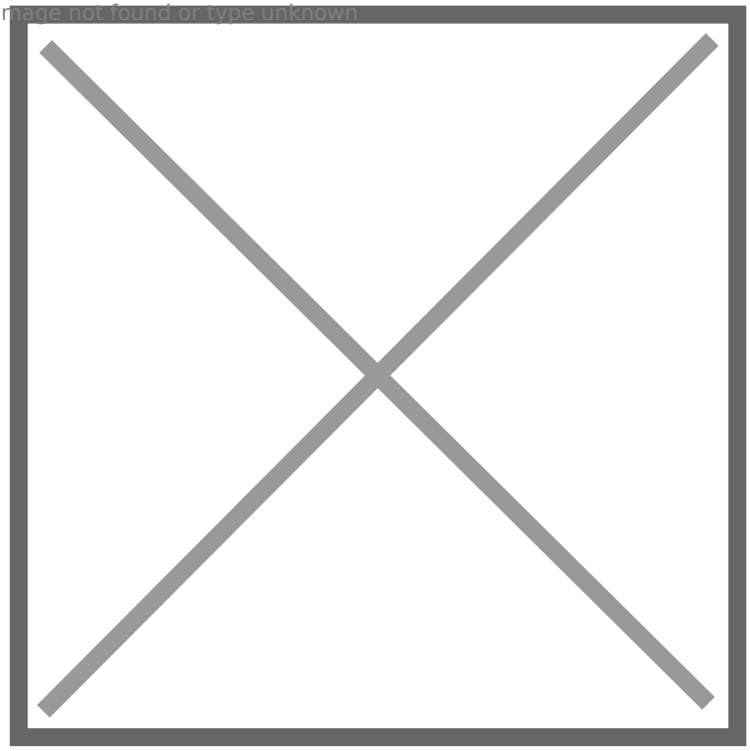
This will bring up a window where you can choose which type of Block you want. You can also search at the top if you don’t see the Block you’re looking for.

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A new window will pop up asking you for the basic information necessary for the Block. For example, a Link Block, which adds a link button to the page, requests a Destination URL for the link and a Name, which will be what is read on the button. Click “Submit” when you’ve entered your information.

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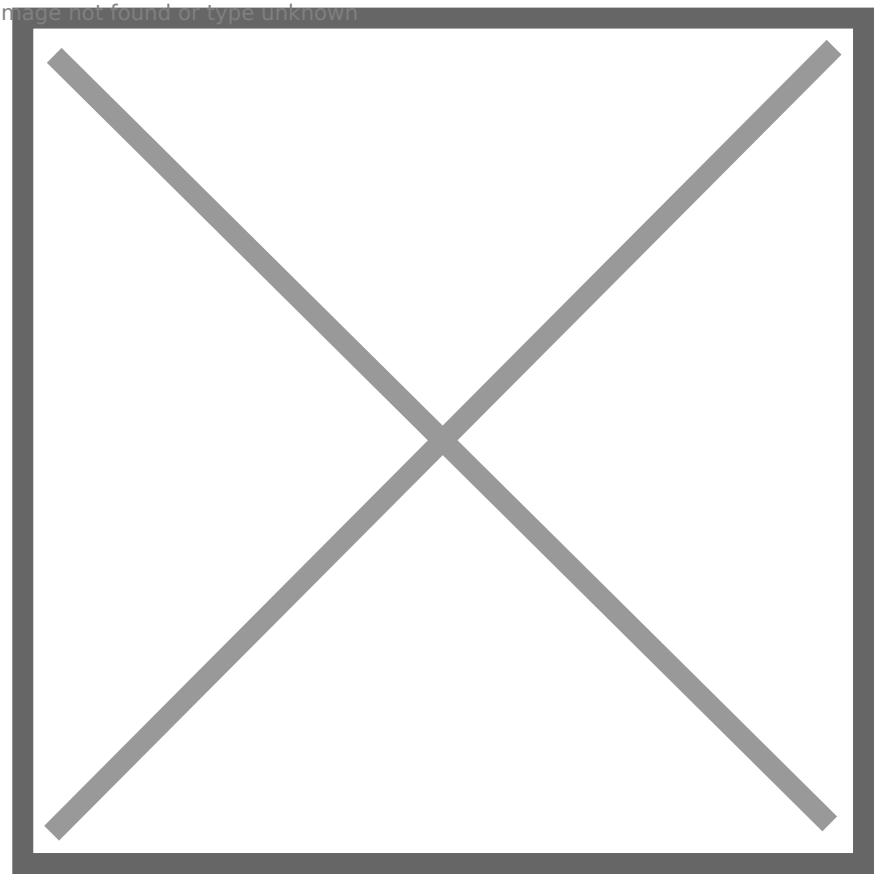


After the Block is created, you can edit more details. Continue to Editing Biolink Blocks.

Editing Biolink Blocks

From the Biolink pages, click “Blocks” to see the list of Blocks currently on your page. The order the blocks appear on the list is the same order as they appear on your page, top to bottom.

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This icon allows you to rearrange your Blocks on the page. Click and drag on this icon allows you to move a Block up or down on the list, which moves it up or down on the page in kind.

An icon associated with the type of Block. Hovering your mouse over this icon will give you the name of the Block type.

The name of this Block. Clicking on this name will allow you to edit the Block. Continue to Editing a Block.

A subheader showing additional information about the Block, such as the destination URL for Link Blocks.

Statistics for the Block. For Link Blocks, this shows the number of clicks generated. Clicking this icon will take you to the stats page for the Block, showing more detail.

Toggle to activate or deactivate the block. Inactive Blocks will not appear on the page.

Submenu with additional options for editing.

Edit this Block. Continue to Editing a Block.

View: This will open up your Biolink Page so you can see it in action.

Duplicate: You can create a duplicate of this Block with the same information. It will appear at the bottom of your Block list.

Delete: Permanently remove the Block from your page. Unlike deactivating, this cannot be undone. Make sure you really want to remove it before you click this.

Editing a Block

To edit a Biolink Block, click on its name in the Blocks list. The exact settings that can be changed are different for each Block, but usually affect how the Block appears on the page or how users interact with it. When you are finished editing, remember to click “Update” at the bottom to save your changes.

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