

## Electronic Portfolio Tip Sheet (MAC) Creating a Hyperlink

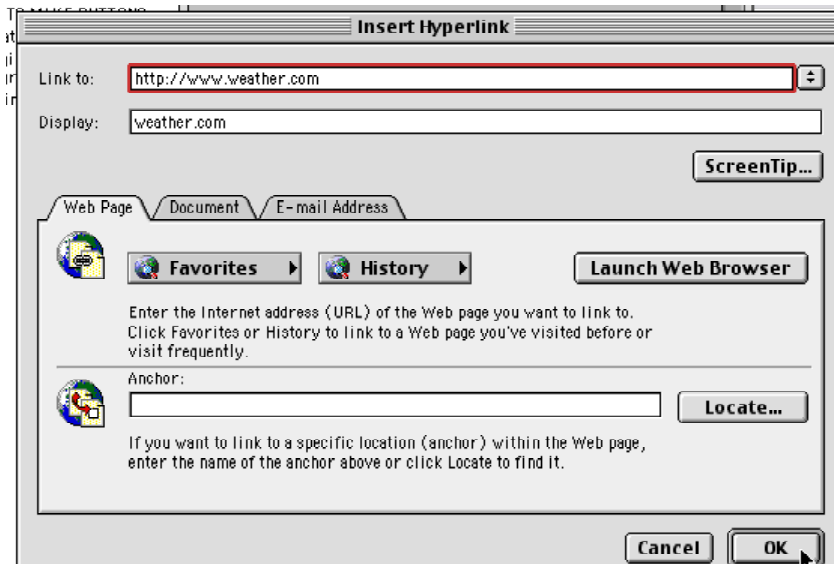
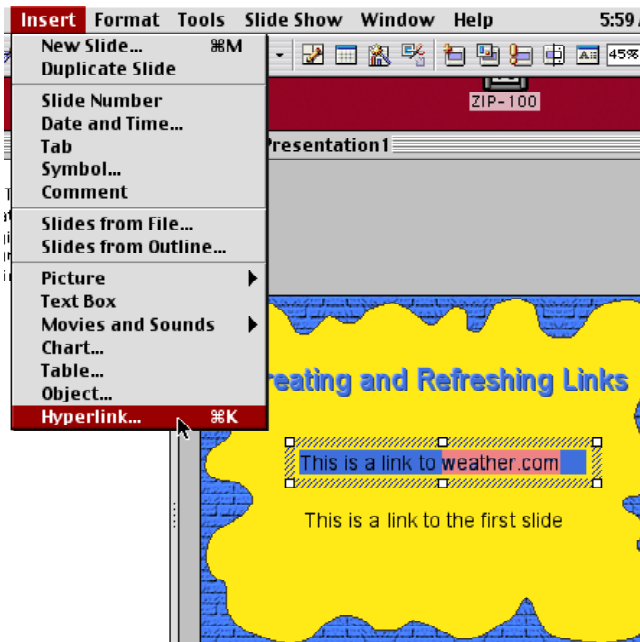
To create a link to a web page:

Highlight the text you want to make a link.

Next, click **Insert** from the menu bar and then select **Hyperlink...**

First make sure the **Web Page** tab is selected.

Now type the entire website address. \* *Be sure to include http://*



# Electronic Portfolio Tip Sheet (MAC)

## Creating a Hyperlink to Another Slide

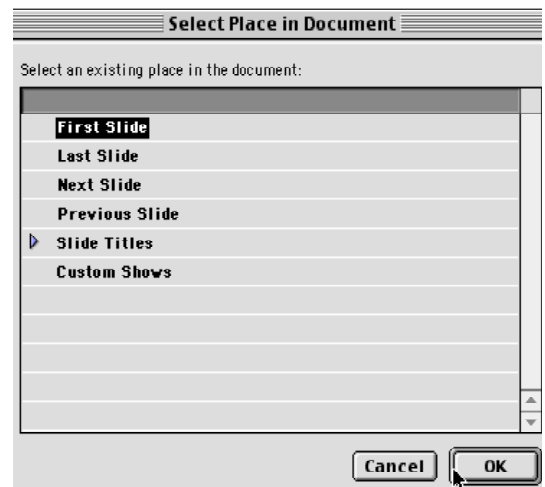
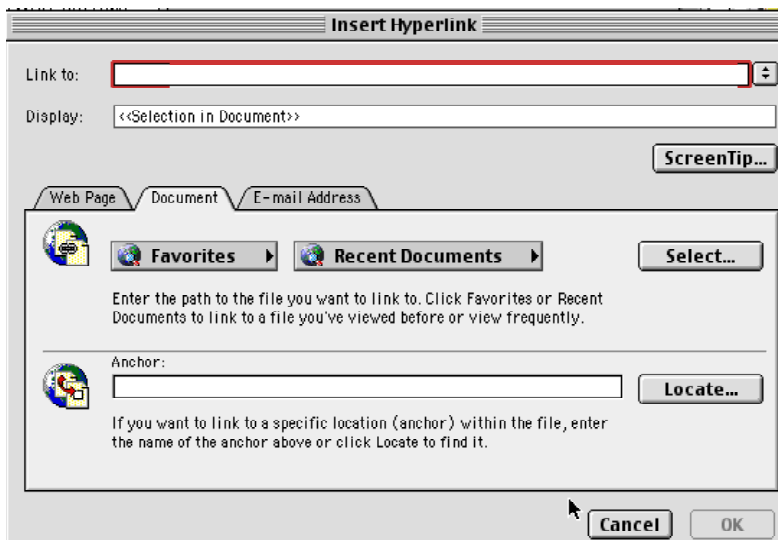
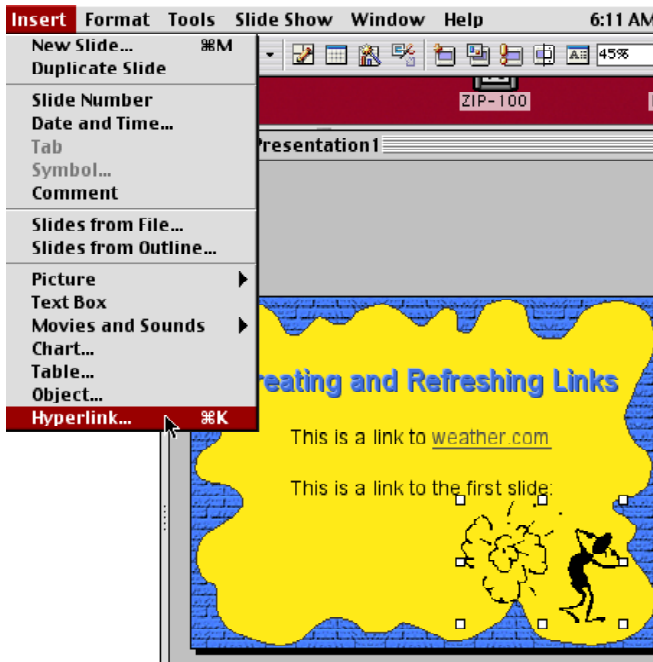
To create a link to another slide:

Highlight the text or clip art you want to make a link.

Then select **Insert** from the menu bar and click on **Hyperlink...**

Select the **Document** tab and then click the **Locate** button.

Lastly, select which slide you want the link to take you to and click OK.



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### Refreshing a Hyperlink

Checking links to make sure they work is a smart precaution before publishing any presentation. After checking the link, it may have changed color to show the reader they have already viewed it.

*To refresh a link after you've tested it:*

Highlight the link.

Go to **Insert** on your main menu bar

Select **Hyperlink**

Now just reconfirm your hyperlink by clicking **OK**.

*\*Be sure the link is still connected to the right slide or outside document.*

