

## How do I link to a website from within a portfolio?

*To link to a website:*

- 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 website.
- 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 website (which category would you like it to show up under.)
- 5) Once you decide which category that you'd 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 WMU's Website" This text could be the hotlink. Or you could simply type in, [www.wmich.edu](http://www.wmich.edu) and make that the hotlink. You might also want to add some descriptive text to the page such as for example, "Please click on the link below to view WMU's website." And then put in the link text underneath that sentence. It could look something like this:

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Please click on the link below to view WMU's website to learn more about the university.

<http://www.wmich.edu>

OR

Please click on the link below to view WMU's website.

[Western Michigan University](http://www.wmich.edu)

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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.)

- 8) This will bring up a box where you can type in the URL for the link. First choose the protocol (http, https etc.) and then enter the URL in the URL box. Then click on the 'Okay' button.
- 9) You should now be back to the page with the work space on the category that you chose. Scroll down and click on the 'Save & Return' button.
- 10) 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 web site for the URL you linked to.

If you don't want to add the link to one of the categories, you can create an item and attach it to your portfolio. This item could then be the place you house the link for the website that you'd like to link to. Simply follow the steps above to link to the website within the item you create. For instructions on how to create an item, please see the document entitled, 'Owner Help (How do I add attachments)'.