

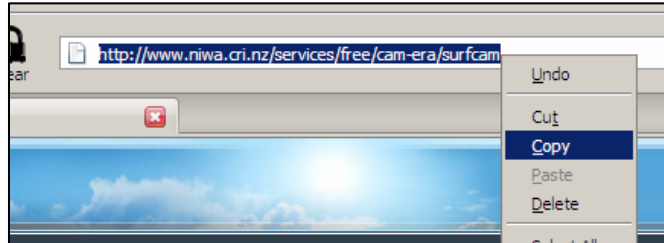
Creating links in a description field

Use the Text Editor to create links in the description field. You can create links to material in Kete and to other web sites.

Links in the description field can be created for topics, images, documents, audio and video.

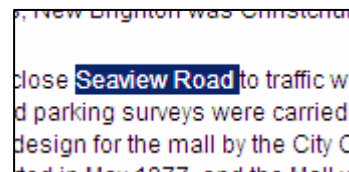
Step 1

Copy the url (or web address) that you will use (either from within Kete or from another site).



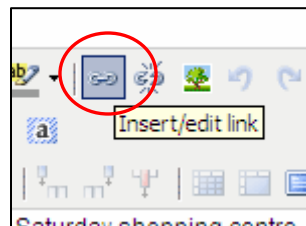
Step 2

In the Topic that you are adding the link to (either a new topic or one you are editing), select the text or image that will be the linking text or image.



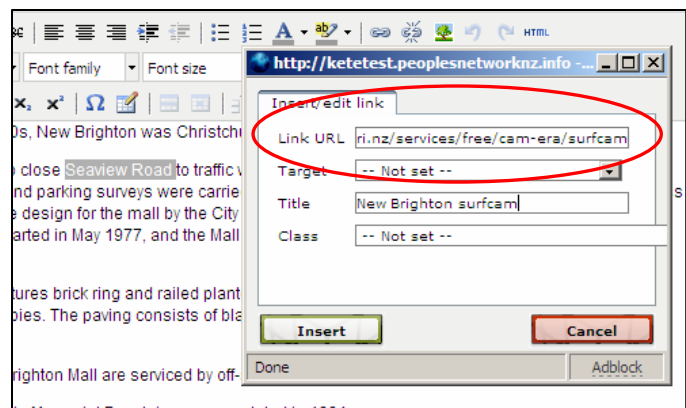
Step 4

Click the chain icon (Insert/edit link button)

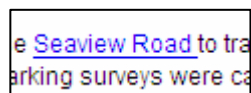


Step 5

In the pop up window enter the url into the Link URL field and click **Insert**.



The finished link will look like this:



To remove a link use the remove **Unlink** button

