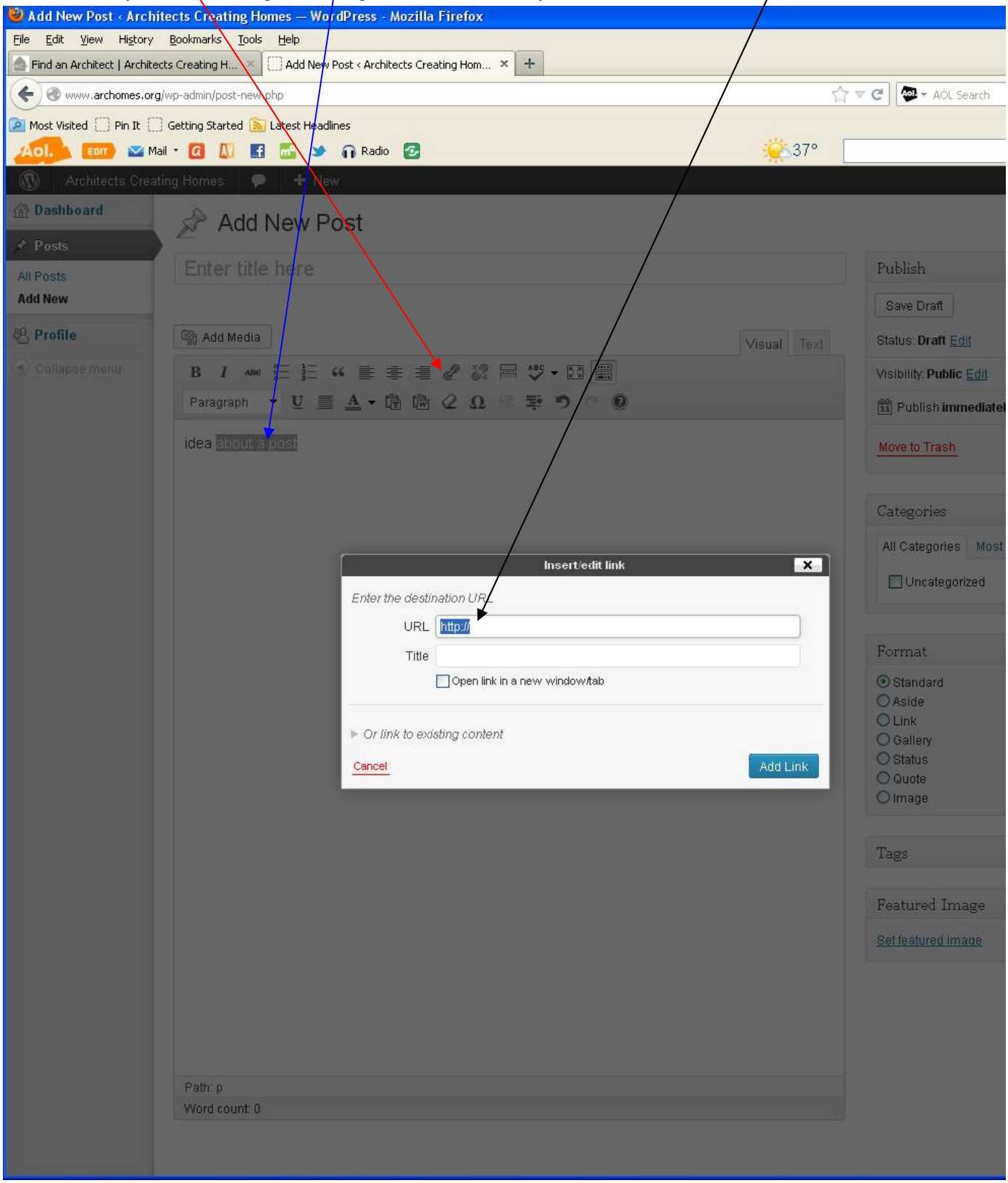
URL links in Edit Mode in Word Press

When you copy and paste a URL to somewhere else in Word Press, you have to do it using a Link tool in the Edit mode. It is here: First: you highlight the text on your post or on your Firm Page using your right mouse key, then you click on the Link symbol in the edit menu, then the Insert Edit Link dialogue box pops up and THERE you paste the URL to whatever it is that you want to link to. You then Title the link something logical, like: hobbit houses, Then click on the "Open link in a new window/tab" so that when people click on the link, a new window or tab will open, instead of pulling you out of what you were reading and taking to the new URL only.