

## Add Links to Rich Content Editor Display Document in Window

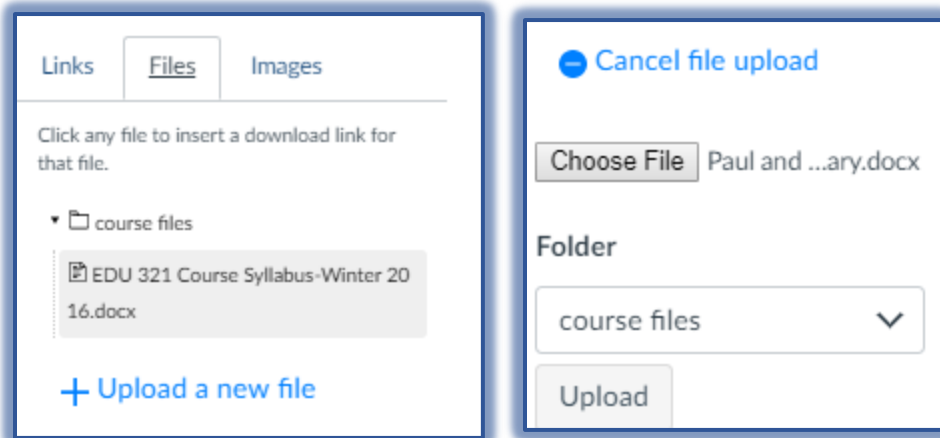
When a Content Item is linked to a file in Canvas, it is possible to have the document open within the Canvas window.

### CREATE A LINK TO A FILE

- Click the **Content Item** to which the item is to be linked, such as an Page or an Assignment.
- Click the **Edit** button on the right side of the window.



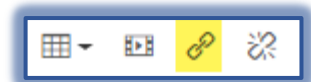
- Input a short description for the linked item, such as Course Syllabus or Assignment or Week 1 Lecture.
- Highlight the text that was just input.
- Click the **Files** tab in the pane on the right side of the window.
- Do one of the following:
  - \* Click the item that was uploaded to the **Files** area.
  - \* Click the **Upload a new file**.
  - \* Click the **Choose File** or **Upload**. The link name depends on the browser being used.

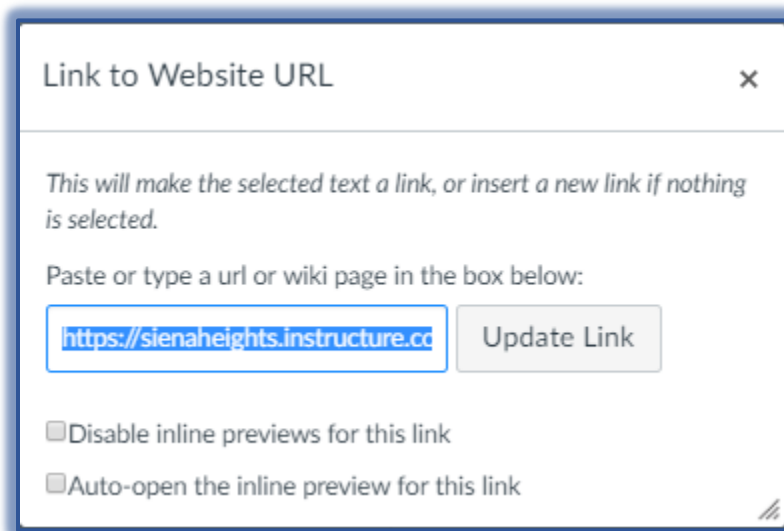


- \* Choose the file that is to be uploaded from a folder on your computer.
- \* Click the **Open** button.
- \* Click the **Upload** button.
- \* The selected text will be highlighted in yellow. This indicates that a link is being created.
- \* A link will be created to the document.
- \* The document will be stored in the **Files** area for the course.

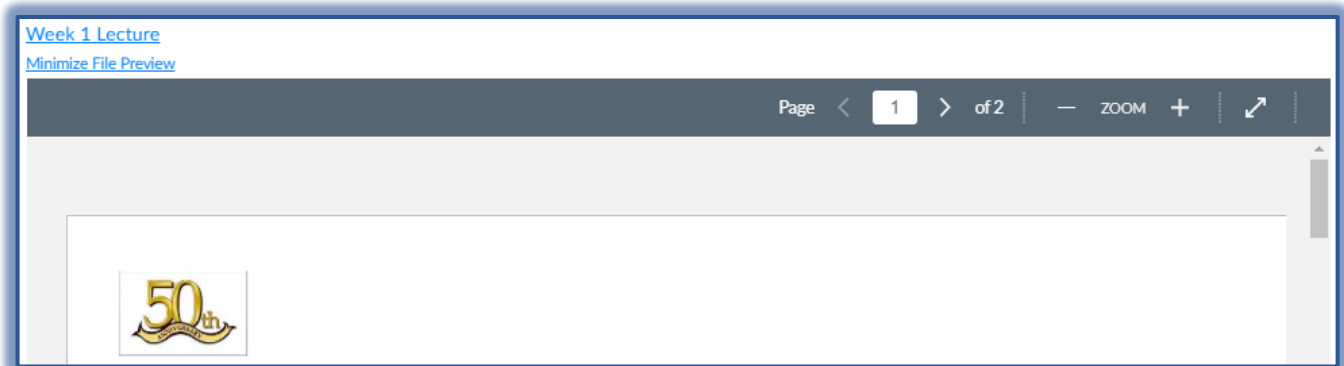
### AUTOMATICALLY DISPLAY DOCUMENT IN WINDOW

- Highlight the text for which the link was created.
- Click the **Link to URL** button on the **Toolbar**.
- The **Link to Website URL** dialog box will display.
- Click the **Auto-open the inline preview for this link** check box.
- Click the **Update Link** button.
- Click the **Save** button.





- A link to the document, as well as the document will appear in the window.



- Click the link to download the document or open the document in another window.
- Click the **Minimize File Preview** to hide the document.
- Click the **Preview the Document** button to re-display the document.

