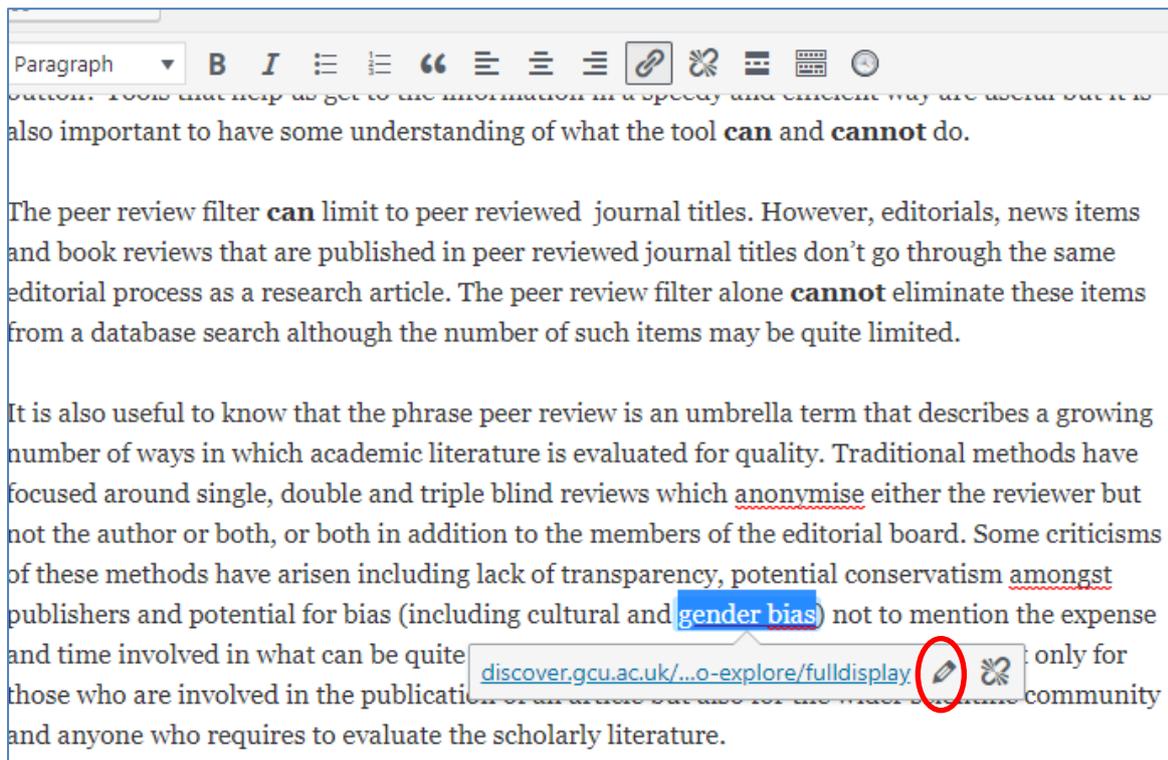


How to check that your links in a Library News blog post open in a new window.

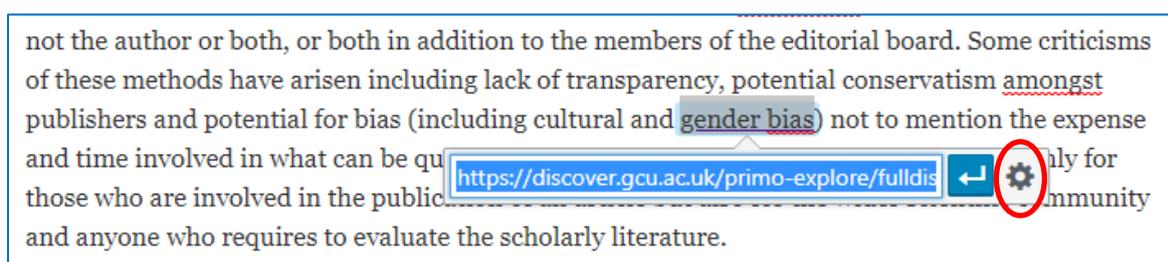
When you add text to a library blog post, you usually are copying and pasting it from another source. When you do this, the information on where to open links does not always transfer across, so you need to go in to the post and check the linking options.

Find your post and click the edit blink at the foot of the summary screen.

Highlight your link.



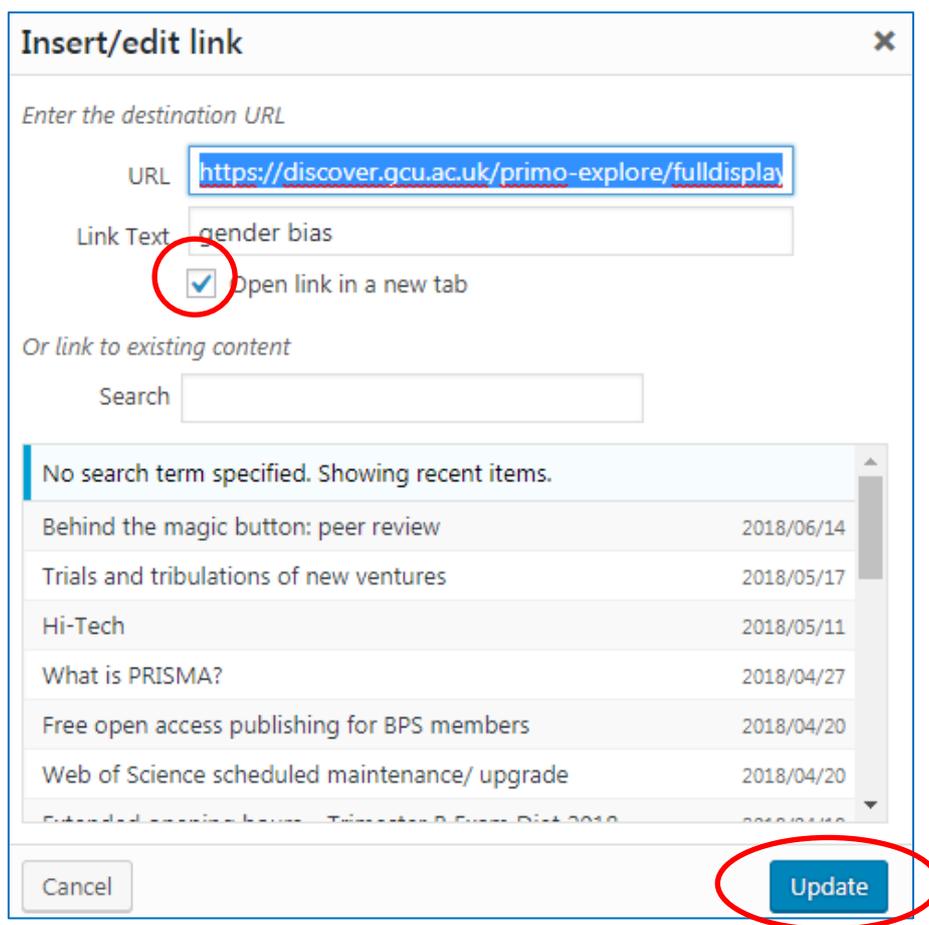
Click the **pencil icon** to edit your link.



Now click the **cog icon**

This will open a popup window displaying the link options. Make sure that the **open link in a new tab** box is ticked, then click the blue **Update** button at the foot of the popup.

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Insert/edit link ✕

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

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You will need to check the options for every link in your blog post, then **update** the post when you are finished.