

Electronic Portfolio Tip Sheet (IBM)

Creating and Refreshing Links

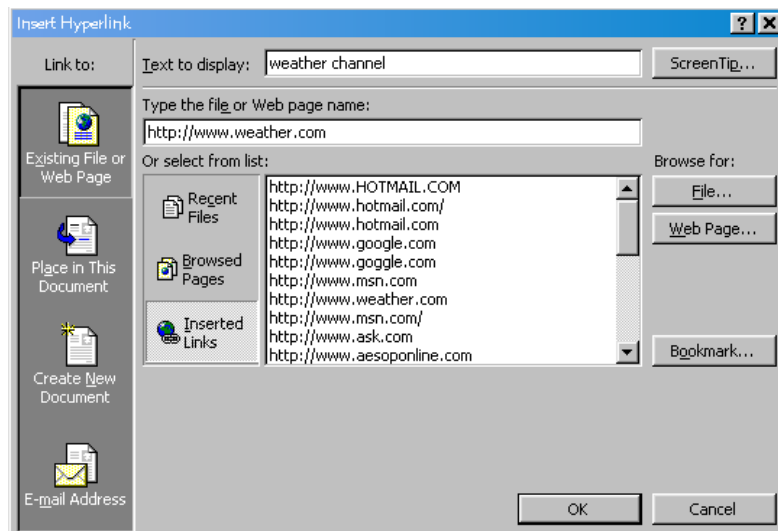
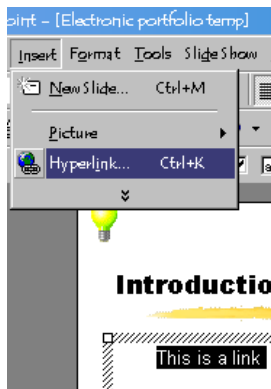
To create a link to the Internet:

Highlight the words or clipart you want to make a hyperlink.

Click **Insert** on the menu bar the select **Hyperlink**.

Type the address in the text box labeled **Type of File or Web page name**.

To link to another file, use the **Browse For: File...** button



To create a link to another part of the document:

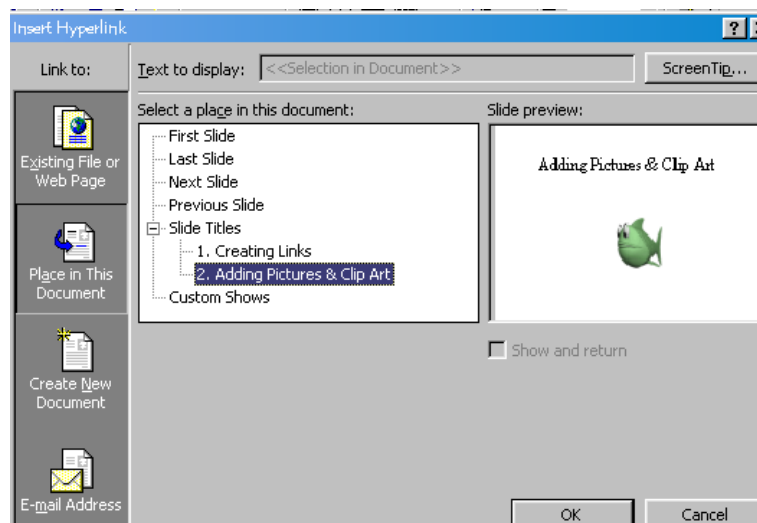
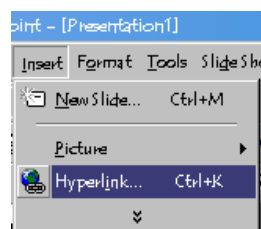
Click on the graphic or highlight the text you want to make a hyperlink.

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

On the left side of the screen click the **Place in This Document** button

Then select what slide you want to link to and click OK!

Voila you've just created a link!



To refresh a link after you've tested it:

Highlight the link.

Double Click the link

Select **Edit Hyperlink**

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

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

