Center for Distance Education (CDE)
Insert Links in a Text/ Multimedia item on PLS

To insert a ‘Link to a Website’

1. Enter your course in PLS > Create a or Open the ‘Text/Multimedia’ item in ‘Author’ mode > Click on the item that was created
2. Place the cursor where you want the link to be inserted.
3. Click on the insert link icon on the tool bar for a ‘Add a Link’ pop-up window to open

Types of Links:

4. Select ‘Link to a Website’ button > Click ‘Continue’ for ‘Add a Link: Link to a Website’ pop-up window to open
5. Remove or Delete the ‘http://’ in the ‘Website address’ area
6. Enter the ‘Text to display’
7. Copy the external website address that you wish to insert on this page.
8. Paste the copied website address in the ‘Website address’ area

9. Click on ‘Add Link’.
10. Preview the link in ‘Course’ mode.

Note: You can add links in PLS whenever a ‘Visual Editor’ or ‘Tool Bar’ appears – Example: Announcements, Discussions, Course Introduction, Quiz