

Enable & Disable Alert:

An alert code is accessible through the source code icon “<>” located to the left of your tool bar.

1. Click the  source code icon.
2. The code starts with a `<div class="alert alert-primary">` :

```
<div class="alert alert-primary" role="alert">Access the <a href="https://mclennan.academicworks.com/users/sign_in">2022-2023 scholarship application</a>.</div>
```

3. To disable the code, all you do is add the following comment: “<!--” at the beginning and “ -->” at the end of the div tags. Example:

```
<!-- <div class="alert alert-primary" role="alert">Access the <a href="https://mclennan.academicworks.com/users/sign_in">2022-2023 scholarship application</a>.</div> -->
```

Doing this allows you to disable when you’re ready to take it down and enable when it needs to be displayed once again.

Edit Text

To edit the text select everything between the div tags as you see below.

```
<div class="alert alert-primary" role="alert">Access the <a href="https://mclennan.academicworks.com/users/sign_in">2022-2023 scholarship application</a>.</div>
```

Edit Link

To create link, exit source code, view text within the content box, select text that needs to be hyperlinked and click on the Link icon  :

Access the [2022-2023 scholarship application](https://mclennan.academicworks.com/users/sign_in).

Once done with edits, you can now Preview Draft / Submit / Publish.