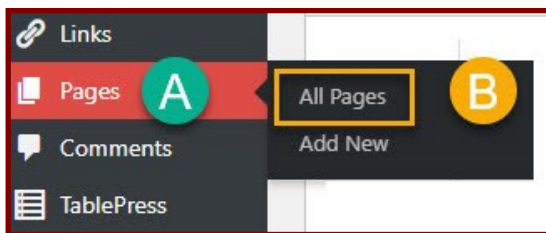# SUSQUEHANNA UNIVERSITY

Create a Link in WordPress

1. On your computer, open a browser.
2. In the browser, type in the administrator address of your WordPress site (ending in wp-admin) and press "Enter" on your keyboard.
3. If prompted, login using your SU credentials.
4. From the lefthand menu, A) hover over "Pages" and then B) click on "All Pages" from the popout menu.
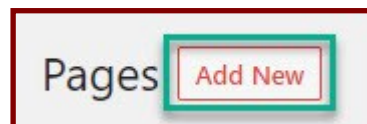

5. On the "Pages" screen, follow either of the instructions listed below.

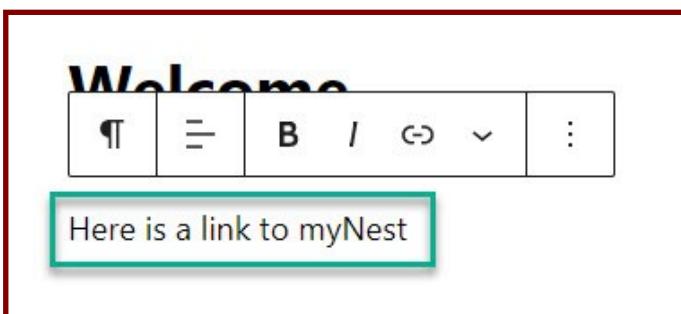| To edit an existing page, hover over the page title and then click on "Edit" from the menu.	To create a new page, click on "Add New" at the top of the screen.

6. In the page, A) click on the paragraph block. If there is no paragraph block, B) click on the "+" icon and add a paragraph block from the popup menu.
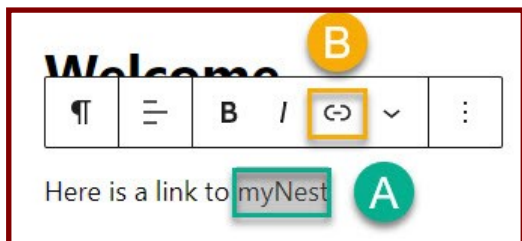

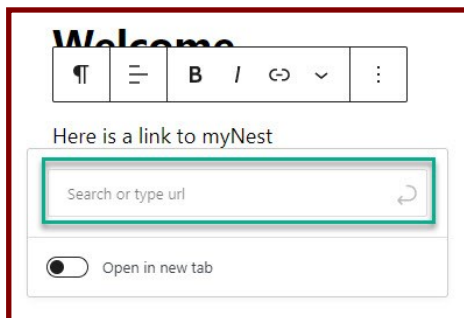7. Type your text in the paragraph block.

8. In the text that you just typed, A) highlight the text that you wish to turn into a link. B) Click on the link icon in the toolbar.

9. In the new box, type or paste the URL for the link in the textbox.

10. After adding the URL, A) click on the button next to "Open in a new tab" if you would like the link to open in a new browser tab. Then, B) click on the "arrow" icon to set the link in the page.
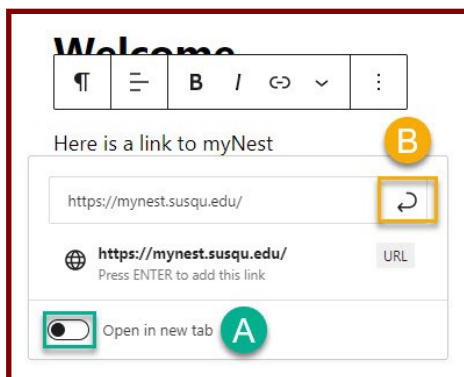
11. The text on your webpage will now show as a clickable link.