Creating A Link Post

Though the Learning Portfolio will contain the majority of your work, you may also be reflecting on work that exists on other websites. Did the local neighborhood press run a story about your urban intervention? Did you build on a prior project (from even before coming to The New School) that you would like to share? Link to it and use this format (though keep in mind, you can always add hyperlinks from within any of the other post formats or even pages.)

Step 1

To create a new post, click “Add New” from the Posts menu on the Dashboard.

Step 2

Type a brief description in this field that will appear on the front page’s excerpt.
Step 3

On the right hand side under “Post Format” click the radio button for “Link”.

Step 4

Under “Post Settings” paste your link in the “Link Format URL” field. This will navigate your readers to the linked article on the excerpt of the front page of your portfolio.

Step 5

If you would like to include an image with your link, choose a “Featured Image” to be used as the thumbnail on the front page of your Learning Portfolio.
Step 6

Select the image that you want to be used as the post thumbnail and to be placed on top of the post from the WP media panel.

At the bottom of the page, click “Set featured image”.

Step 7

The image for the “Featured Image” will appear in this field on the post admin page.

Step 8

Click “Publish” to share the post.
Step 8

The excerpt on the portfolio’s front page will display the featured image linked to your article.