

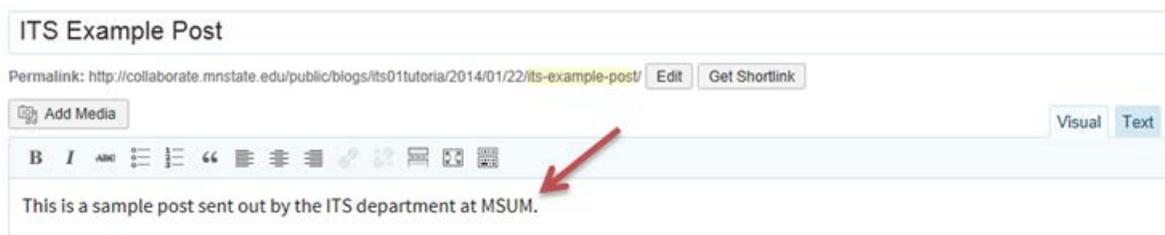
Topic: Managing Links

While writing a post you may decide you want there to be a link to a different website within your post. This is a very easy and useful tool to use so your readers can get more information on a subject if they need to.

STEP 1:

The way WordPress inserts links is a little bit different than normal. You could just add in the URL for the website, but here you are going to add the link into some already existing text in your post.

Here we have some plain text in our post. What we are going to do is use the **MSUM** and link it to the university website.



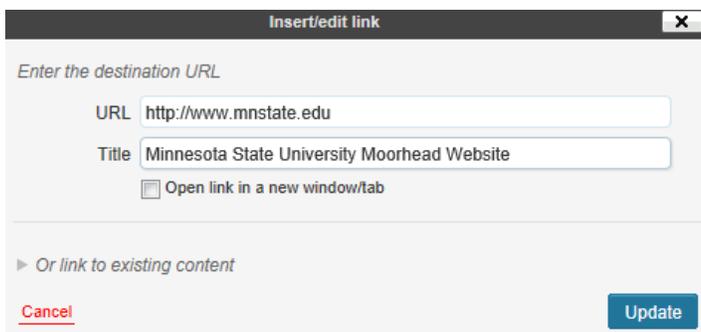
First, we are going to highlight MSUM and click the insert link button.



STEP 2:

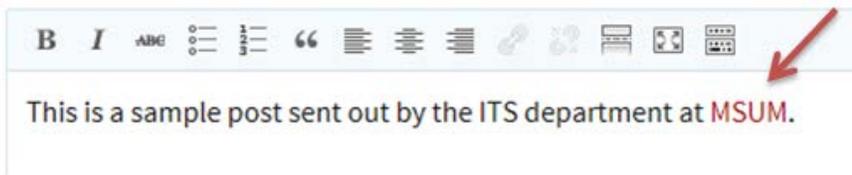
An insert/edit link window will appear where you will type in the URL for the website you want to link. In this case we will type in the URL for MSUM's homepage.

Under the URL you can enter a title for the link. This will show your reader where the link is going to take them when they put their mouse over MSUM. This is not a required field, but it could be helpful for readers.



STEP 3:

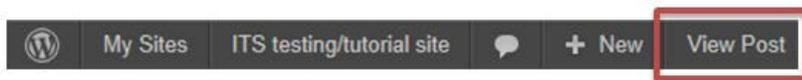
You will now be able to see MSUM turns from the original black font to red. This will assure you that your link was successfully made.



STEP 4:

You can then go ahead and publish the changes you have made. Next, you should view your post and make sure that your link is working properly. Clicking the link in the edit mode will not take you to your site.

To do this click the View Post button at the top of your page.



Now that you are viewing your post you can go ahead and click where MSUM is in a different color font.

ITS Example Post

January 23, 2014 Uncategorized Edit

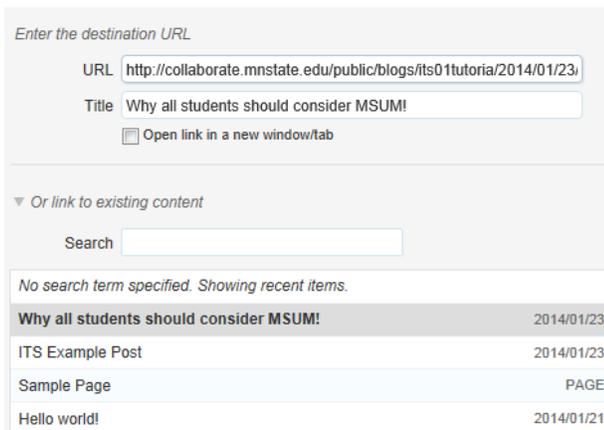
This is a sample post sent out by the ITS department at [MSUM](#).

STEP 5:

Click the link and you will then be taken to the Minnesota State University Moorhead website.

Another option when creating a link is to link to another post that you have on your blog.

We would follow all of the same steps as before, except when the insert link/window pops up, we are going to click **Or link existing content**.

A screenshot of the WordPress "Insert Link" dialog box. The "Or link to existing content" section is expanded, showing a search input field and a list of recent items. The first item, "Why all students should consider MSUM!", is highlighted in grey.

Enter the destination URL	
URL	<input type="text" value="http://collaborate.mnstate.edu/public/blogs/its01tutoria/2014/01/23/"/>
Title	<input type="text" value="Why all students should consider MSUM!"/>
<input type="checkbox"/> Open link in a new window/tab	
Or link to existing content	
Search <input type="text"/>	
No search term specified. Showing recent items.	
Why all students should consider MSUM!	2014/01/23
ITS Example Post	2014/01/23
Sample Page	PAGE
Hello world!	2014/01/21

You can then see that once you have selected a specific post or page on your blog site, the URL at the top is automatically changed to correlate with the your selection.

For More Information

Please contact of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.