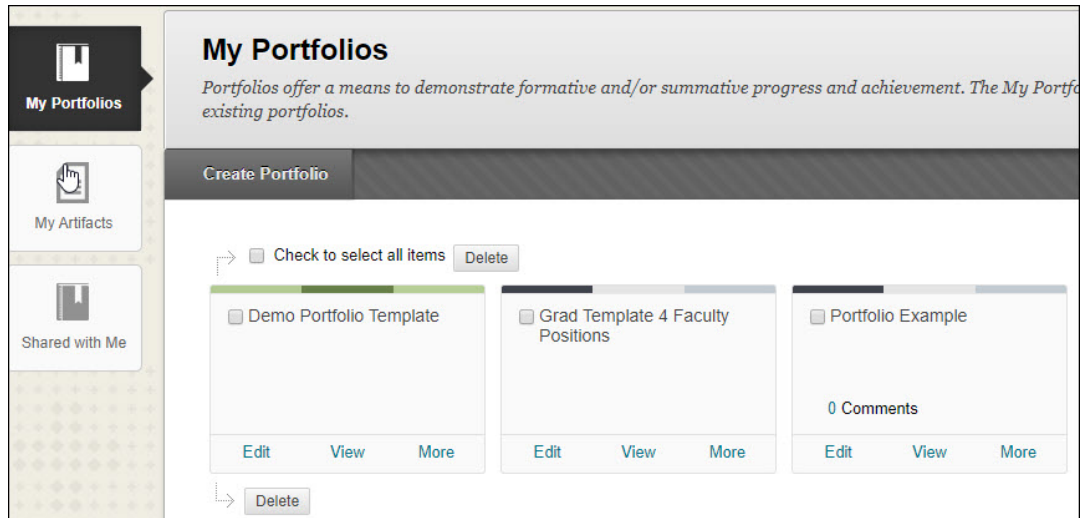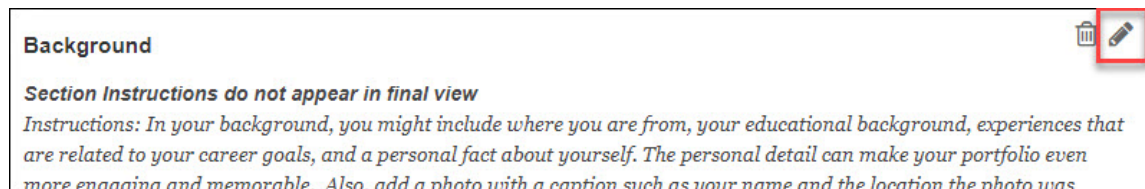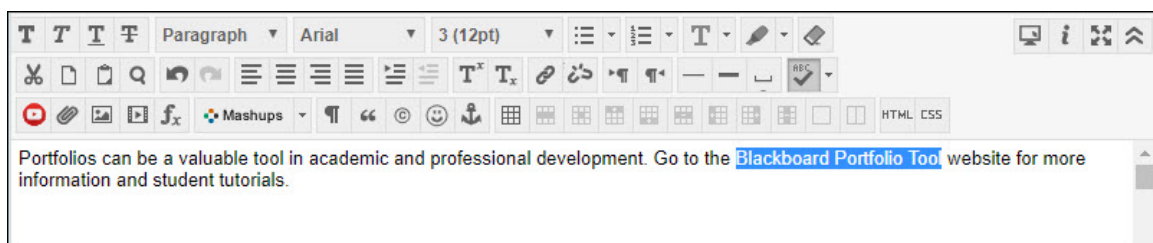# Create a Hyperlink in a Portfolio

1. On the **My Portfolios** page, click the **Edit** link for the portfolio you want to work on.

2. Click in the text area or click the **Pencil** icon in the section that you want to create the hyperlink in.
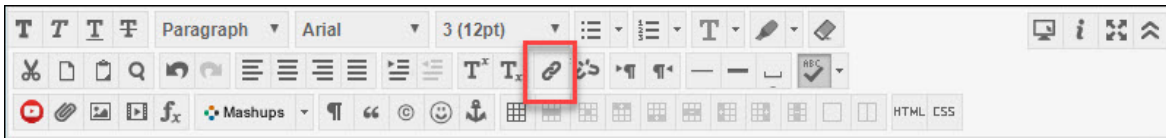

3. In the **Content Editor**, highlight the text you want to convert into a hyperlink—make sure the text is descriptive of the source or website.
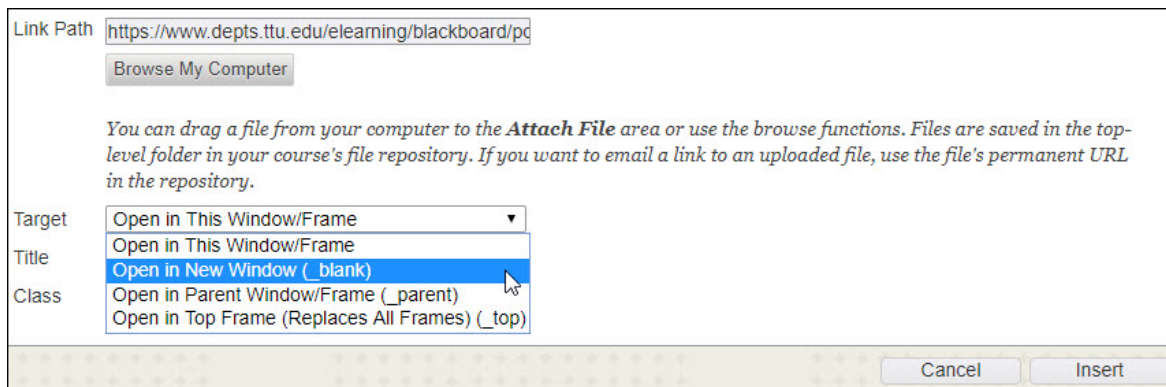

    IMPORTANT   Hyperlink text should be descriptive so that the purpose of the link is clear. When inserting a hyperlink, make sure that it describes the website or source. This is important for individuals who use a screen reader. Do not use non-descriptive text such as "Click Here" or a long URL, because individuals who use a screen reader may miss important information.

Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

4. Click the **Insert/Edit Link** icon in the Content Editor menu.

5. Paste the link URL into the **Link Path** textbox, select a **Target** from the drop-down menu, and click the **Insert** button.

6. Click the **Save** button in the Content Editor.

7. In the upper right corner, click **Preview and Customize** to preview the portfolio pages in a Web browser. Click **Close** in the upper right corner to close the preview.

8. Click **Done Editing** when finished.

Blackboard Portfolio Resources
http://www.depts.ttu.edu/elearning/blackboard/portfolio/index.php

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