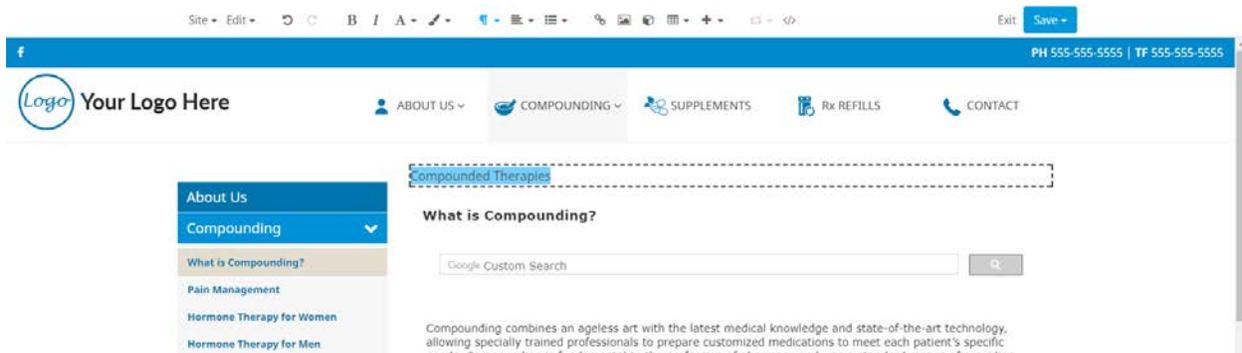


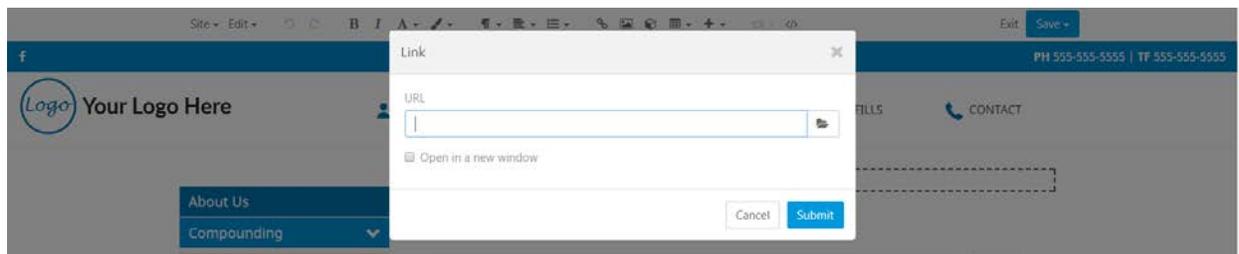
# Adding Links

Log into the Content Management System. **Note:** View tutorial for Login Instructions.

Click on the page to which you want to add a link. Then click within the editable area. Highlight or type out and highlight the text you wish to make a link (ex. “click here” or a phrase such as “Compounded Therapies”).



Then click the small *chain link button*  , in the formatting options. A new window will prompt you to add the link.



Clicking on the folder icon  will provide you the ability to link to pages and files (such as PDFs) within the site. If it is an outside website, copy & paste the link into the space given and checkmark “**Open in a new window**” so viewers do not leave your website.

Once a URL such as (http://www.example.com) has been entered, click “Submit” button to add the link to the text. The text will now appear as a link.

**Note:** To remove the link, highlight the text and then select  then remove the text within the URL section and click “Submit”.

Please remember to always save your work & publish if you are finished editing a page.

If you have any questions, contact us at 814.337.3441 or at [support@storeymarketing.com](mailto:support@storeymarketing.com)