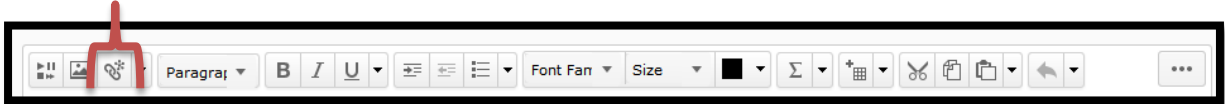


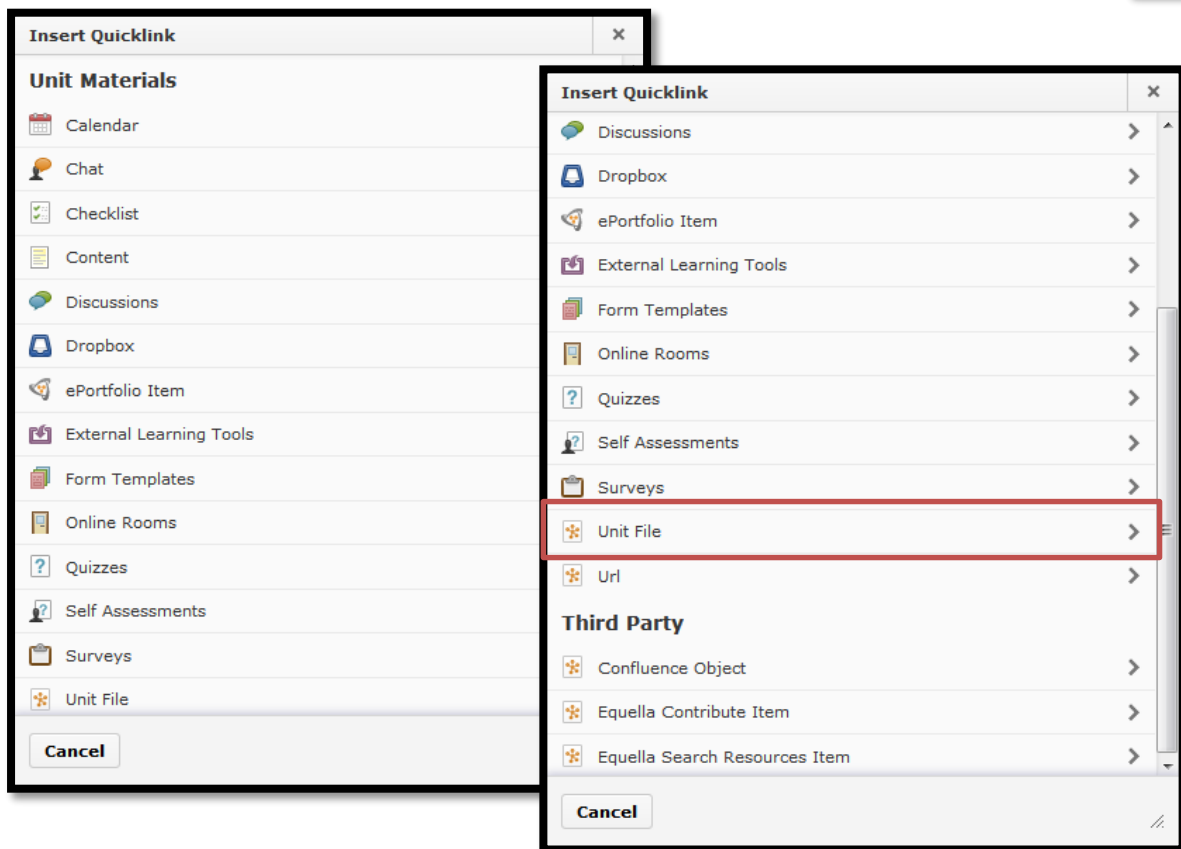
# The Page Tool: Adding Links to Files

This document outlines how to add links to files 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 as well as links to MyLO activities or other MyLO files.

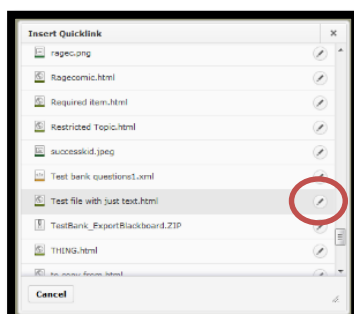


The button for adding a link to a file is called 'Insert Quicklink'.



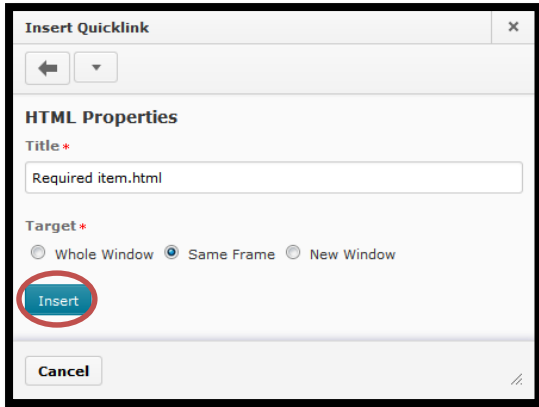
When you click on the button you will see the pop-up as shown above. Here you can choose from a number of options for adding a link. You do not need to have typed any text onto the page first.

To add a website link you will need to choose the option "Unit File" as listed near the bottom of the list. You will then be shown the following screen:



**Step 1:** You will see a list of the files that have been uploaded to MyLO – scroll to the file you wish to create a link to and click the pencil icon to the right of the file you wish to link to.

## Linking to files and websites

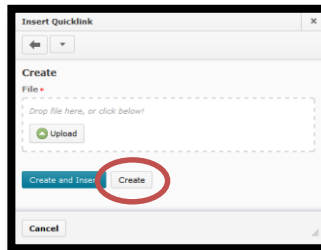
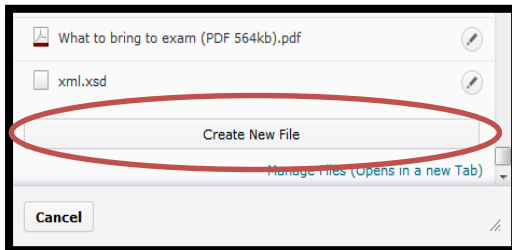


**Step 2:** Choose a useful title for your item if the file didn't already have one.

Choose to have the file open in new window (recommended if you don't want students to lose their place in the page).

Click "Insert" when done.

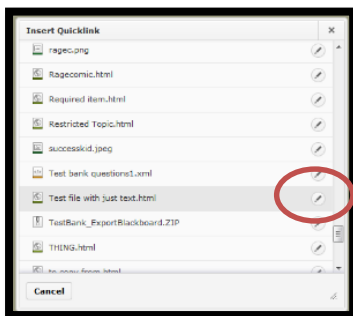
If the file you wish to create a link to has not been uploaded and doesn't appear in the list scroll to the very bottom of the files list in step 1 and choose the 'Create New File' button as shown below.



When you click 'Create New File' you will see a window to upload a file from your computer.

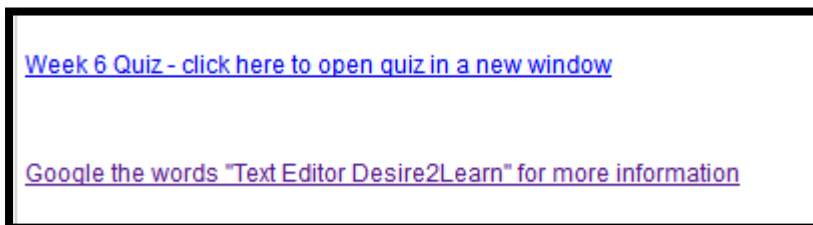
Click 'Create' when you are done uploading the file.

You can click 'Create and Insert' which will create the link to the file immediately but will not give you the chance to set any additional options.



When you click 'Create' you will be taken to the list of files again and your file will be in the list. Click the Pencil icon to the right of the file and follow step 2.

Your link will appear as underlined text on the page as shown below.



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.