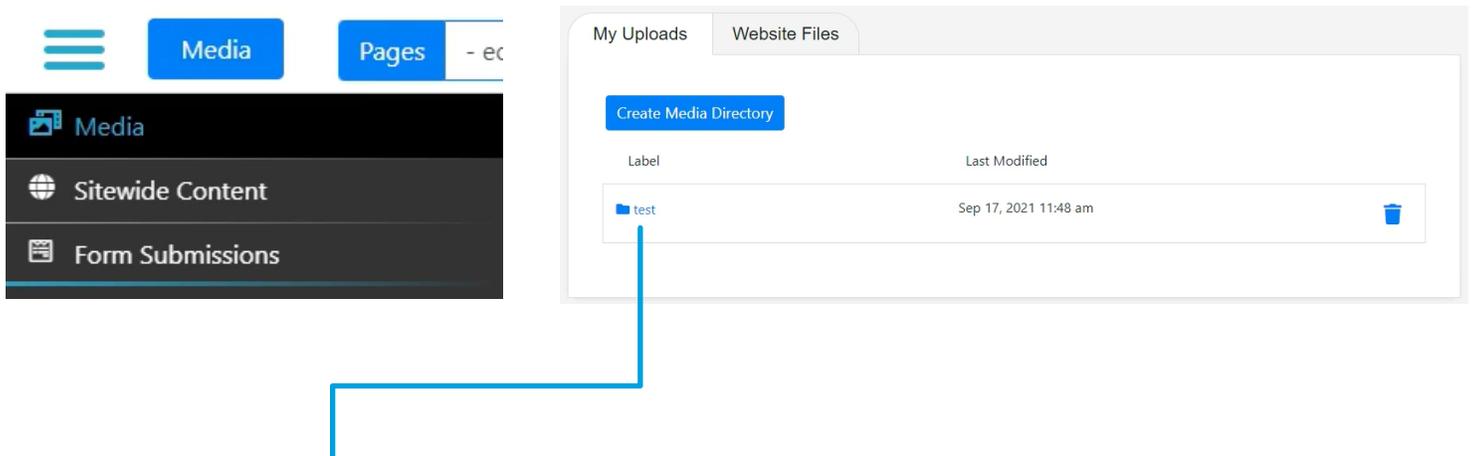


This is a walkthrough on how to upload hyperlinks.

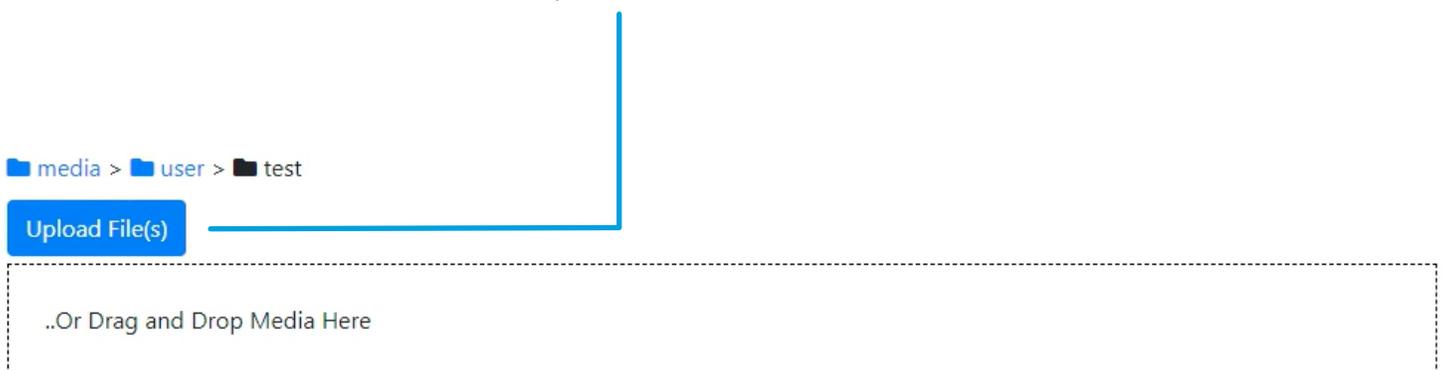
## Hyperlinks to Documents

1. When uploading a hyperlink that leads to a document, you must go into the Media tab on your website and click on a media directory that you have created. If you don't have a Media Directory created, select Create Media Directory and create the folder pertaining to where you would like to upload the file. This is for your organization and can be based upon file type, page names, or however works best for your organization.

*Note: If you have a Media Directory created already, skip to the next step.*



2. Select the Media Directory that you would like the document to be in and then select "Upload File".



### 3. Select the Media Directory that you would like the document to be in and then select "Upload File". You will then select the file from your device.

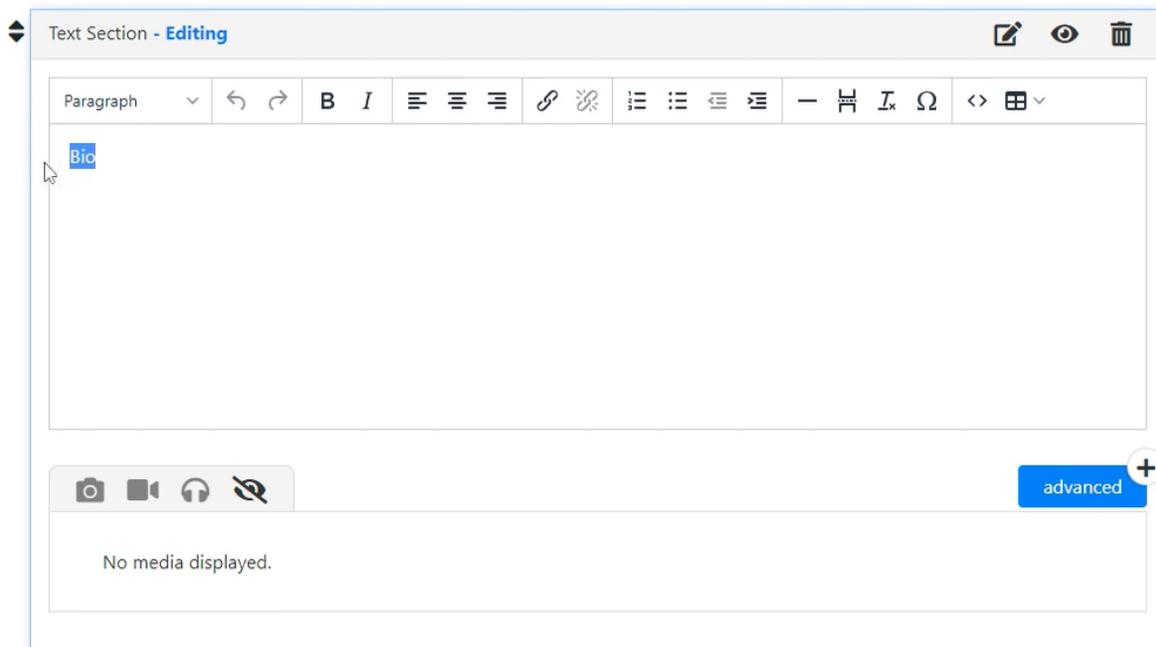
*Note: You may need to refresh your page once you upload a file for it to appear in the media list.*



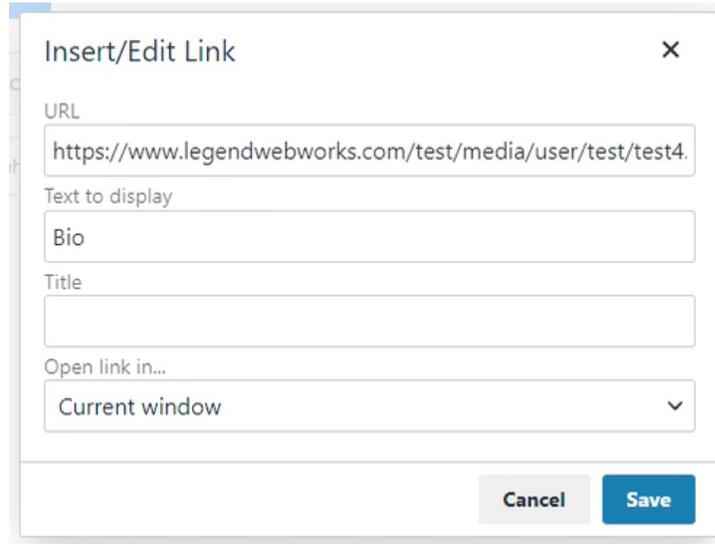
### 4. Once the document is uploaded, select the paper icon to copy its URL.



### 5. Once you've copied the link, go to the text section that you would like to make a hyperlink.



**6. Highlight the text that you would like to make a hyperlink. Then select the chain link icon. This will populate the Insert/Edit link box. Copy and paste the URL into the URL box.**



Insert/Edit Link

URL

Text to display

Title

Open link in...

Cancel Save

**7. The second box is Text to Display. This is the text that is linked over.**

Text to display

**8. Lastly, you have the option to choose if the link will open in the current window or new window.**

Open link in...

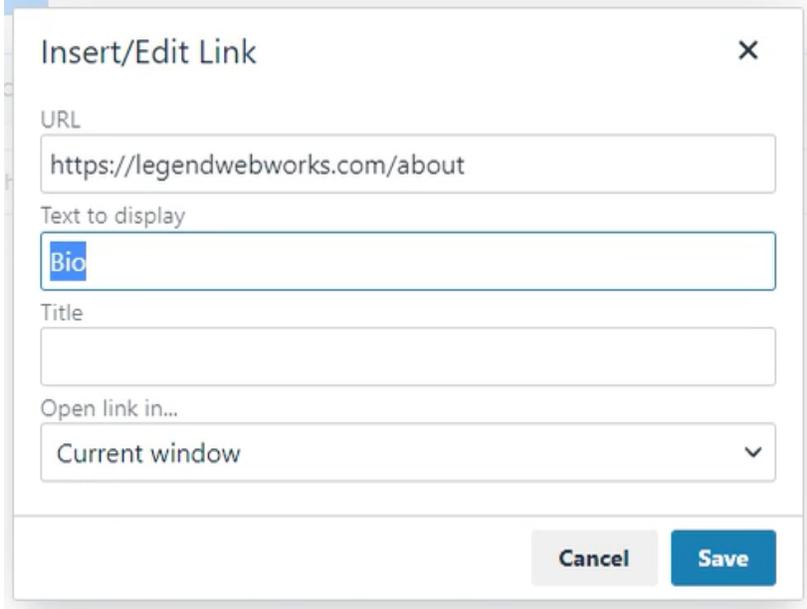
Current window	▼
Current window	✓
New window	

**9. Click the save button to save your hyperlink changes.**



## Standard Hyperlinks

1. To make a standard hyperlink, highlight the text and then click the chain link icon. This will populate the Insert/Edit link box. Copy and paste the URL into the URL box.



The screenshot shows a dialog box titled "Insert/Edit Link" with a close button (X) in the top right corner. It contains four input fields: "URL" with the text "https://legendwebworks.com/about", "Text to display" with the text "Bio", "Title" (empty), and "Open link in..." with a dropdown menu set to "Current window". At the bottom right, there are "Cancel" and "Save" buttons.

2. The second box is Text to Display. This is the text that is linked over.



Text to display  
Bio

3. Lastly, you have the option to choose if the link will open in the current window or new window.



Open link in...  
Current window  
Current window  
New window

4. Click the save button to save your hyperlink changes.

