



Media Library – Managing Links

You can change the default linking option and update links to entries in files.

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.

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.

Updating Links

When you create a media library entry, you can create links to the entry from within files. Once the links are created, you will need to update the file links if you:

- change the title of an entry.
- change the default linking option.
- delete a linked entry.

To update links:

1. From the Media Library or View All Entries screen, click **Manage Media Library Links**.
2. Under Update Links, click **Update Now**. The Updated Media Library Links screen appears.
3. Click **OK**. The Updated Media Library Links screen appears. Click **OK**.

Creating Manual Links

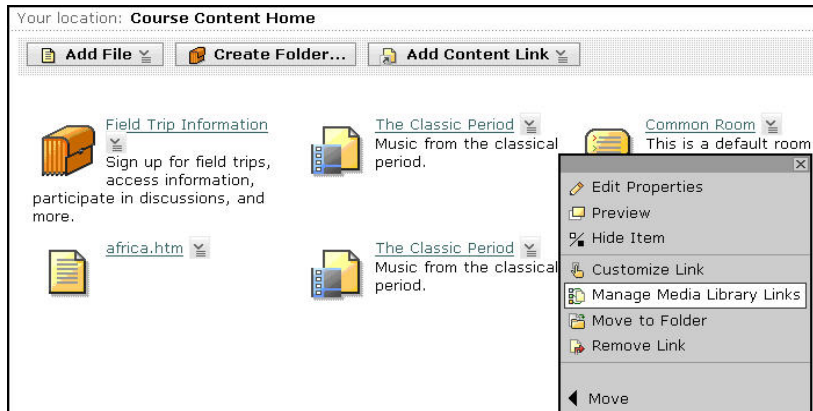
You can add a manual link to selected occurrences of a term in HTML files to a Media Library entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the Media Library entry in a separate window.

IMPORTANT All of the following must be true if you want to manually link occurrences of a term in a content file to a Media Library entry:

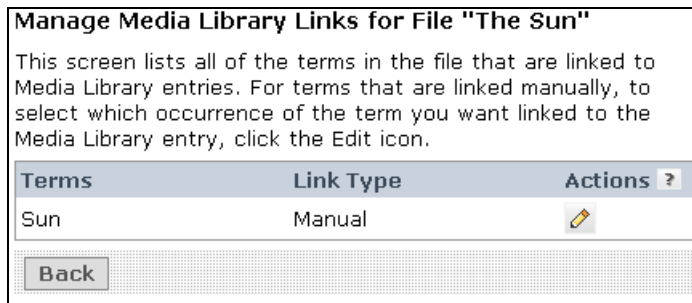
- The entry you are linking to must already be created in Media Library, with the Manual linking option selected.
- The title of the Media Library entry or term must be entered in the HTML file exactly as it appears in the Media Library entry.

To add manual links to entries:

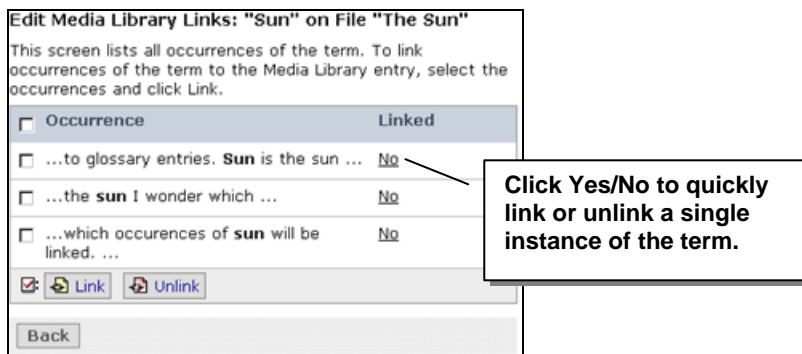
1. Locate the content file that contains terms you want to link to Media Library entries. Click the ActionLinks icon of the file. The ActionLinks menu appears.



2. Select *Manage Media Library Links*. The Manage Media Library Links for File screen appears.



3. Locate the term you want to link to and click its **Edit** icon. The Edit Media Library Links screen appears displaying all occurrences of the term in the HTML file.



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

5. Click **Back**.