

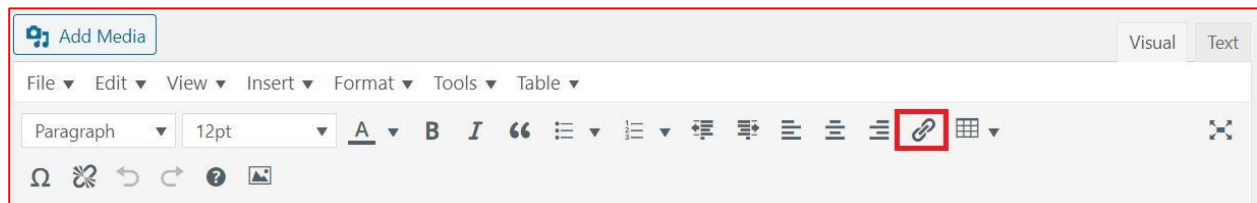
## Creating Links

WordPress can be used to create internal and external links on your website. Understanding the difference between these two links makes it easier to create them.

- **External Links** are links that lead to a website outside of UIS. For example, a link from the Web Services website to an article on CNN.com should be an external link. For external links, it is important to have the link open in a new tab in the browser.
- **Internal Links** are links to other pages or resources that are a part of the website you are working on. All UIS websites are considered the same website. For example, a link from the Web Services website “Projects” page to the “Community” page is an internal link, or a link from the Web Services website to the Biology website is an internal link.

## Creating External Links

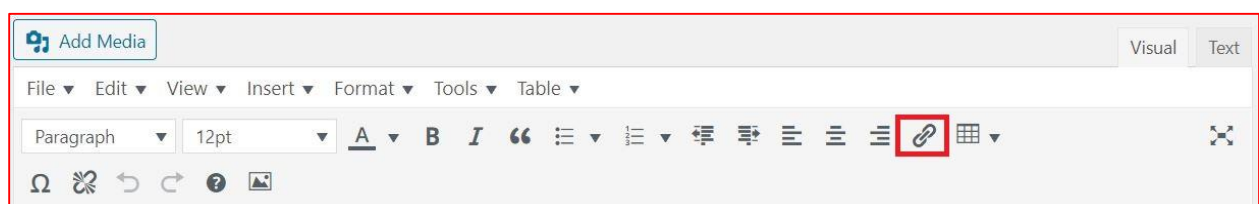
1. Navigate to the page that you would like to create a link on.
2. Drag and select the section of text that you would like to become a link.
3. In the top portion of the screen is the toolbar. The **Insert/edit link** button on this toolbar allows for links to be created on the highlighted text.



4. Choose the **Insert/edit link** button. A link box appears by the text you selected.
5. Paste a URL into the **URL** field.
6. Choose the small gear icon to the right of the URL field
7. Check the box next to **Open link in a new tab**. This will cause a new browser tab to be opened when the link is clicked.
8. Choose the **Add Link** button. Your link has been created.
9. Click on the **Update** button to save and upload your changes or have an Editor do this for you.

## Creating Internal Links

1. Navigate to the page that you would like to create a link on.
2. Drag and select the section of text that you would like to become a link.
3. In the top portion of the screen is the toolbar. The **Insert/edit link** button on this toolbar allows for links to be created on the highlighted text.



4. Choose the **Insert/edit link** button. A link box appears by the text you selected.
5. In the URL field, begin to type the name of your page you'd like to link to, or paste a URL.
6. If you searched for a page on your site, choose the page on your site you'd like to link to from the list shown.
7. Press Enter. Your link has been created.
8. Choose the **Update** button to save and upload your changes or have an Editor do this for you.

### Linking to a PDF

1. Navigate to the page that you would like to create a PDF link on.
2. Drag and select the section of text that you would like to become a link.
3. **Copy the text you are linking.**
4. Choose the **Add Media** button. All of your documents and images are located in the Media Library.
5. If you have already uploaded your document to the Media Library:
  - a. Locate your document.
  - b. Select it.
  - c. Paste the text you copied into the **Title** field.
  - d. Choose the **Insert into Page** button.
6. If you have not uploaded your document yet:
  - a. Choose the Upload Files tab at the top of the Media Library
  - b. Drag your document(s) into the upload window or choose the **Select Files** button and locate your document on your computer.
  - c. Once your file is uploaded, paste the text you are linking into the **Title** field.
  - d. Click on the **Insert into Page** button.

**Note:** *If you do not paste the text you are linking into the Title field for your document, WordPress will place whatever the document title is onto your page and link that text instead.*