## Links

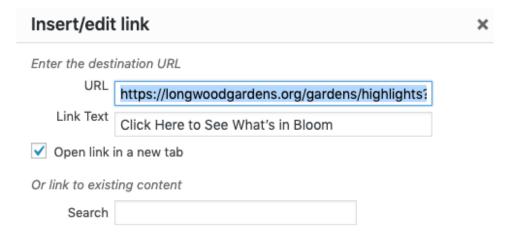
1. When you have the link highlighted (when you are inserting it, or when you go back to it in edit mode and hover over it, you will see a box with the pencil and the picture of a broken link.



2. Click on the PENCIL to get this view:



3. Click on the Gear to get this view:



4. Place a checkmark in. the box, "Open in a new tab" for any link that takes you off our site.