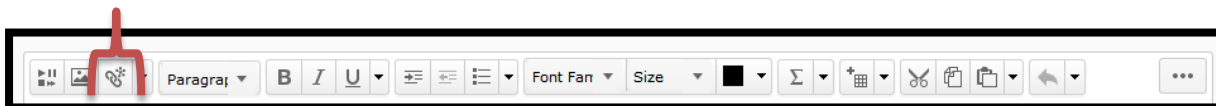


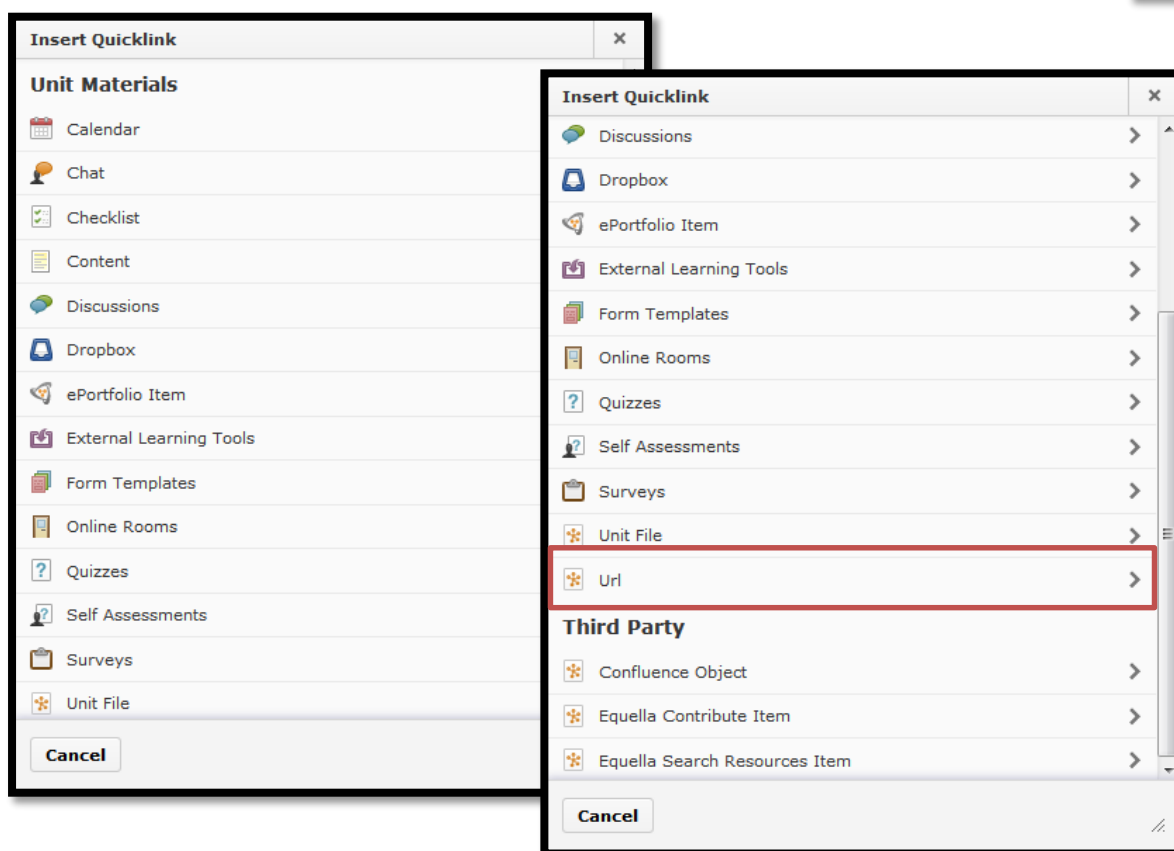
The Page Tool: Adding URL's

This document outlines how to add links to websites on your page

The D2L Text Editor appears in a number of places in D2L, generally being anywhere that you would type text onto the page such as discussion posts, news items, HTML pages, etc. You can add website URLs following the steps below.



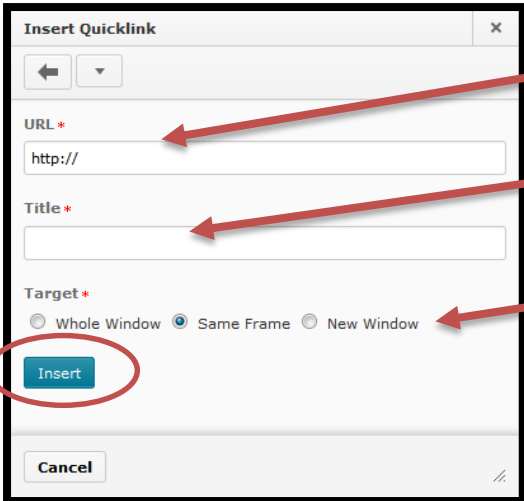
The button for adding a link to a website or file, or to MyLO activities is called 'Insert Quicklink'.



When you click on the button you will see the pop-up as shown above. To add a website link you will need to choose the option "Url" as listed near the bottom of the list.

When you click Url you will be shown options as per below screenshot.

Linking to websites



Insert Quicklink

URL *

http://

Title *

Target *

Whole Window Same Frame New Window

Insert

Cancel

Type or paste the website URL here, remove any text already in this field before pasting.

Type a useful title here – this will form the text that will appear on the page as a hyperlink.

Choose whether to open in a new window (recommended) or into the page window.

When you're done click 'Insert' and the link will appear on your page as underlined text as shown in the screenshot below.

[Week 6 Quiz - click here to open quiz in a new window](#)

[Google the words "Text Editor Desire2Learn" for more information](#)

To edit a link click the cursor somewhere inside of the link text and press the Quicklink button again. Sometimes it does not work no matter what you do or where you click – if so please contact your educational technologist for help fixing links.