

# ADDING HYPERLINKS OR HOTSPOTS IN FRONTPAGE

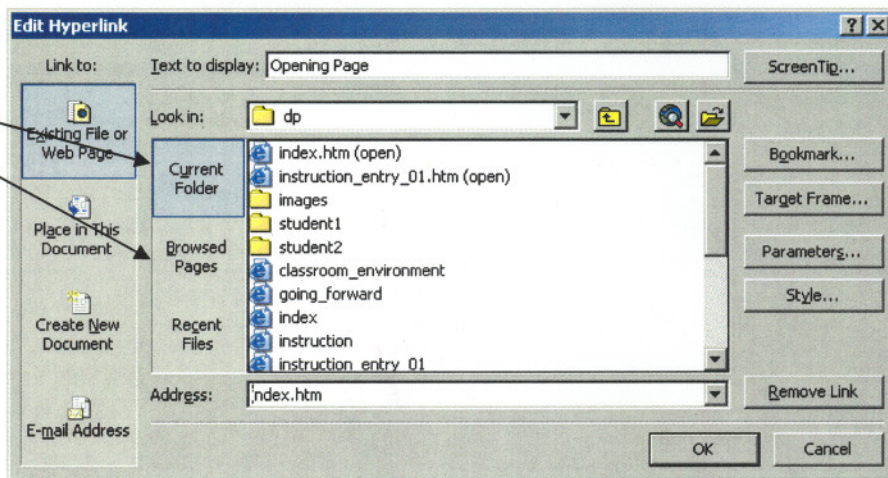
After you've saved your supporting documents into a folder (your lesson plan, an outside website) you need to create a Hyperlink to the file.

Open up your Digital Portfolio in Edit View (**File**→**Edit with Microsoft FrontPage**)

Type in a title for the document you are linking to.

Highlight the text you want to hyperlink. **RightClick**→**Hyperlink**. An Edit Hyperlink Window will show up. If you are linking to a file that is in the same folder, click on Current Folder and browse for the file.

Choose where you want to link to. Any documents should be stored within your Digital Portfolio folder.



If you are linking to a website and have been there recently, you can click on Browsed Pages and choose from the web pages you recently visited, or you can type the URL (web address), or you can copy and paste it into the Address area.

To add a Hotspot to a picture (a point on the picture that links to another page): Click on the picture. The picture toolbar should come up. Click on one of the hotspot buttons. Choose where you want the hotspot and choose a link.