

Kent State University

FlashFolio

Create Hyperlinks for FlashFolio

Contact

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Create Hyperlinks

This will cover how to create a hyperlink from the users' CV and Narrative Statement to files already uploaded within FlashFolio.

1. Open the CV or Narrative Statement. Do not upload the documents to FlashFolio yet. The hyperlinks must be created within the CV and Narrative Statement before they are uploaded to FlashFolio.
2. Navigate to the FlashFolio dashboard and click on the task where the documents that you would like to link to reside. Click on the document type where the document(s) are located that the CV or Narrative are going to link to.

TEST Reappointment

Activity Input | 2025-03-31 8:00 am - Ongoing

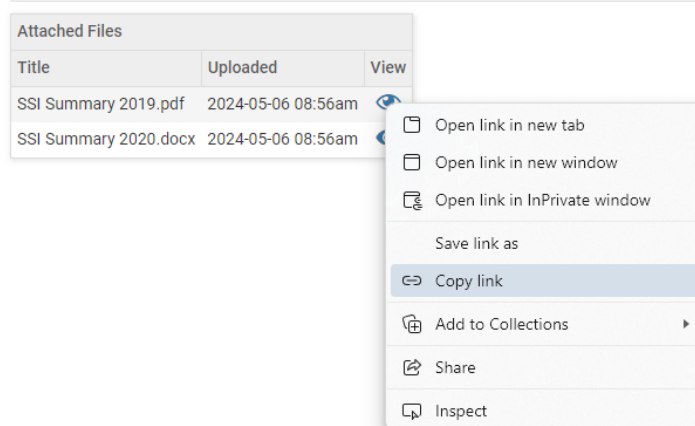
3. Click the "View All" button.



4. After clicking the document type, a new window will open. In that new window, click the eye icon of the document you want to link to and select **Copy Link**.

Activity Input

Attachments



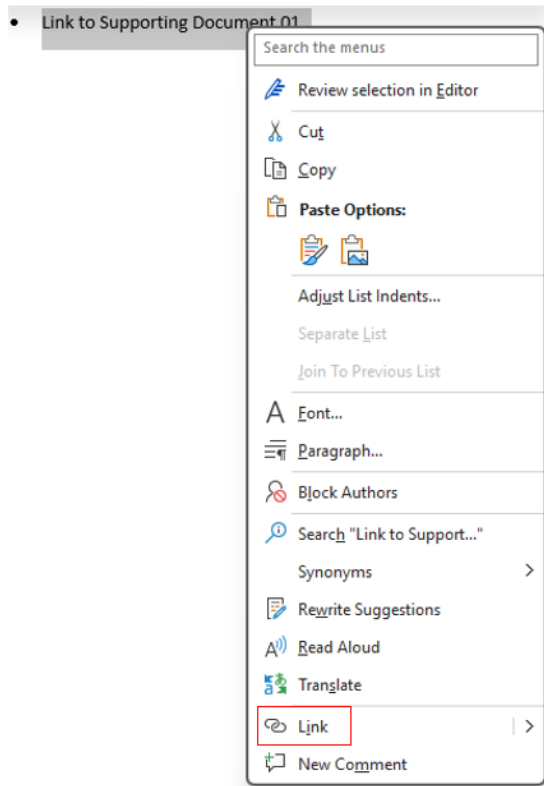
Create Hyperlinks

5. In the CV or Narrative Statement that is open on the user's computer, highlight the text that points the reviewer to the document uploaded in FlashFolio.

CV

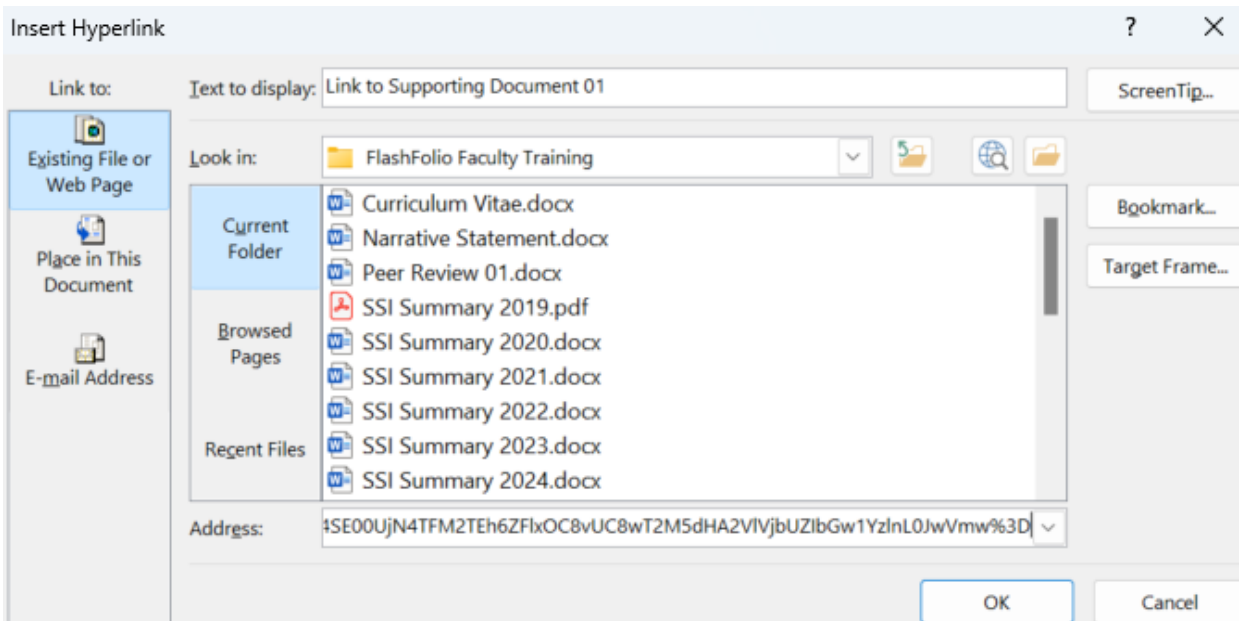
- Link to Supporting Document 01

6. Right click on the highlighted text and select Link. This will bring up the hyperlink dialog box.

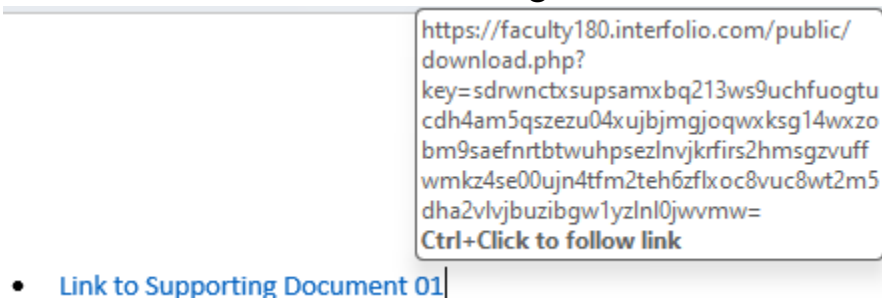


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7. In the Insert Hyperlink dialog box, right click within the Address box and select Paste. This will paste the copied website link from Step 3 above. The website address will look jumbled, but it is the link to the users uploaded document. Click the OK button.



8. On the CV or Narrative Statement, the text will now be clickable. Hold the Ctrl key and click the left mouse button to make sure the link is working.



9. Repeat the above steps for all hyperlinks that need to be completed within the user's CV and Narrative Statement. After hyperlinking has been completed, the user can upload their CV and Narrative Statement with the new hyperlinks.