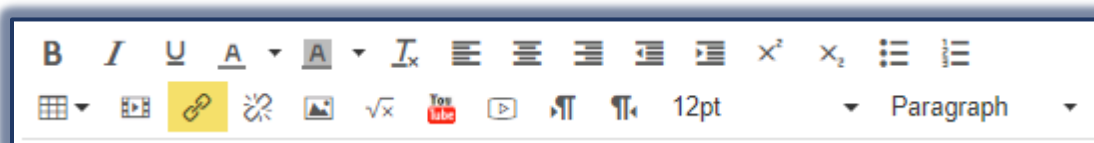
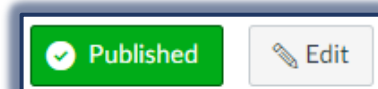


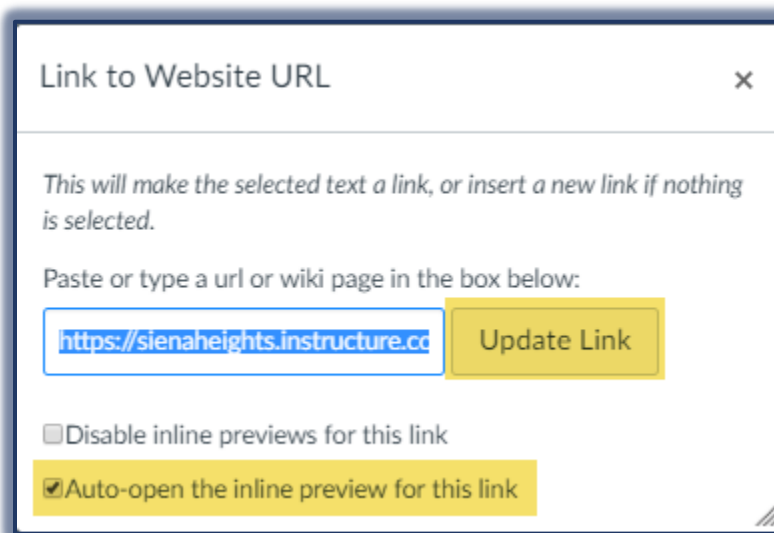
Embed and Display File in Rich Content Editor

In Canvas it is possible to have a file auto load into the Rich Content Editor. This means the file will load in the window shortly after the page is selected. To accomplish this, follow these instructions.

- Access the **Content Item** into which the file is to be uploaded.
- Click the **Edit** button.
- In the **Rich Content Editor**, input a short description of the file that is to be uploaded.
- Highlight the **text** that is to be linked to, such as Week 1 Lesson.
- Click the **Files** tab on the right side of the window.
- Do one of the following:
 - ✧ Select a **File** from the list of files.
 - ✧ Click the **Upload New File** button.
 - ✧ Click the **Browse/Choose File** button (dependent on Browser).
 - ✧ Select a **File** from your computer.
 - ✧ Click the **Open** button.
 - ✧ Click the **Upload** button.
- The **File** should link in the **Rich Content Editor** window.
- Highlight the linked text.
- Click the **Link to URL** button (highlighted button in illustration).



- Click the **Auto open the inline preview for this link** check box.
- Click the **Update Link** button.



- Click the **Save and Publish** button to make the file available to the students.
- Wait about a **minute** for the file to load in the **Rich Content Editor**.