

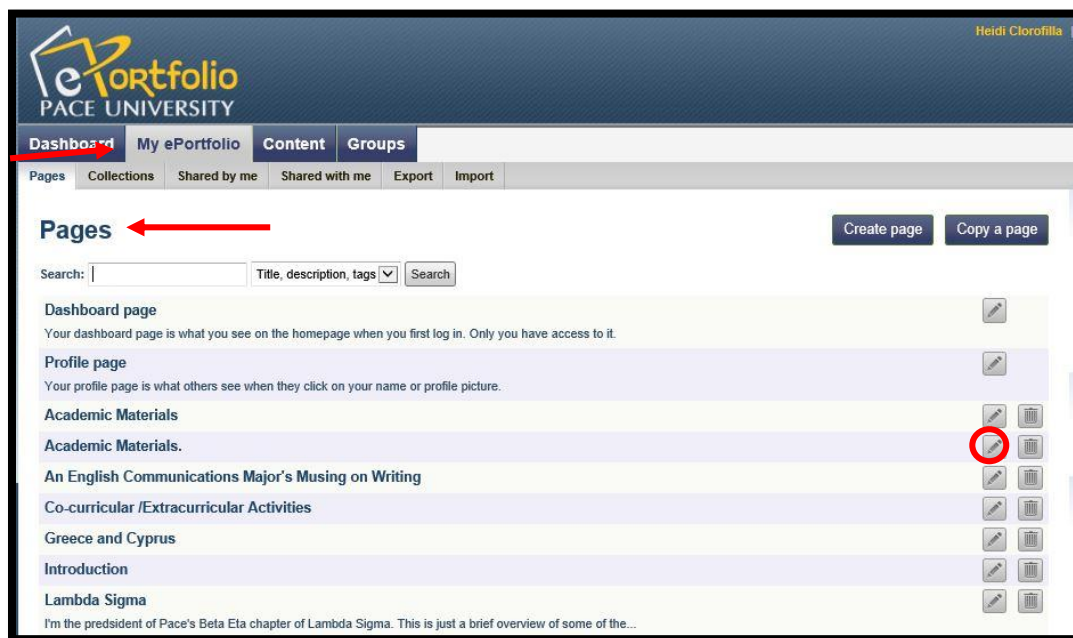
## TUTORIAL

## HYPERLINK TEXT IN EPORTFOLIO

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

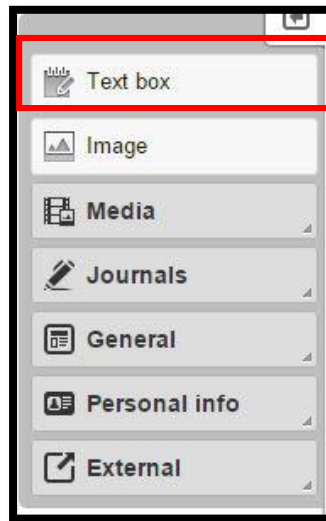
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. Under the **My ePortfolio** tab, click **Pages**, then select the **grey pencil icon** next to the pages where you will add the hyperlink.

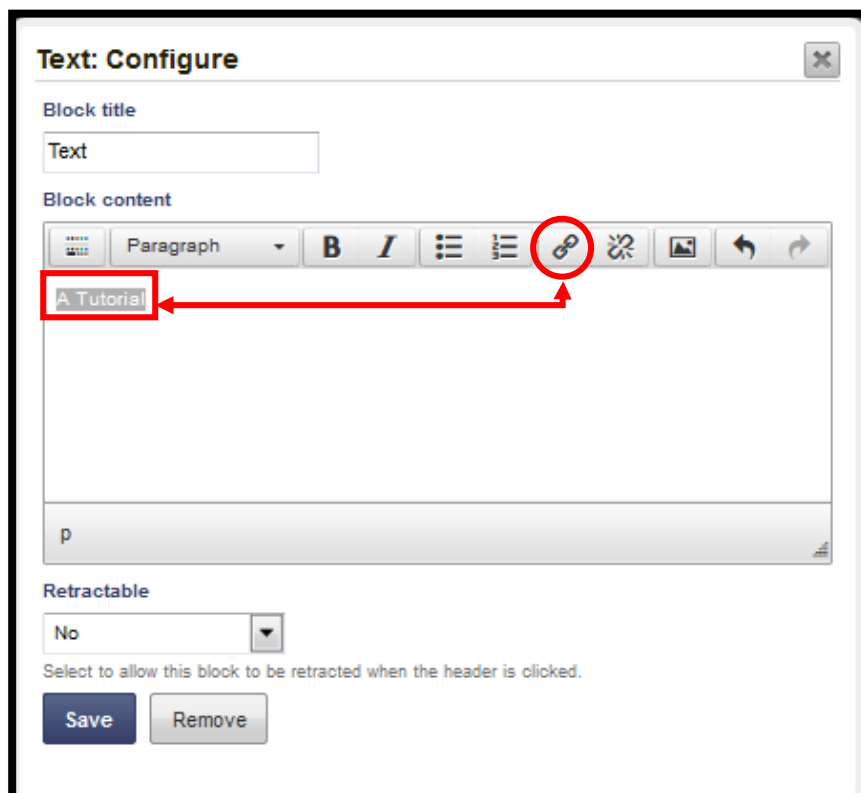


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2. Drag and drop the **Text box** icon from the content blocks onto your page.

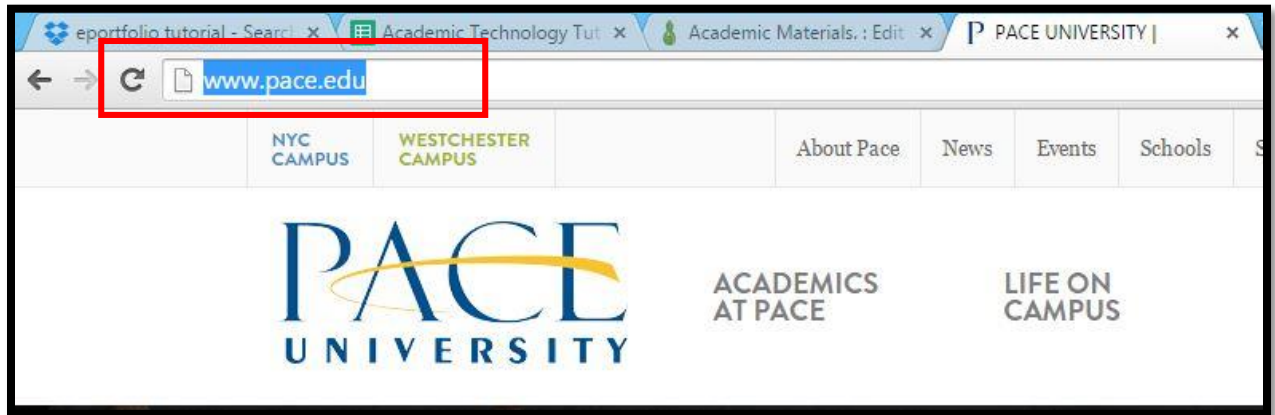


3. A dialog box will appear allowing you to edit the content of your text box. In the box, **type the words you wish to link to a website. Highlight** the words and **click** on the link icon.

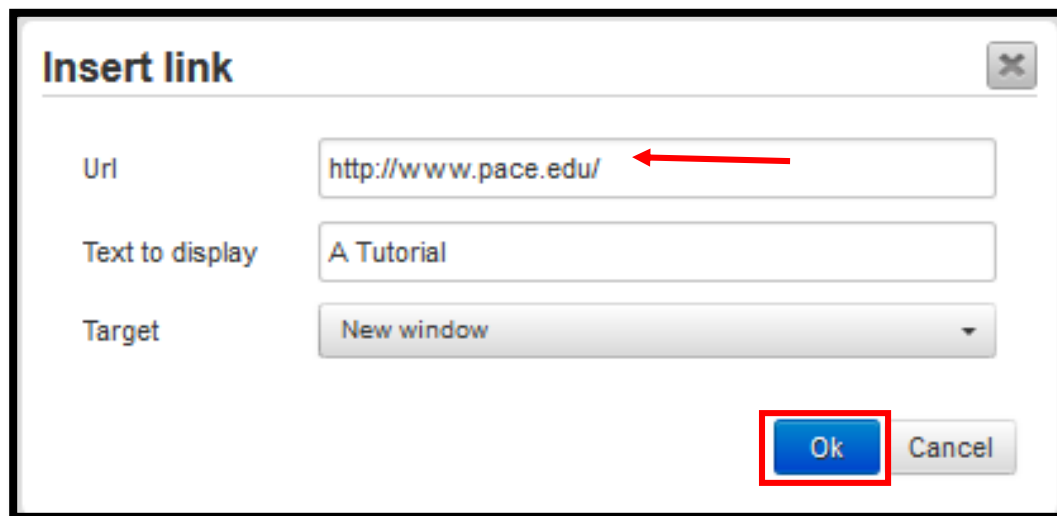


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4. In a new window, **open the website** you wish to link to, then **copy the site address**.



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. Click **Ok** at the bottom.



## TUTORIAL

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

**Text: Configure**

Block title  
Text

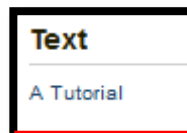
Block content  
Paragraph **B** *I* [List Icons] [Link Icon] [Image Icon] [Undo Icon] [Redo Icon]  
[A Tutorial](#)

Retractable  
No

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

**Save** Remove

7. Your hyperlink will now appear on your page.



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**My Notes:**