

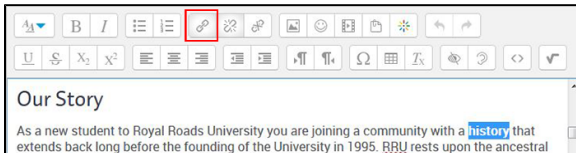
# Moodle - Adding and editing links (staff/faculty)

**Adding/editing links** applies to any Moodle content (e.g., html pages or books), including your schedule, readings list, etc.

## Steps To Add A Link

Start off by highlighting the section of text that you'd like to add/edit the link. People using screen readers will mainly rely on the linked text to give them information about the link, so do not use "click here".

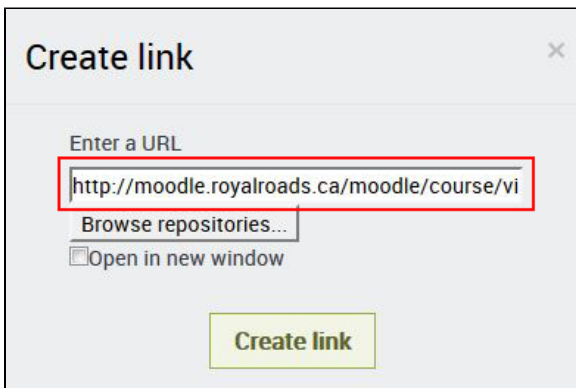
Click on the **link button** (shown below) in the text editor



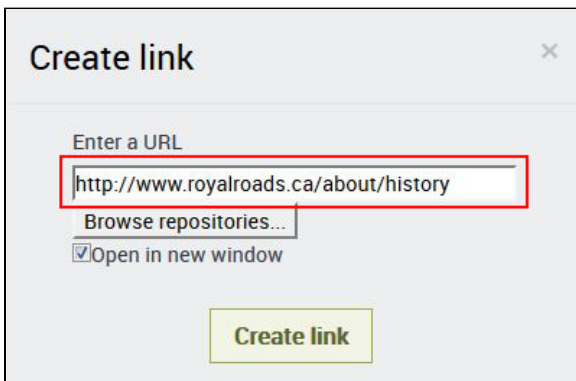
A pop-up window for your link will appear

Enter the link URL you'd like to add/edit:

i. Internal Moodle page:



ii. Or, external link:



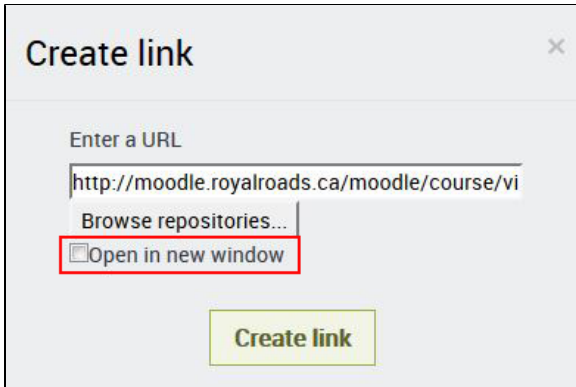
Choose how you'd like the link to be displayed:

- If it's an **Internal/Link within your Moodle course**, please **uncheck Open in this window**
- If it's an **External/Link outside your Moodle course**, please **check off Open in new window**

## Related Articles

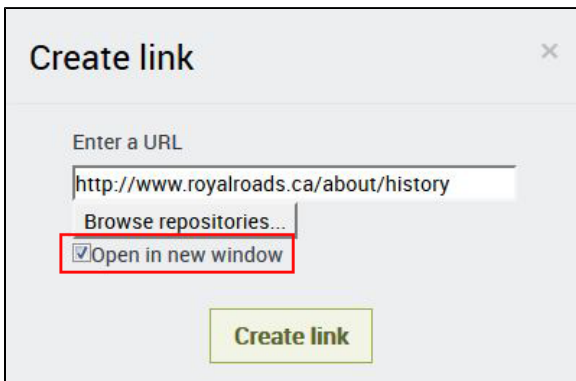
- [Moodle - Text editor keyboard shortcuts](#)
- [Add an Additional Profile to Your Outlook 365](#)
- ["QuotaExceededError"](#)
- [Missing Agresso Icon](#)
- [Moodle - Book resource \(staff /faculty\)](#)

i. An internal Moodle page opens in the same window:



The screenshot shows a 'Create link' dialog box. At the top, it says 'Create link' with a close button (X). Below that is a text input field labeled 'Enter a URL' containing the text 'http://moodle.royalroads.ca/moodle/course/vi'. Underneath the input field is a dropdown menu labeled 'Browse repositories...'. Below the dropdown is a checkbox labeled 'Open in new window', which is currently unchecked. At the bottom of the dialog is a green button labeled 'Create link'.

ii. Or, an external link opens in a new window:



The screenshot shows a 'Create link' dialog box. At the top, it says 'Create link' with a close button (X). Below that is a text input field labeled 'Enter a URL' containing the text 'http://www.royalroads.ca/about/history'. Underneath the input field is a dropdown menu labeled 'Browse repositories...'. Below the dropdown is a checkbox labeled 'Open in new window', which is currently checked. At the bottom of the dialog is a green button labeled 'Create link'.

Click on **Create Link** to save your changes.



Lastly, scroll down to the bottom of the page and click on **Save and display** to view your new link



## Steps To Edit A Link

Click somewhere in the linked text—no need to select it all—and click the link button. Editing the link is similar to creating the link, as shown above.



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