# External Links

Using the Quick Links content type as an example, the following steps show how to add or edit links to online content that is external* to the CMS (such as Blackboard, MaineStreet and any non-USM web sites).

> ⚠️ **Linking to Files in CMS**
>
> * To add links to specific files (such as PDFs, spreadsheets, Word documents, etc.) that exist within the CMS via the File Browser, see: Linking to Files within the CMS
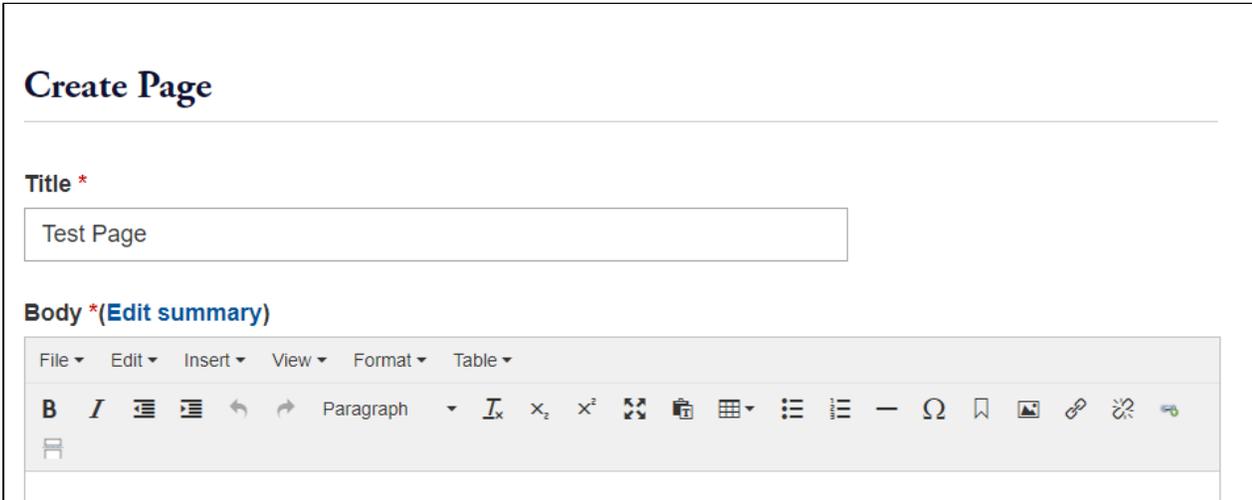
1. Select text

- Highlight the text to be linked (or link to be edited)
- Click the **Insert/edit link** icon

2. Enter Info

In the pop-up window, enter the following information:

- **Url**: Required. This must be the full URL, including the proper prefix (such as "http://", "https://" or other type).
- **Text to Display:** Required. This is the text of the link. (This defaults to the text selected before clicking the link tool.)
- **Title**: Optional, but strongly urged. This text is used to create the tooltip text when a user hovers over the link and is used by screen readers for accessibility (see Step 3 for examples).
- **Target**: Optional. Leave as is for most links. By default, it opens links in the same window.
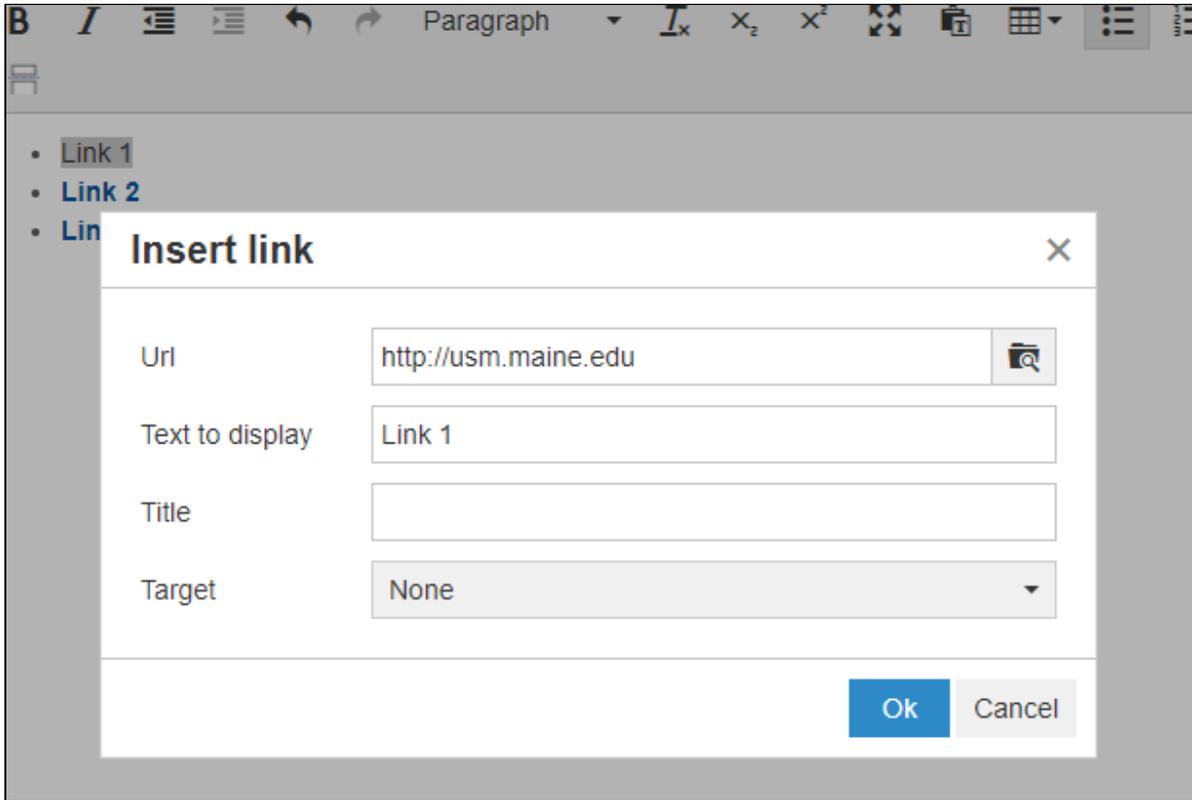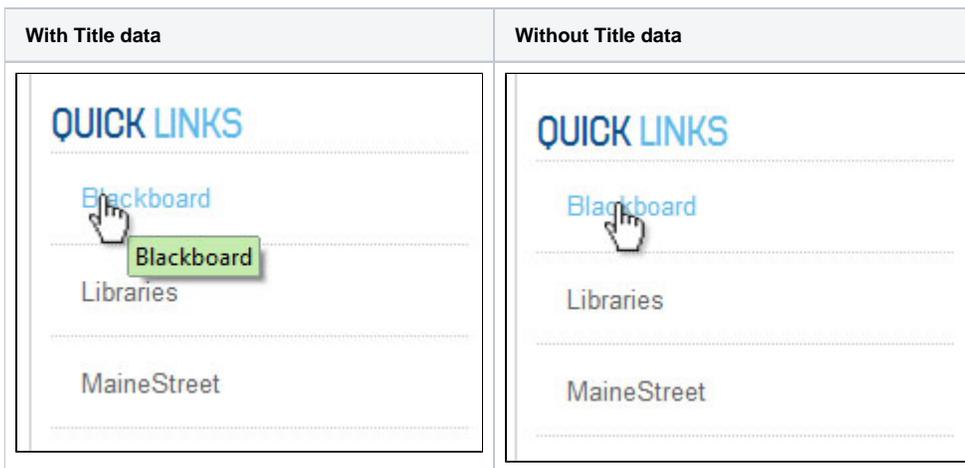
3. Save link

- Click **OK**
- **Publish** the content when finished
- Below are examples of links created with and without the Title field entered as they appear to the user.

With Title data	Without Title data

See Also:

- Internal Links