

TUTORIAL

HYPERLINK TEXT IN EPORTFOLIO

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

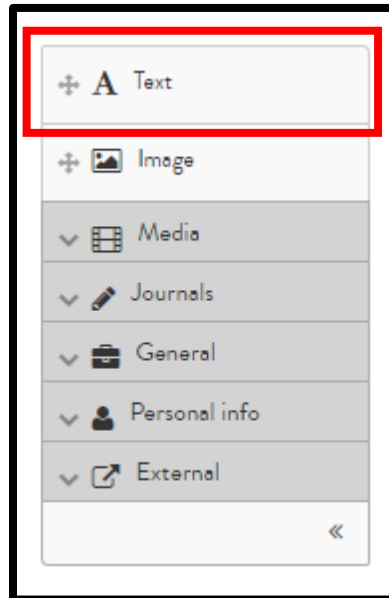
1. Under the **My ePortfolio** tab, click **Pages**, then select the **grey pencil icon** next to the pages where you will add the hyperlink.

The screenshot displays the 'My ePortfolio' interface. At the top, there are navigation tabs: 'DASHBOARD', 'MY EPORTFOLIO' (highlighted with a red box), 'CONTENT', 'GROUPS', and 'ADMINISTRATION'. Below these tabs, there is a sub-menu for 'Pages' (also highlighted with a red box) and other options like 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The main content area is titled 'Pages' and includes a search bar with the placeholder text 'Search: (Title, description, tags)' and a 'Sort by:' dropdown. There are buttons for '+ Create page' and 'Copy a page'. Below the search bar, there is a 'RESULTS' section with a table of pages. The table has four rows: 'Dashboard page', 'Profile page', 'Academic Materials', and 'Co-curricular / Extracurricular Activities'. Each row has a pencil icon for editing and a trash icon for deletion. The pencil icon for 'Academic Materials' is highlighted with a red box.

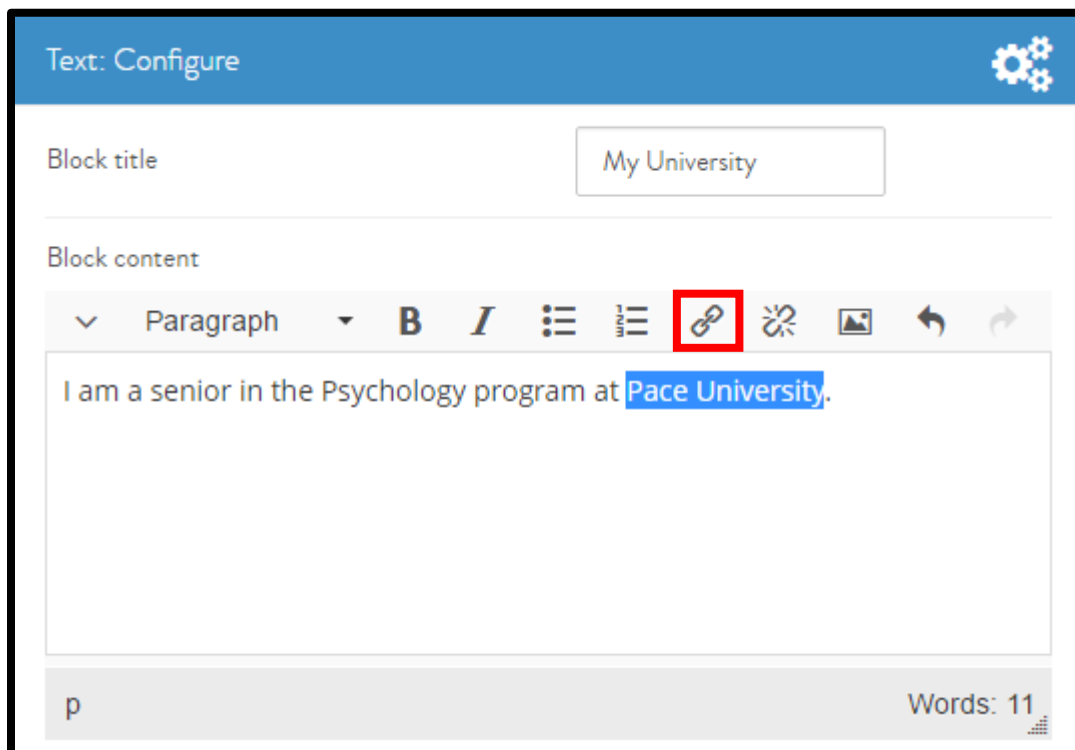
Page Name	Description	Actions
Dashboard page	Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	[Pencil icon]
Profile page	Your profile page is what others see when they click on your name or profile picture.	[Pencil icon]
Academic Materials		[Pencil icon] [Trash icon]
Co-curricular / Extracurricular Activities		[Pencil icon] [Trash icon]

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2. Drag and drop the **Text content block** from the menu onto your page.

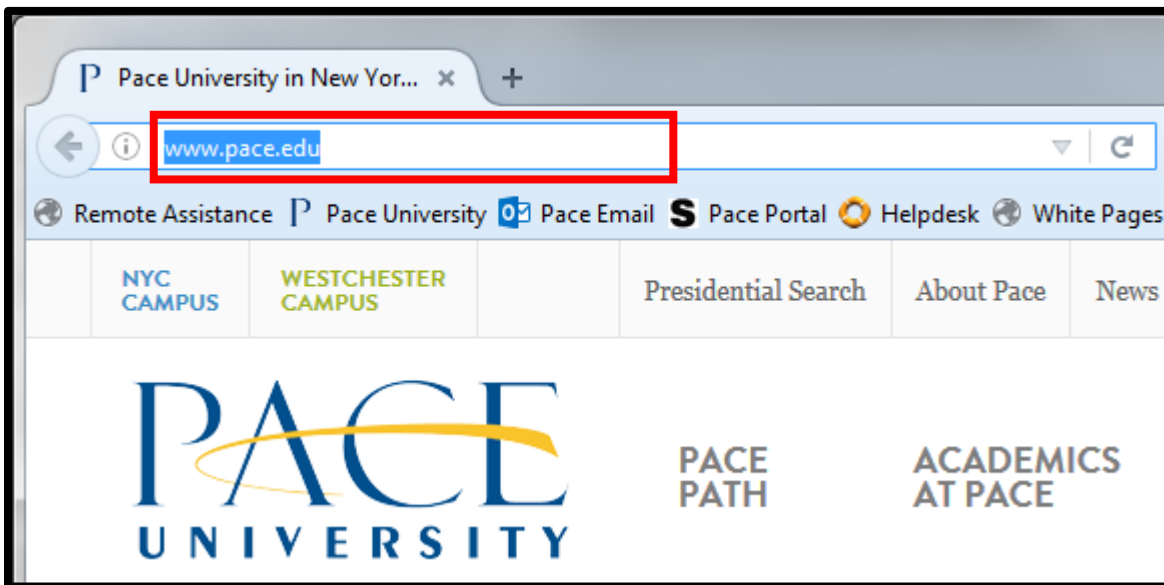


3. A dialog box will appear allowing you to enter the content of your text box. Highlight the text that should be hyperlinked and click on the **Insert/Edit Link icon**.

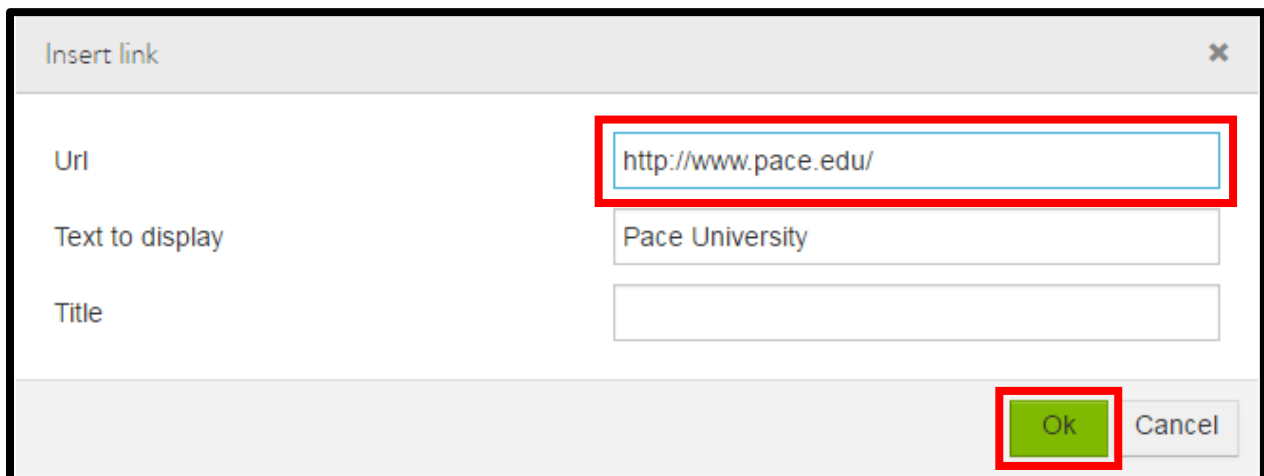


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4. In a new tab, open the website you wish to link to, then **copy the URL**.

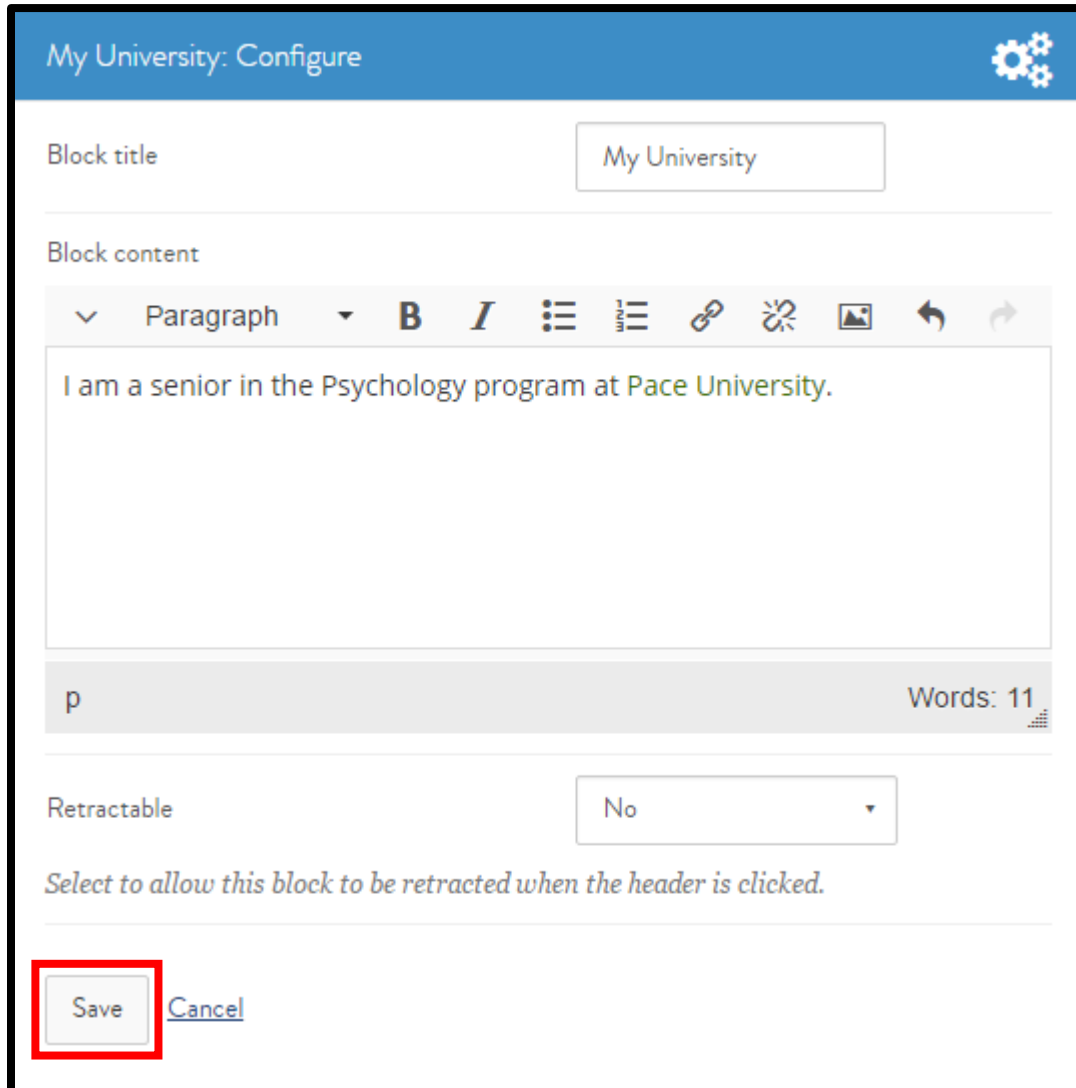


5. Return to ePortfolio and **paste the URL** into the URL field. Click **Ok** at the bottom.



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



My University: Configure

Block title: My University

Block content: I am a senior in the Psychology program at Pace University.

Retractable: No

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

Save Cancel

7. Your hyperlink will now appear on your page.

