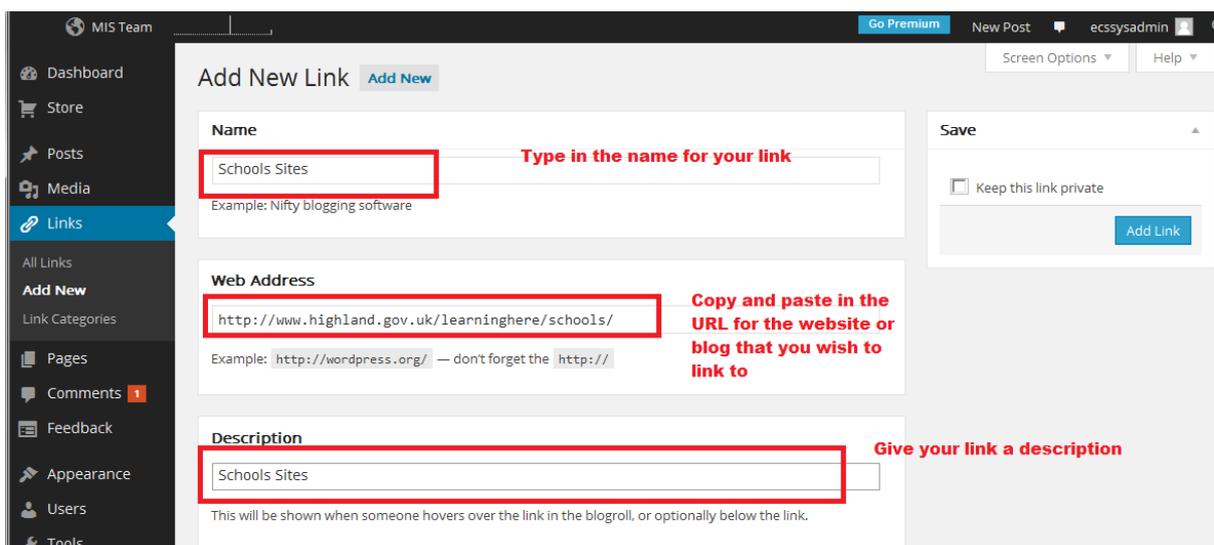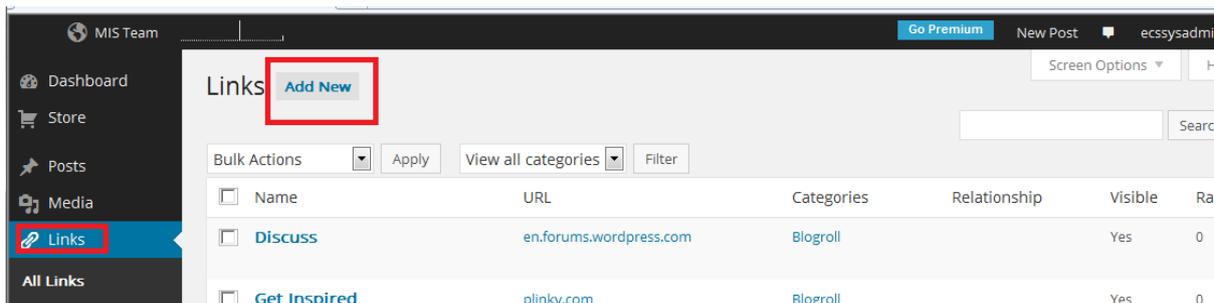# Wordpress - Adding a Static Link

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The following guidance is for where you wish to add a link to another website or Wordpress Blog on Wordpress so that it is added as a Widget to stay on that page at the same point regardless of any new material being added or removed. This would generally only be used on the Posts Page where information is constantly updated. There are other, simpler ways to hyperlink to websites within Posts or Pages which are not included in this document.
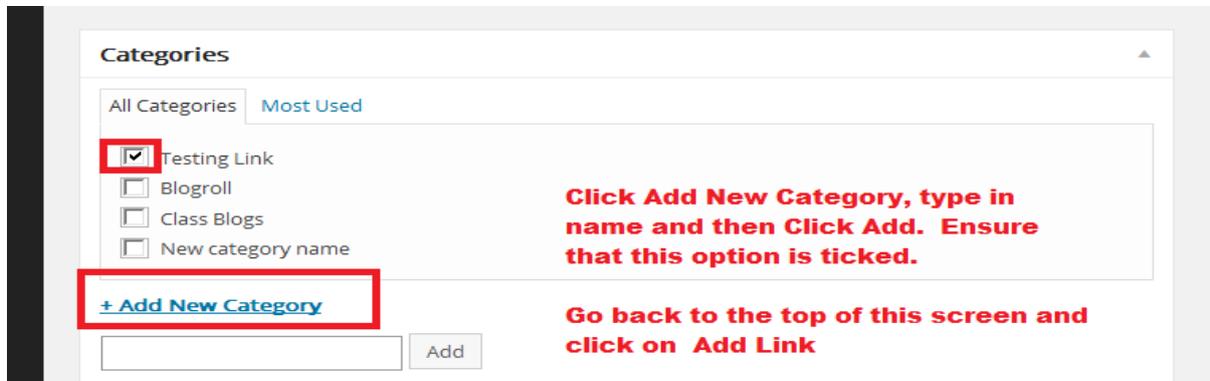
Go to **Dashboard >> Links**

Click on **Add New Link**

Do not Click Add Link yet!

Further down on this same screen:

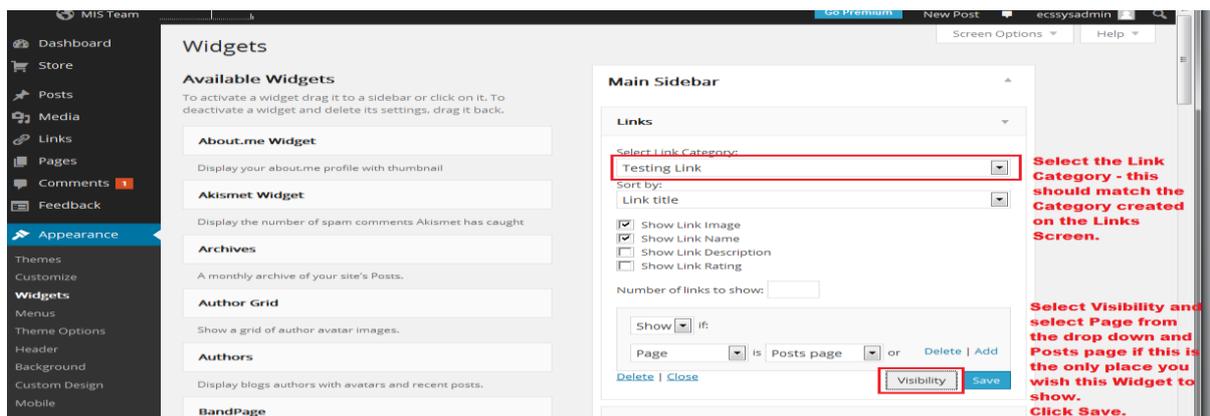The screen will refresh saying the Link has been Added.

Go back to Dashboard and select **Appearance >> Widgets**.

Double click on the Widget called **Links** and tick the place you want your widget to appear. Select **Add Widget**.

Scroll to the top of the screen and on the right hand of the screen you will see your Links Widget option is showing now under the correct area. You can drag the Links Widget to correct the order you want it to appear in.

Select the **Link Category** using the drop down to locate it. This should match the New Category name you entered earlier on the Links screen.

Click Save.

If you want this Widget to only appear on the Post Page then select **Visibility**. Use the Drop Down to select Page and pick Post page. Then **Save**.

Click on the blog name at the top left hand side of the screen to open your blog. The link should be appearing in the place that you requested.