



To save the article with the linked text proceed through **steps 6 and 7** as before.

## To submit a direct web link, not from within an article:

1. Chose **Submit a web link** from the user menu, after you log in.
2. In the pop-up window enter the full **URL** address starting with: **http://www.**
3. Enter a name for the link and a short description. The name can be a few words, the description a little longer.
4. Select:

**Category: Cool Web Links**

5. Choose: **Publish**

The web link should appear automatically in the list of "**Cool Web Links**" which you can check from the menu on the left.

If you have submitted an article, please let me know as I need to check and publish it from the back end for security reasons.

**Thank you!**