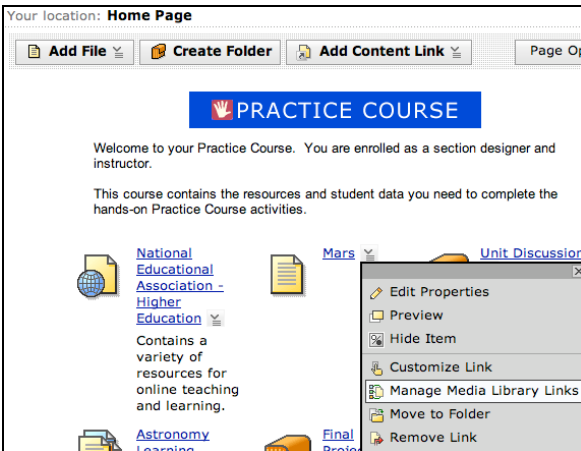


How Do I Create Manual Links?

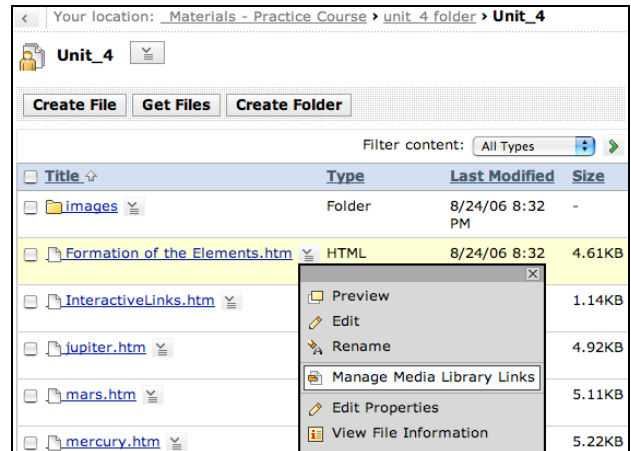
⇒ To add manual links to entries:

1. Locate the content file that contains terms you want to link to Media Library entries. The file may be on the course Home Page, in a folder, or in a Learning Module.

Note: If the file is within a Learning Module, you must locate the file within the File Manager.

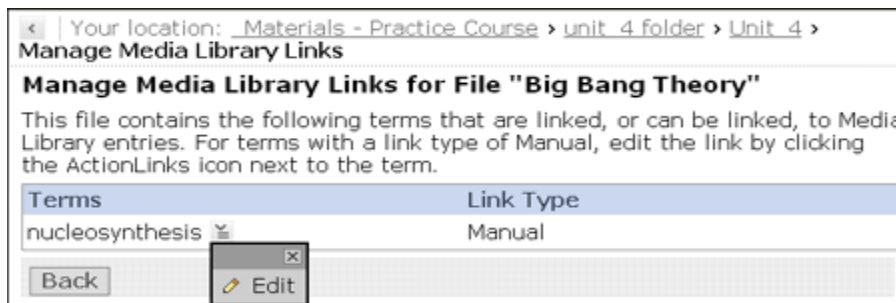


Locate file on Home Page or folder



Locate Learning Module file in File Manager

2. Click the ActionLinks icon of the file. The ActionLinks menu appears.
3. Select *Manage Media Library Links*. The Manage Media Library Links for File screen appears.



4. Locate the term you want to link to, click its ActionLinks menu, and select **Edit**. The Edit Media Library Links screen appears displaying all occurrences of the term in the HTML file.

Edit Media Library Links: "nucleosynthesis" on File "Big Bang Theory"

This screen lists all occurrences of the term. To link occurrences of the term to the Media Library entry, select the occurrences and click Link.

<input type="checkbox"/> Occurrence	Linked
<input type="checkbox"/> ...Theory Nucleosynthesis The term nucleosynthesis ...	No
<input type="checkbox"/> ...term nucleosynthesis refers to the ...	No

Click to quickly link or unlink a single instance of the term

5. Select each occurrence you want to link and click **Link**. Under Linked, the value for the selected occurrences is updated to Yes.
6. Click **Back**.