

INSTITUTE WRITING PROGRAM



THE WRITING CENTER

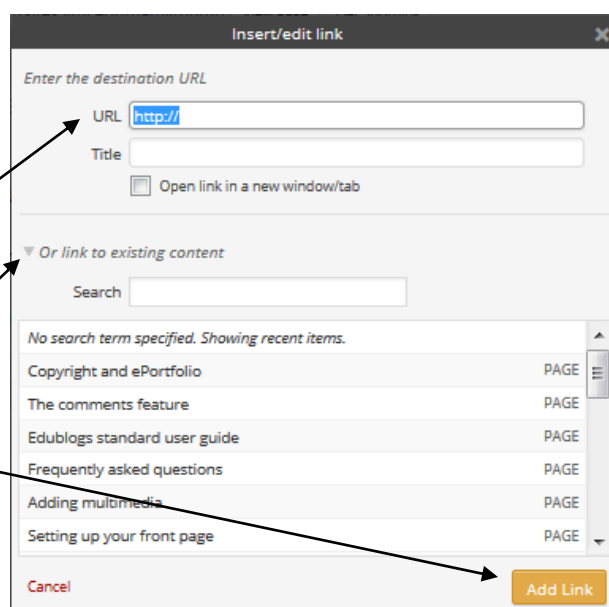
ePortfolio guide #7: Using links

This guide will assist you with adding links into the text of pages and posts, as well as adding external links to your ePortfolio

Adding links into pages and posts

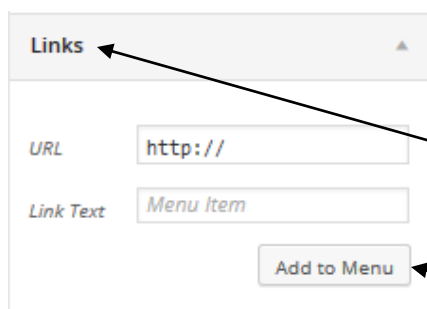
Links are an easy way to connect readers to external sites or to existing content in your ePortfolio. To create a link in the text of a page or post:

1. Login at sites.vmi.edu and navigate to your Dashboard.
2. Select the page or post you would like to add a link to, or create a new page or post (see “ePortfolio Guide #3: Creating pages” and “ePortfolio Guide #4: Using posts” for more information).
3. Select the text you want to make a link.
4. Click the **Insert/Edit Link** icon ().
5. If you want to link to external site, enter the URL.
6. If you want to link to existing content in your ePortfolio, click the gray triangle besides **Or link to existing content**, then select a page you have already created from the list and click **Add link**.
7. **To remove a link:** navigate to the relevant page or post in your Dashboard, and move the cursor within the text of the link, then click the **Unlink** icon ().



Adding an external link to your menu

If you want to link to another website in your menu:



1. Login at sites.vmi.edu and navigate to your Dashboard.
2. Hover over **Appearance** and click **Menus**.
3. Click the white box in the middle-left column labeled **Links**.
4. Enter the URL for the website, then enter the link text that you would like displayed in the menu; finally, click **Add to Menu**.