

# How Do I Manage Links?

## Editing the Default Link Setting

By default, entries are automatically linked to all instances of the entry title in content files. You can change the default link setting.

⇒ To edit the default linking option:

1. From the Media Library or View All Entries screen, click **Manage Media Library Links**. The Manage Linking screen appears.

**Manage Media Library Links**  
You can allow linking to media library entries from text in files. Links are created from text that exactly matches the title of the entry.

**Default Linking Setting**  
Set the default link setting for new entries.

Manual  
Links to entries from files are set up individually.

Automatic: first instance  
In all files, the first instance of this entry name will be automatically linked to this entry.

Automatic: all instances  
In all files, every instance of this entry name will be automatically linked to this entry.

Set Default

Cancel

Under Default Linking Setting, select one of the three options: *Manual*, *Automatic: first instance*, or *Automatic: all instances*.

**Note:** If you select *Manual*, links will not be automatically created.

2. Click **Set Default**. The Media Library or View All Entries screen appears and the default is set.