



Technology Leadership Cadre

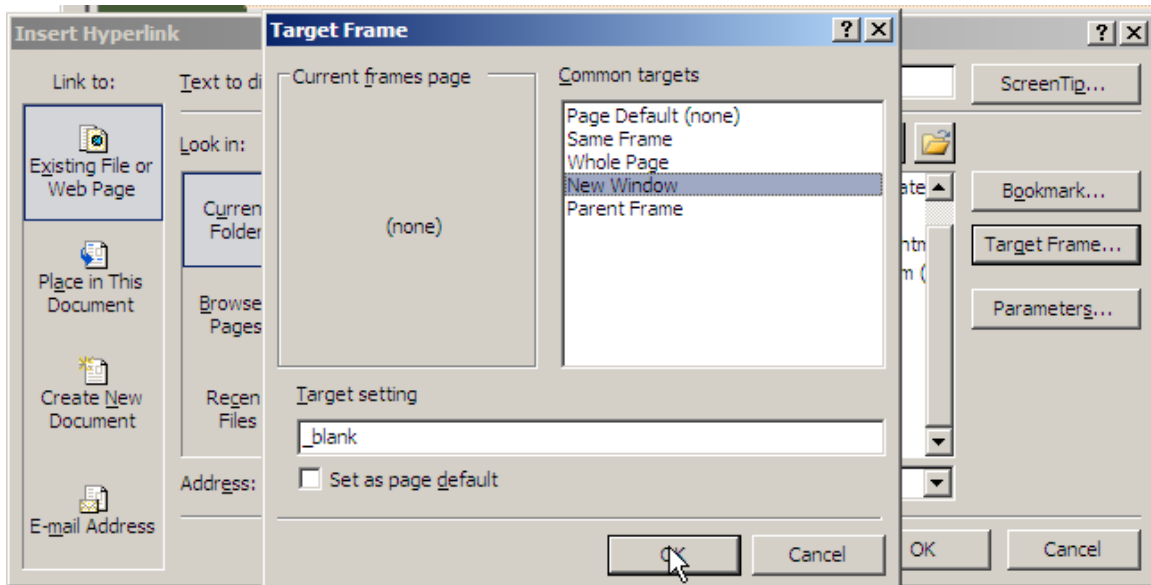
<http://www.uwlax.edu/student/TLC>

tlc@uwlax.edu

608-785-8799

Creating a Hyperlink

1. Highlight the text to be linked.
2. Right-click the highlighted area and select hyperlink.
3. Select the document or website that you would like to link to.
 - a. *****NOTE***** When hyperlinking to a document or picture it **MUST** be a file that is already saved within your portfolio folder. If you select a file that is outside of the portfolio folder it will work only when you preview it, **not** when you publish it.
4. After selecting the correct file/URL it is recommended to change the target frame. To do so, click the target frame button and select new window. Then click OK twice.



5. Changing the target frame allows viewers to see the hyperlink in a new window, preventing users from accidentally closing your e-Portfolio.