

How do I link to a document from within a portfolio?

To link to a document from within a portfolio:

- 1) Go to the Portfolios tab and click on the 'Edit' link next to the portfolio where you would like to insert a link to a document or file.
- 2) Once you are in the Edit Portfolio mode, you will see the five tabs: 'General', 'Contents', 'Presentation', 'Feedback' and 'Permissions'.
- 3) Click on the 'Contents' tab.
- 4) This will allow you to see the categories that you have added to your portfolio. You will need to make a choice as to where you would like to insert the link to the document or file (which category would you like it to show up under.) Or you can also create an item and then link to a document or file within the item.

****To create an item, see the Owner Help (How do I add attachments) guide. Follow the same instructions as below but the work space you will be using will be in an item as opposed to a category. The work space functions the same way. The only difference is that you will need to attach the item to the portfolio under the appropriate category when you are done creating it and the category is already housed within your portfolio.****

- 5) Once you decide which category that you would like to add the link to, click on that category from the list on the left hand side and then it will show up on the right hand side (we're still within the Contents tab).
- 6) Click on the 'Edit' link in the upper-right hand corner of the Contents tab underneath the Permissions Tab. This will bring up the work space where you can insert your link.
- 7) Once you are in the work space, you will need to decide how you would like to set up the link. What kind of text do you want someone to click on to view the link? For example, you could type in the words: "Link to EDLD 6020 Course Summary" This text could be the hotlink. Or you could simply type in, "EDLD 6020" and make that the hotlink. You might also want to add some descriptive text to the page such as, "Please click on the link below to view the course summary for EDLD 6020." And then put in the link text underneath that sentence. It could look something like this:

Please click on the link below to view the course summary for EDLD 6020.

[EDLD 6020](#)

- 8) Once you decide on the link text, then highlight that text and click on the link icon in the toolbar within the work space. (It looks like a chain link.)

(NOTE: This can be set up many ways. You will need to decide what will work best and look the best for you.)

- 9) This will bring up a box where you can search for the document or file that you would like to link to. You will need to click on the 'Browse Server' button and then select the file or document you want to link to from your Files storage space by clicking on the 'Select' link next to that file/document. Then click on the 'Okay' button.
- 10) You should now be back to the page with the work space on the category that you chose or the item that you are creating. Scroll down and click on the 'Save & Return' button in either the category or item.
- 11) You should now be back to the Contents tab and you can test the link you just created by clicking on it. Another browser window should open up and you should be able to view the document or file that you linked to in whatever software the file was created in, i.e. Power Point, Word etc.