# DOZUKI

# How to Create a Link

This guide demonstrates how to create a link within a guide.

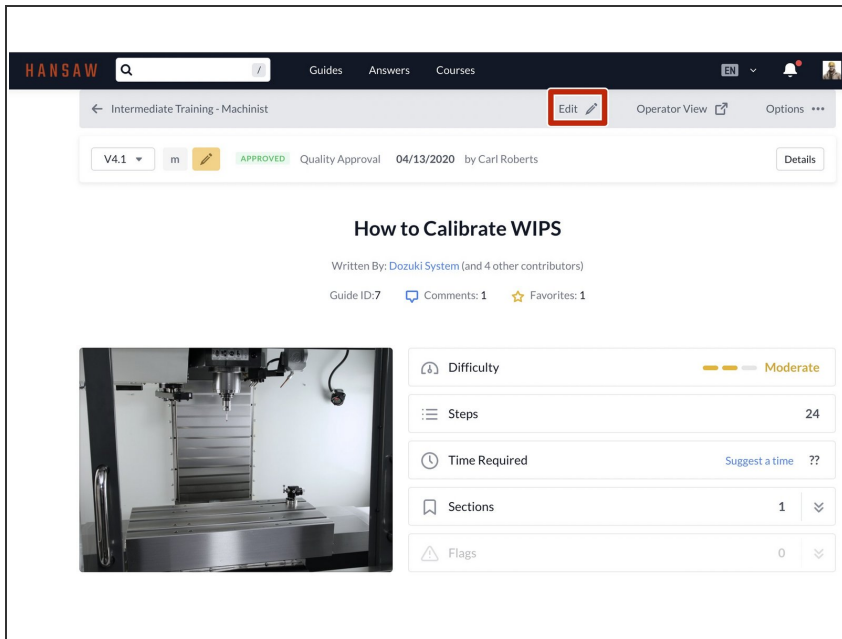Written By: Dozuki System

# INTRODUCTION

This guide demonstrates how to create a link within a guide.
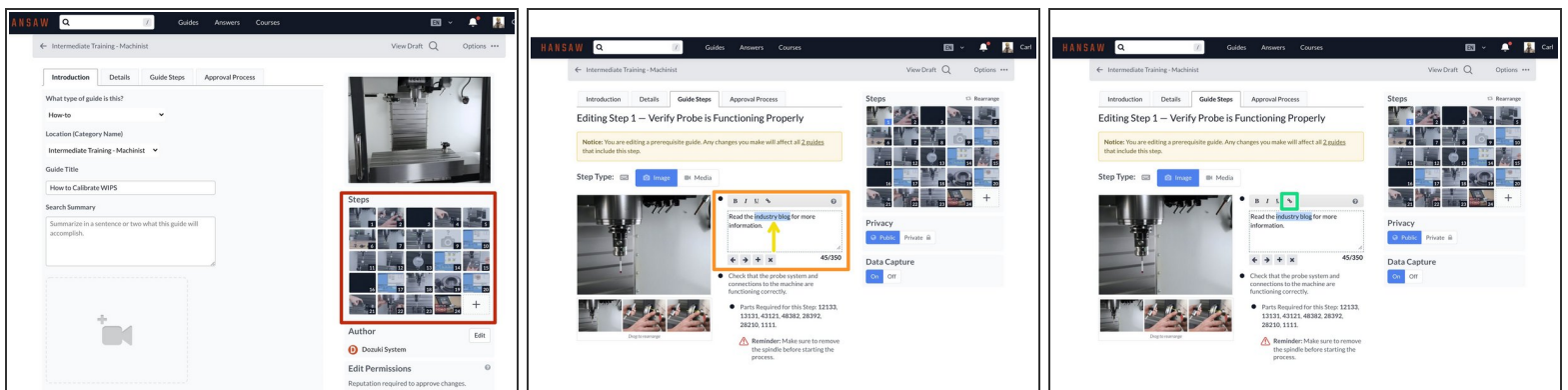
## Reminder

*Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.*
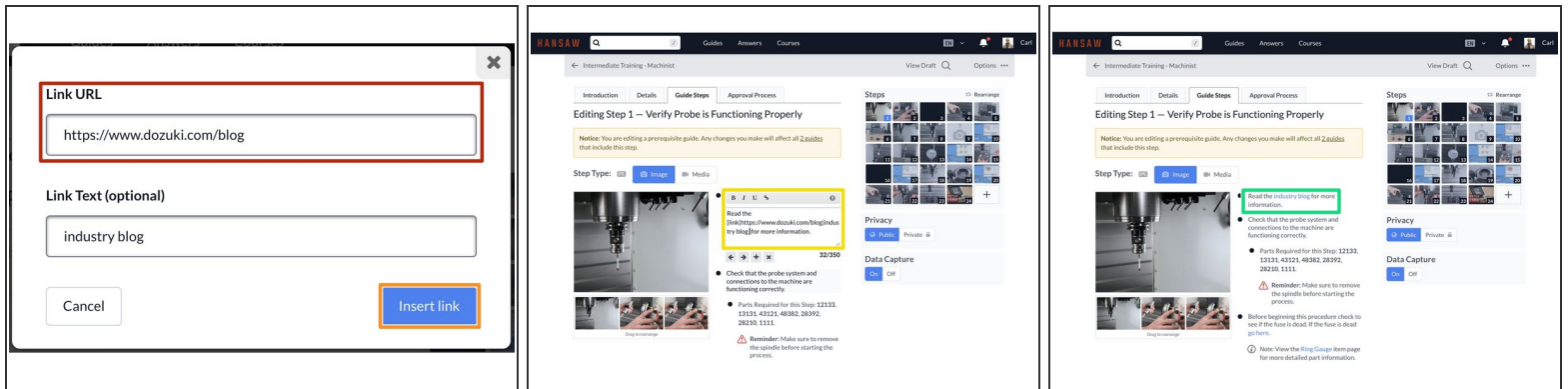
## Step 1 — How to Create a Link



- Click on the **Edit** button on the upper-right of the page, beneath the site header.
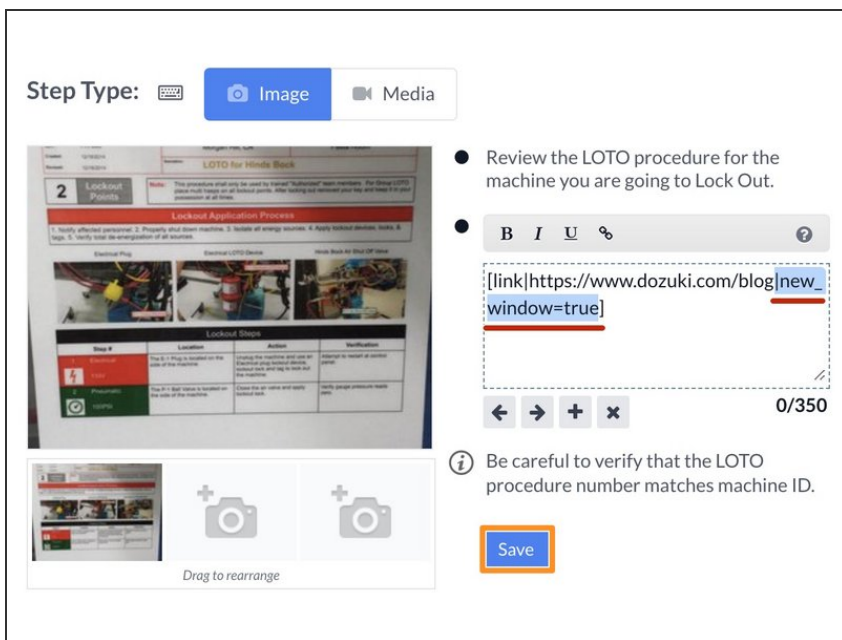
## Step 2 — Edit Step



- Select a guide step to add a link.

- On the selected step, add a new bullet point and add your text, or use the existing text in any step.

- Highlight the text for the link.

- In the bullet formatting menu, click on the hyperlink button, which looks like two chain links.

## Step 3 — Insert Link URL



- ● Paste the link into the field labeled **Link URL**.

- ● Click **Insert Link**.

- ● The link code and text will show in the step text box until you click on the Save button.

- ● You've successfully created a link!
  - ⓘ After you Save your edits, the link text will be a blue, clickable link.

## Step 4



- ● If you would like your link to open in a new window, add the syntax: **|new_window=true**.
  - 📌 You must manually type in the new window syntax into the link you created.

  - ⓘ For example: [link|https://www.dozuki.com/blog|new_window=true]

- ● Click on the **Save** button.

**This document was generated on 2024-04-03 08:23:12 PM (MST).**