References Tab

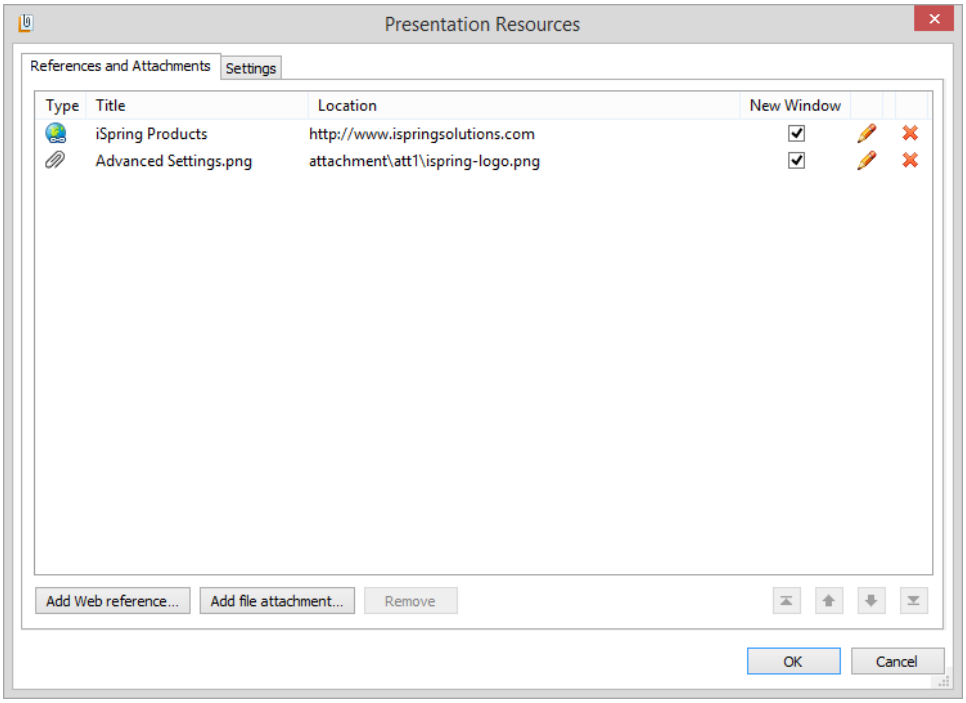
References are external resources that you would like your audience to view during your presentation playback. You can add references of two types:

- **Web References** - links to web pages
- **File Attachments** - links to local files, like .pdf or .xls documents or .jpg images.

The references are available in the Resources menu of the Universal player. Click the **Customize** button on the Publish window and then enable References in the Top Bar section.

To manage references:

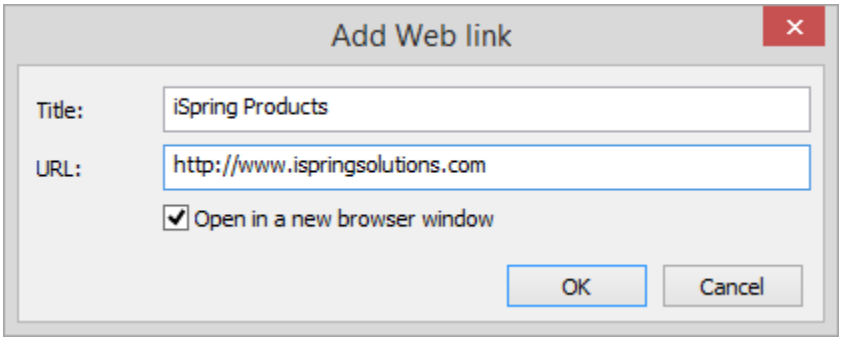
1. Click the **Resources** button on the iSpring toolbar to open Presentation Resources window.
2. All references added to a presentation are listed in the **References and Attachments** tab.



   To open a selected reference in a new browser window, check the box **New Window**. To edit and delete a reference, use the icons on the right of the References window. You can also test your references accessibility by clicking a reference file path or a URL in the **Location** column. You can rearrange the references - click Type, Title, Location or New Window column headers to sort the references by a given attribute. To delete all references from your presentation, click the **Remove selected items** button. You will be asked to confirm the deletion.
3. When you have finished managing your references, click **OK** to save your updates. To quit without saving, click **Cancel**.

To add a Web reference

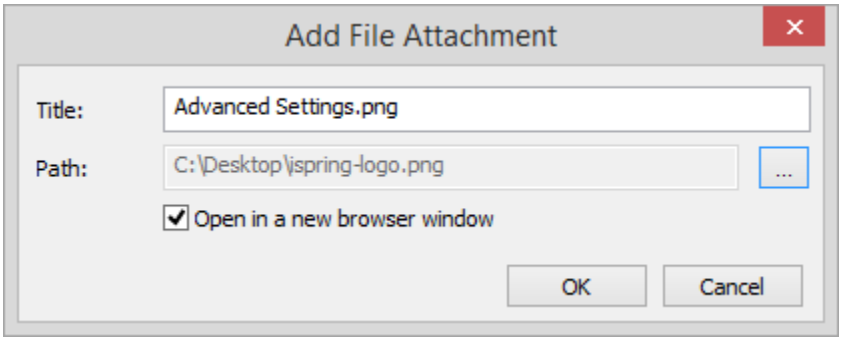
1. Click **Resources** on the iSpring toolbar; the Presentation Resources window will open.
2. Click the **Add Web reference** button at the bottom of the window.



3. Enter a **Title** for a web link. It will be displayed in the Reference screen of the player.
4. Enter a web address of the web page, blog or other web resource. The URL field is prefilled with "http//:", please don't omit this part of the URL in your link.
5. Check the "**Open in new browser window**" option if you want each web reference to be opened in a new browser window.
6. Click **OK** to save a reference. To exit without saving changes, click **Cancel**.

To add a File Attachment

1. Click **Resources** on the iSpring toolbar.
2. In the Presentation Resources window, click the **Add file attachment** button.
   Find and select the file you want to add in the Explorer window and click **Open**.



3. Add File Attachment window will be opened and prefilled with descriptions of the file you've chosen. You can select a different file by clicking the "..." button to the right of the **Path** field. The **Title** displayed in the Reference screen of the player is taken from the file name by default, you can edit the title in the corresponding field.
4. Check the **Open in new browser window** option, if you want to open each file in a new browser window. This option makes sense only for files that are viewable via internet browser, e.g. .jpg or .pdf files.
5. When you are ready, click **OK** to save an attachment. To exit without saving changes, click **Cancel**.