

## Adding Links to Your E-Portfolio in FrontPage

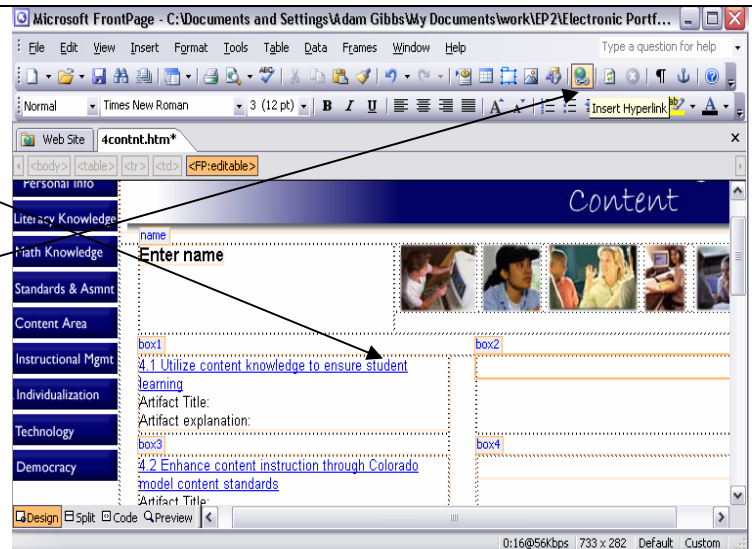
As your E-Portfolio grows, you will want to continually add new links for your expanding material. In this tutorial you will learn how to create a basic link on your Web pages, an E-mail link, and a “rollout” link for your navigational menu.

Links consist of an anchor and a target. The anchor is the blue, underlined text. The target is the destination (Web Page) of the blue underlined text.

### 1. Create a Link to a new Web Page.

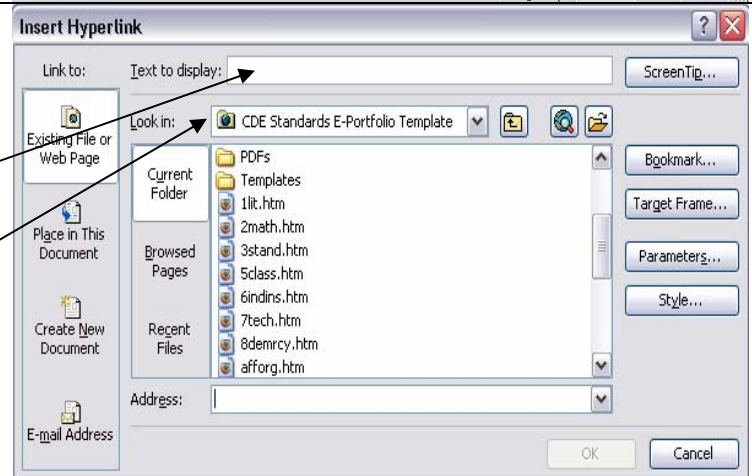
- Place your cursor in the box in which you would like to add a link.
- Click the “Insert Hyperlink” button, or from the top menu, choose “Insert,” then select “Hyperlink.”

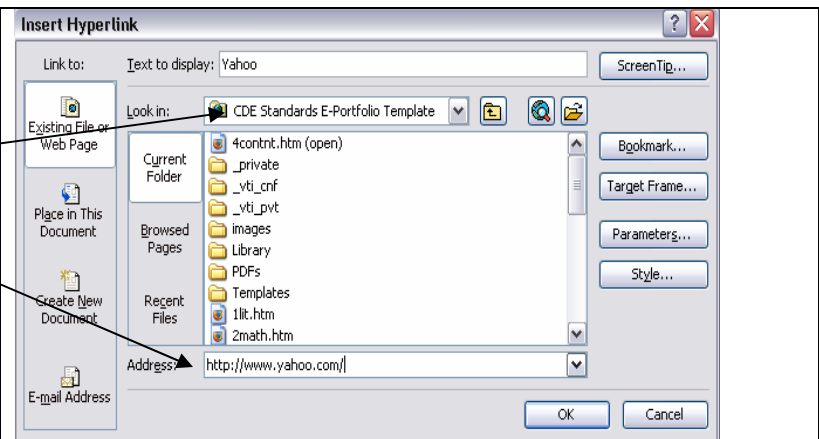
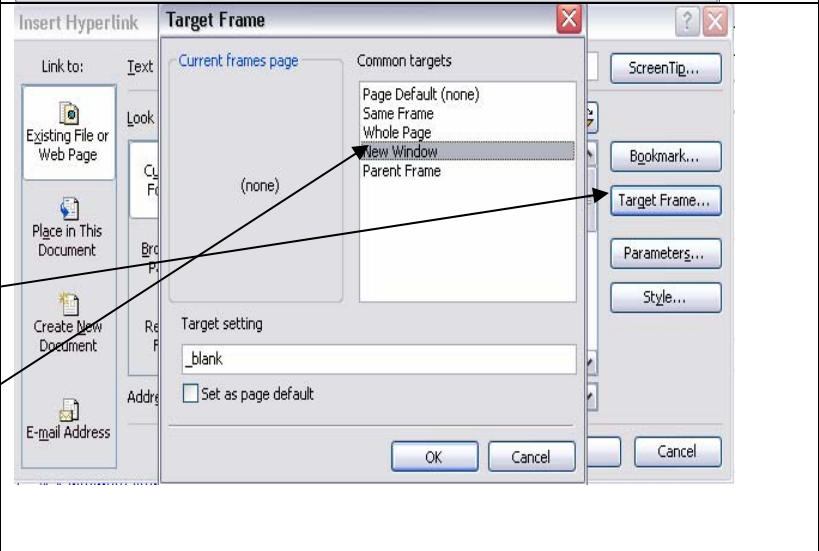
Note: To add a new Web page to your site, see Step 8. Editing Templates.



A pop-up window will appear prompting you to create the link.

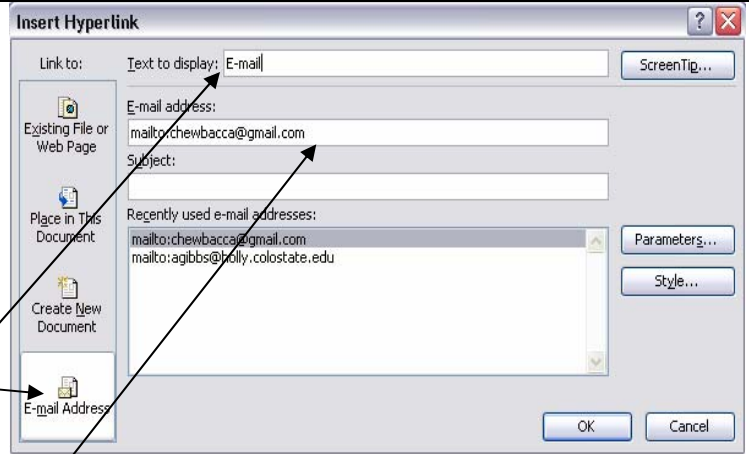
- In the “Text to display” box, type in what you desire the link to say on the Web page.
- Next, Navigate to the HTML file or PDF that you would like to link to by the “Look in” box.
- Once you have the desired file, click “OK.”



<p>2. Linking to an outside Web site.</p> <ul style="list-style-type: none"> <li>• In the “Text to display” box, type in the name of the Web site you are linking to.</li> <li>• Type in the address of the Web site you are linking to in the “Address” box.</li> <li>• Click “OK.”</li> </ul>	
<p>3. Make your Link open in a new window.</p> <ul style="list-style-type: none"> <li>• Take the previous steps in creating your link but do not click “OK” to create your link just yet.</li> <li>• Click the “Target Frame” button on the right side of the link window.</li> <li>• A list will appear with different options for your link.</li> <li>• Select the “New Window” option and click “OK.”</li> <li>• Finally, click “OK” on the Insert Hyperlink window.</li> </ul>	

#### 4. Create an E-mail link.

- Place your cursor on the page where you would like to display your E-mail link.
- Click the “Insert Hyperlink” button.
- The Insert Hyperlink window will open.
- On the left side click the “E-mail Address” button.
- In the “Text to display” box, type in what you want the link to say on your Web page.
- In the “E-mail address” box, type in the E-mail address you wish to use. FrontPage will automatically add the “mailto:” text in front of your address.
- Click “OK.”



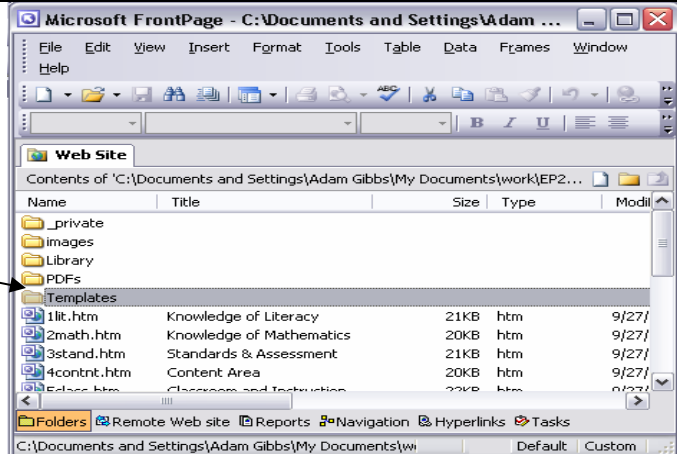
#### 5. Create a rollout link for the navigational menu.

- In order to add a rollout link for your menu, you will need to make the adjustments in the “Code” view in FrontPage.
- Also you will want to apply these changes only to your template files. After you have updated all of your templates, save the templates and FrontPage will update your Web pages that use those templates. Be sure to click “Yes” when FrontPage asks to update the attached files for the templates.

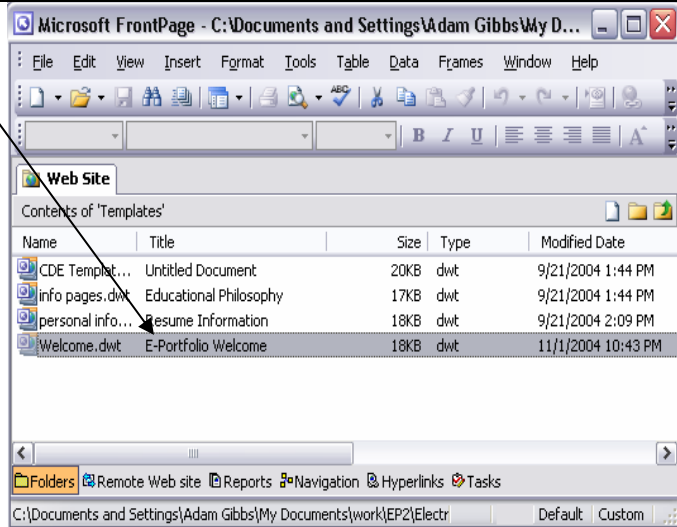


5. Create a rollout link for the navigational menu continued...

- With your Web Site open in FrontPage, open the Templates folder.



- Select a template and open by double-clicking. Note: you will want to make these modifications to all 4 templates so that your entire site is updated.



5. Create a rollout link for the navigational menu continued...

- Once the template opens, switch to "Code" view by clicking the "Code" button on the lower left portion of the window.

```

57 fw_menu_5.addMenuItem("5.9 Communicate assessment results and their implications","window.open('PDF/
58 fw_menu_5.hideOnMouseOut=true;
59 window.fw_menu_6 = new Menu("root",620,17,"Verdana, Arial, Helvetica, sans-serif",10,"#ffffff","#f
60 fw_menu_6.addMenuItem("6.1 Employ a wide range of teaching techniques ","window.open('PDFs/61.pdf'.
61 fw_menu_6.addMenuItem("6.2 Design and/or modify standards-based instruction in response to diagnos
62 fw_menu_6.addMenuItem("6.3 Utilize your understanding of educational disabilities and giftedness to
63 fw_menu_6.addMenuItem("6.4 Teach students within the scope of a teacher's legal responsibilities at
64 fw_menu_6.addMenuItem("6.5 Develop and apply individualized education plans","window.open('PDFs/65
65 fw_menu_6.addMenuItem("6.6 Collect data on individual student achievement and be accountable for at
66 fw_menu_6.addMenuItem("6.7 Use specific knowledge of student medical conditions and medications","t
67 fw_menu_6.hideOnMouseOut=true;
68 window.fw_menu_7 = new Menu("root",398,17,"Verdana, Arial, Helvetica, sans-serif",10,"#ffffff","#f
69 fw_menu_7.addMenuItem("7.1 Apply technology to the delivery of standards-based instruction","windot
70 fw_menu_7.addMenuItem("7.2 Use technology to increase student achievement","window.open('PDFs/72.p
71 fw_menu_7.addMenuItem("7.3 Utilize technology to manage and communicate information","window.open(
72 fw_menu_7.addMenuItem("7.4 Apply technology to data-driven assessments of learning","window.open('
73 fw_menu_7.addMenuItem("7.5 Instruct students in basic technology skills","window.open('PDFs/75.pdf
74 fw_menu_7.hideOnMouseOut=true;
75 window.fw_menu_8 = new Menu("root",462,17,"Verdana, Arial, Helvetica, sans-serif",10,"#ffffff","#f
76 fw_menu_8.addMenuItem("8.1 Model the democratic ideal to students","window.open('PDFs/81.pdf', '_
77 fw_menu_8.addMenuItem("8.2 Develop in students a respect for the rights of others and moral stand
78 fw_menu_8.addMenuItem("8.3 Understand and respond to influences on educational practice","window.o
79 fw_menu_8.addMenuItem("8.4 Promote teaching as a worthy career","window.open('PDFs/84.pdf', '_blan

```

- Towards the top of the page you will see code that looks like this:  
`fw_menu_0.addMenuItem("Educational Philosophy","location='edphilo.htm'");`
- This is the code that allows your rollout menu to work.
- To differentiate between the rollout menus, look at the "green" text.
- For example, the first set beginning with "Educational Philosophy" and ending with "Teacher Work Sample" is your rollout menu for the "Personal Info" button.
- The rest of the rollout menus can be differentiated by which standard they fall under. For example, look for 1.1 – 1.5 for the button "1. Literacy Knowledge."

```

7 <script language="JavaScript">
8 <!--
9 function fwLoadMenus() {
10 if (window.fw_menu_0) return;
11 window.fw_menu_0 = new Menu("root",184,17,"Verdana, Arial, Helvetica, sans-seri
12 fw_menu_0.addMenuItem("Educational Philosophy","location='edphilo.htm'");
13 fw_menu_0.addMenuItem("Teaching Experience","location='tchexp.htm'");
14 fw_menu_0.addMenuItem("Employment History","location='emphist.htm'");
15 fw_menu_0.addMenuItem("Educational History","location='edhist.htm'");
16 fw_menu_0.addMenuItem("Affiliations & Organizations","location='afforg.htm'");
17 fw_menu_0.addMenuItem("Conferences & Presentations","location='conf.htm'");
18 fw_menu_0.addMenuItem("Teacher Work Sample","location='work.htm'");
19 fw_menu_0.addMenuItem("Teacher Work Sample","location='work.htm'");
20 fw_menu_0.hideOnMouseOut=true;
21 window.fw_menu_1 = new Menu("root",540,17,"Verdana, Arial, Helvetica, sans-seri
22 fw_menu_1.addMenuItem("1.1 Plan & organize reading-based instruction","wind
23 fw_menu_1.addMenuItem("1.2 Develop phonological & linguistic skills","wind
24 fw_menu_1.addMenuItem("1.3 Develop reading comprehension","window.open('PDFs/13
25 fw_menu_1.addMenuItem("1.4 Support reading through oral & written language
26 fw_menu_1.addMenuItem("1.5 Utilize Colorado Content Reading & Writing Stand
27 fw_menu_1.hideOnMouseOut=true;
28 window.fw_menu_2 = new Menu("root",634,17,"Verdana, Arial, Helvetica, sans-seri

```

5. Create a rollout link for the navigational menu continued...

- Copy this line of code:  
`fw_menu_0.addMenuItem("Teacher Work Sample", "location='work.htm'");`
- Paste the line of code underneath the last link you have for the section. Make sure you paste it above this line of code:  
`fw_menu_0.hideOnMouseOut=true;`
- Change the words in quotes, example: "Teacher Work Sample," to be what you want your link to appear as. Here we will name it "New Link"
- Apply this code to each rollout menu as desired.
- Next change the location by specifying which Web page or PDF file you want to link to
- Do this by changing "location='work.htm'" to "location='newlink.htm'"
- For a PDF file change the code to say:  
`"window.open('PDFs/11.pdf', '_blank');"`  
As opposed to:  
`"location='work.htm'"`
- With the PDF link code:  
`"window.open('PDFs/11.pdf', '_blank');"`  
The number "11" is the pdf you are linking to. If you create a new PDF be sure to link to what you name that particular file.

```
11 window.fw_menu_0 = new Menu("root",184,17,"Verdana, Arial, Helvetica, sans-serif");
12 fw_menu_0.addMenuItem("Educational Philosophy","location='edphilo.htm'");
13 fw_menu_0.addMenuItem("Teaching Experience","location='tchexp.htm'");
14 fw_menu_0.addMenuItem("Employment History","location='emphist.htm'");
15 fw_menu_0.addMenuItem("Educational History","location='edhist.htm'");
16 fw_menu_0.addMenuItem("Affiliations & Organizations","location='afforg.htm'");
17 fw_menu_0.addMenuItem("Conferences & Presentations","location='conf.htm'");
18 fw_menu_0.addMenuItem("Teacher Work Sample","location='work.htm'");
19 fw_menu_0.addMenuItem("New Link","location='newlink.htm'");
20 fw_menu_0.hideOnMouseOut=true;
21 window.fw_menu_1 = new Menu("root",340,17,"Verdana, Arial, Helvetica, sans-serif");
22 fw_menu_1.addMenuItem("1.1 Plan & organize reading-based instruction","window.");
23 fw_menu_1.addMenuItem("1.2 Develop phonological & linguistic skills","window.");
24 fw_menu_1.addMenuItem("1.3 Develop reading comprehension","window.open('PDFs/13.");
25 fw_menu_1.addMenuItem("1.4 Support reading through oral & written language de");
26 fw_menu_1.addMenuItem("1.5 Utilize Colorado Content Reading & Writing Stand");
27 fw_menu_1.hideOnMouseOut=true;
28 window.fw_menu_2 = new Menu("root",634,17,"Verdana, Arial, Helvetica, sans-serif");
29 fw_menu_2.addMenuItem("2.1 Develop student's understanding of Geometry, Number Sy");
30 fw_menu_2.addMenuItem("2.2 Utilize Colorado Model Content Standards in Mathematic");
31 fw_menu_2.hideOnMouseOut=true;
32 window.fw_menu_3 = new Menu("root",537,17,"Verdana, Arial, Helvetica, sans-serif");
```

## 6. Save your templates.

- Save all of your template files once you have made the necessary changes.
- When saving the templates, FrontPage will update your Web pages that use those templates. Be sure to click “Yes” when FrontPage asks to update the attached files for the templates.

