Working with Links

- Add a Link
- View a Link
- Edit a Link
- Delete a Link

Add a Link

Step 1:

Inside a Jira issue, click the "Add" button. A form will appear inline, allowing you to enter:

- **Embedded URL** – The link to your Microsoft Word design.
- **Title** – A meaningful name for the design. (optional)

Step 2:

Click the Add button again to add your Microsoft Word link to the Jira issue.

View a Link

Step 1:

Inside a Jira issue, locate the link you want to view and click the view icon for that link. An inline popup will appear showing your Microsoft Word document.

Step 2:

For full-screen viewing, click the option to expand the document to fit the entire screen.

Edit a Link

Step 1:

Inside a Jira issue, find the link you want to edit and click the "Edit" from the link dropdown. A form will appear inline, allowing you to edit the following:

- **Embedded URL:** The link to your Microsoft Word design.
- **Title:** A meaningful name for the design. (optional)

Step 2:

Click the save button again to add your Microsoft Word link to the Jira issue.

Delete a Link

Step 1:

Inside a Jira issue, locate the Microsoft Word link you want to remove.

Step 2:

Navigate to the link, click the menu for that link, and select "Delete."

Step 3:

You will be prompted to confirm if you want to delete this Microsoft Word link.