

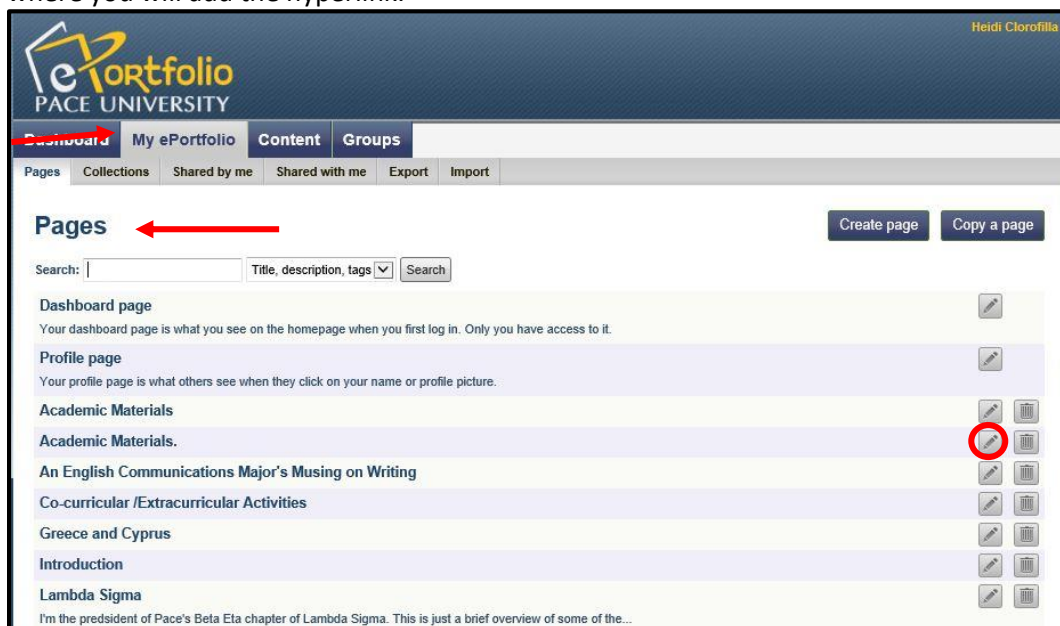


HOW TO ADD A HYPERLINK TO A TEXT BOX

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

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Under the “My ePortfolio” tab, **click “Page”**, then **select the grey pencil icon** next to the page where you will add the hyperlink.



2. **Select “Text box”** from the content blocks.

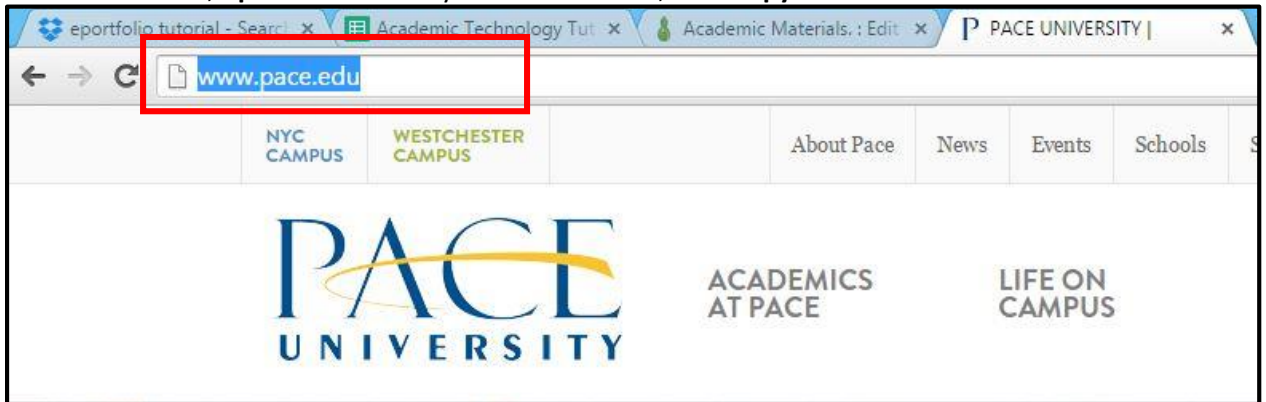


The screenshot shows the 'Add New' menu in the 'My Profile' section. The 'Text box' option is highlighted with a red rectangle. Other options visible include Image, Media, Journals, General, Personal info, and External.

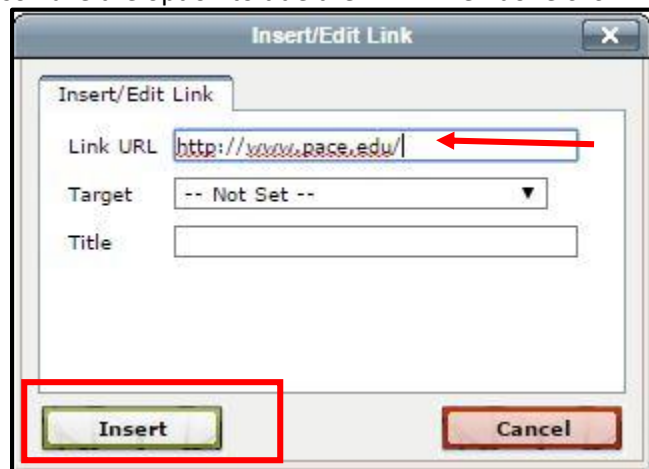
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- Text box: Configure**
- Block title
Text box
- Block content
- Rich text editor toolbar with a link icon circled in red. Below the toolbar, the text "A Tutorial" is highlighted in blue and enclosed in a red box. A red arrow points from the link icon to the highlighted text.
- Font Family | Font Size | Paragraph
- A Tutorial
- Path: p
- Use content from another text box
- Tags
- Show my tags



4. In a new window, **open the website** you wish to link to, then **copy the site address**.



5. Go back to ePortfolio and **paste the link into the dialog box** (that appeared after you clicked the link icon). Target allows you to decide if you would like the link to open on the same window or in a new one. You also have the option to title the link. When done **click "Insert"** at the bottom.



6. After inserting the hyperlink, **click "Save"**.



Text box: Configure

Block title
Text box

Block content



Font Family | Font Size | Paragraph

[A Tutorial](#)

Path: p » a

Retractable

☐

Select to allow this block to be retracted when the header is clicked.

Automatically retract

☐

Select to automatically retract this block.

Save **Remove**

7. Your hyperlink will now appear on your page.



My Notes: