TUTORIAL

HYPERLINK TEXT IN EPORTFOLIO

This tutorial will show you how to add a hyperlink to a text box on a page.

1. Under the My ePortfolio tab, click Pages, then select the grey pencil icon next to the pages where you will add the hyperlink.
2. Drag and drop the **Text content block** from the menu onto your page.

![Text content block](image)

3. A dialog box will appear allowing you to enter the content of your text box. Highlight the text that should be hyperlinked and click on the **Insert/Edit Link icon**.

![Text: Configure](image)
4. In a new tab, open the website you wish to link to, then **copy the URL**.

5. Return to ePortfolio and **paste the URL** into the URL field. Click **Ok** at the bottom.
6. After inserting the hyperlink, click **Save** at the bottom.

7. Your hyperlink will now appear on your page.