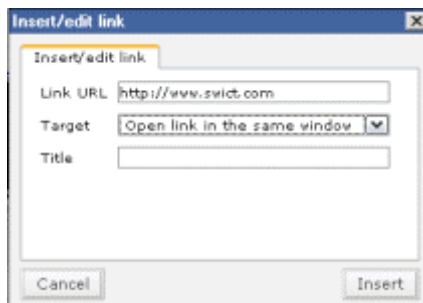


## Creating Links

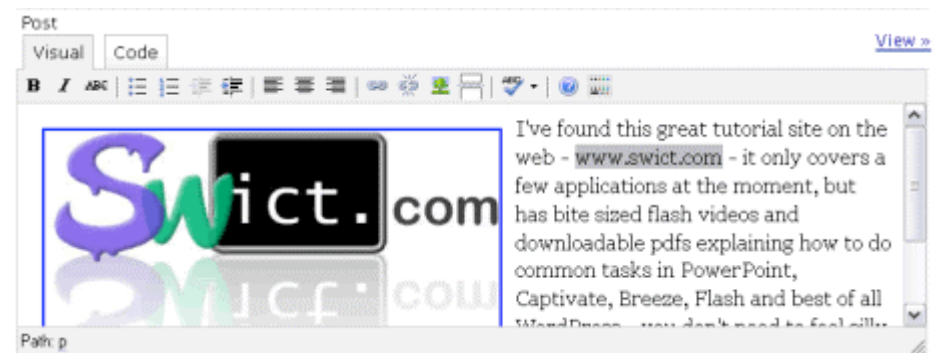
The most useful and important thing you can do on a blog is link. Fortunately, WordPress makes it really easy to create links.

With a portion of **text highlighted** in the editor, **click** the **link icon** in the toolbar.

A dialog box will open where you can type in the address you wish to link to.



Under **'Target'**, choose how you want the link to open and **click** **'Insert'**.



You can also use images as links.

## An Introduction to WordPress

**Click** the **link icon** in the toolbar and **paste** the **address** you wish to link to.



**Click** '**Update**' to close this dialog box.

**Click** '**Save**' to save your changes (or 'publish' if you started from scratch)

View your site to see the links in action.

### Great tutorial site

July 31st, 2007 · No Comments



I've found this great tutorial site on the web - [www.swict.com](http://www.swict.com) - it only covers a few applications at the moment, but has bite sized flash videos and downloadable pdfs explaining how to do

common tasks in PowerPoint, Captivate, Breeze, Flash and best of all WordPress - you don't need to feel silly asking someone to repeat a simple step for you ever again...

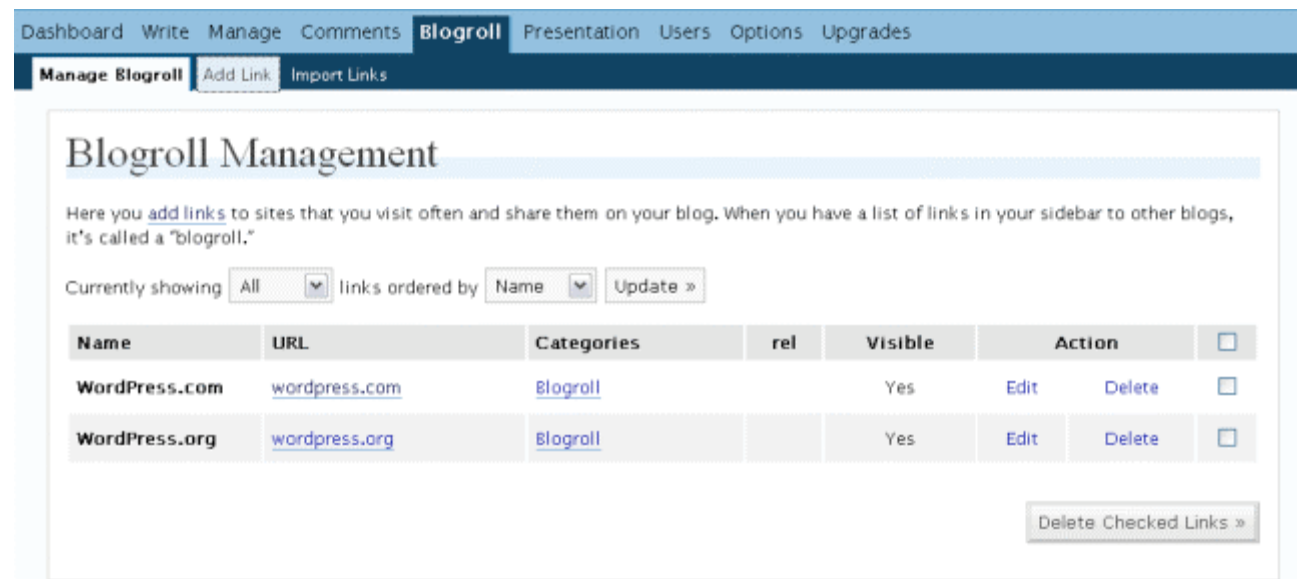
## ‘Permanent Links’ or ‘Blogroll’

You may find through comments that are made on your blog, or simply by reading other people’s blogs that there are sites that you want to provide a constant link to on your site. These are often displayed as a list in the sidebar of people’s blogs. It has the most unfortunate name of a ‘blogroll’.

A ‘blogroll’ is simply a list of links that you wish to provide your readers with. It is this sharing that has turned those that keep blogs into a real thriving community.

To add a link to your site, **click** the ‘**Links**’ tab on the dashboard.

From the sub-tabs **click** ‘**Add Link**’.



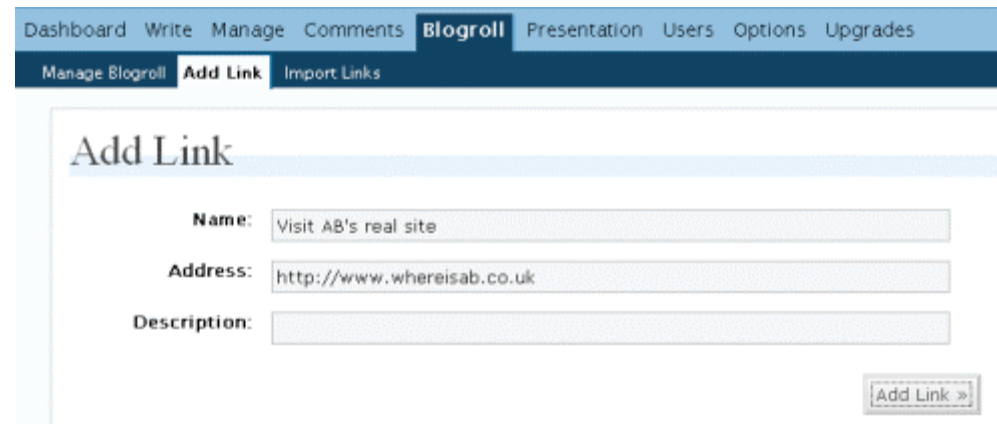
The screenshot shows the WordPress dashboard with the 'Blogroll' tab selected. The 'Manage Blogroll' sub-tab is active, displaying a table of links. The table has columns for Name, URL, Categories, rel, Visible, Action, and a checkbox. Two links are listed: WordPress.com and WordPress.org, both categorized under 'Blogroll' and marked as visible. A 'Delete Checked Links' button is located at the bottom right of the table.

Name	URL	Categories	rel	Visible	Action	<input type="checkbox"/>
WordPress.com	<a href="http://wordpress.com">wordpress.com</a>	<a href="#">Blogroll</a>		Yes	<a href="#">Edit</a> <a href="#">Delete</a>	<input type="checkbox"/>
WordPress.org	<a href="http://wordpress.org">wordpress.org</a>	<a href="#">Blogroll</a>		Yes	<a href="#">Edit</a> <a href="#">Delete</a>	<input type="checkbox"/>

[Delete Checked Links »](#)

Here you can add in a new link.

The link name is the text that you will use as a link – for example ‘Visit Joe’s site’ instead of merely giving the address which may be meaningless.

A screenshot of the WordPress dashboard's 'Add Link' form. The top navigation bar includes 'Dashboard', 'Write', 'Manage', 'Comments', 'Blogroll', 'Presentation', 'Users', 'Options', and 'Upgrades'. Below this, a sub-menu has 'Manage Blogroll', 'Add Link', and 'Import Links'. The 'Add Link' form itself has a title 'Add Link' and three input fields: 'Name' with the value 'Visit AB's real site', 'Address' with the value 'http://www.whereisab.co.uk', and 'Description' which is empty. An 'Add Link »' button is located at the bottom right of the form.

The address is the web address that the user will be taken to when they click the link – **don't forget the 'http://'**

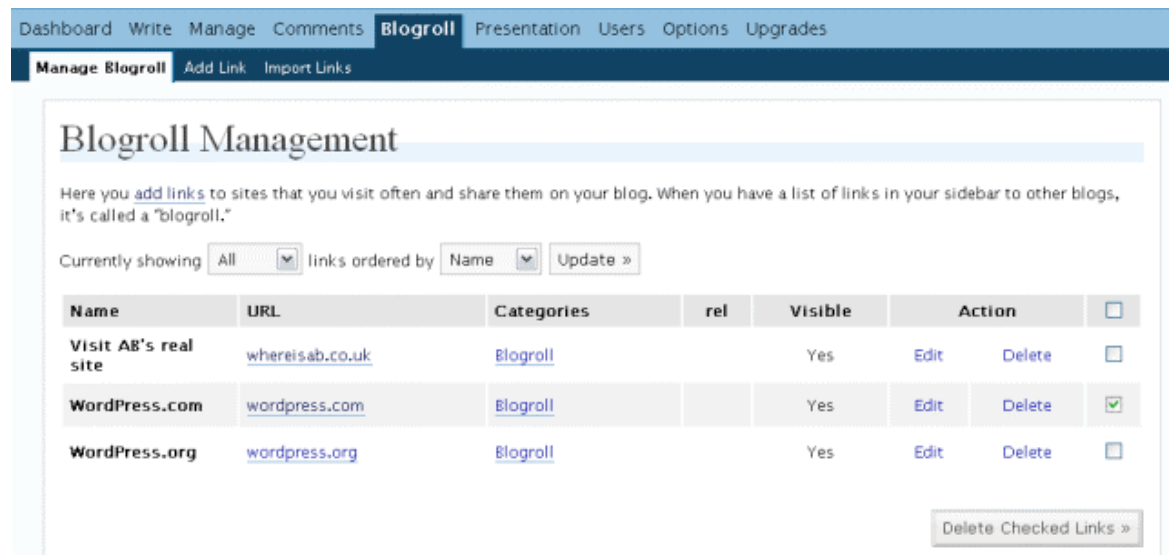
If you keep quite a big blogroll, you can subdivide them by category.

Once you have completed the information you need, **click 'Add Link'** and your link will be added.

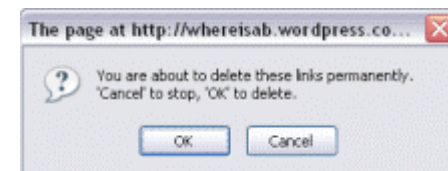
**Select** the **'Manage Blogroll'** link to see your permanent links.

If you keep quite a big blogroll, you can subdivide them by category.

To delete a link, **tick** the **checkbox** and **click** the **'delete checked' button**.



You'll be asked if you are sure - **click 'OK'** to delete, or **'Cancel'** to return to WordPress without deleting.



To see your blogroll, **click** the **'view site' link**.

Your site will now display your blogroll.