

How to Create a Text Link to a File

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to create a text link to a file in their ePortfolio.

Step 1: In a Rich text module, click on the edit icon. Type in and highlight the text in which you want to link a file. then select the “attachment” icon. (See Image 1)

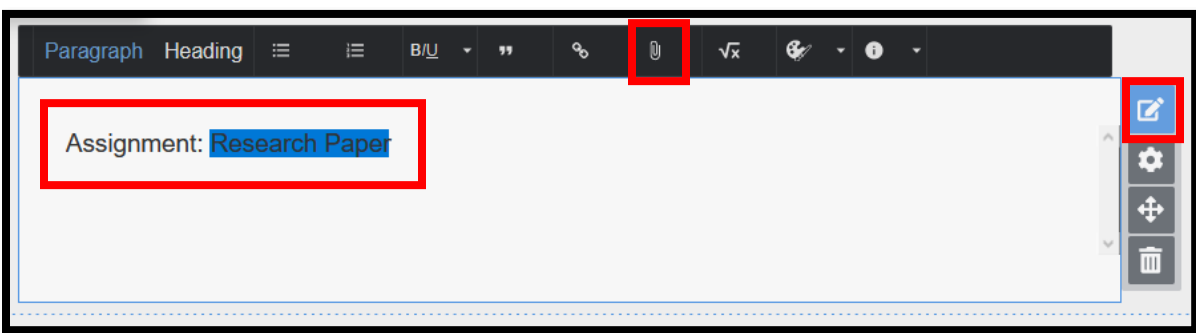


Image 1

Step 2: In the library, click the “File” button and select one of the available options that appears. For this example, I will select the “upload file” option. (See image 2)

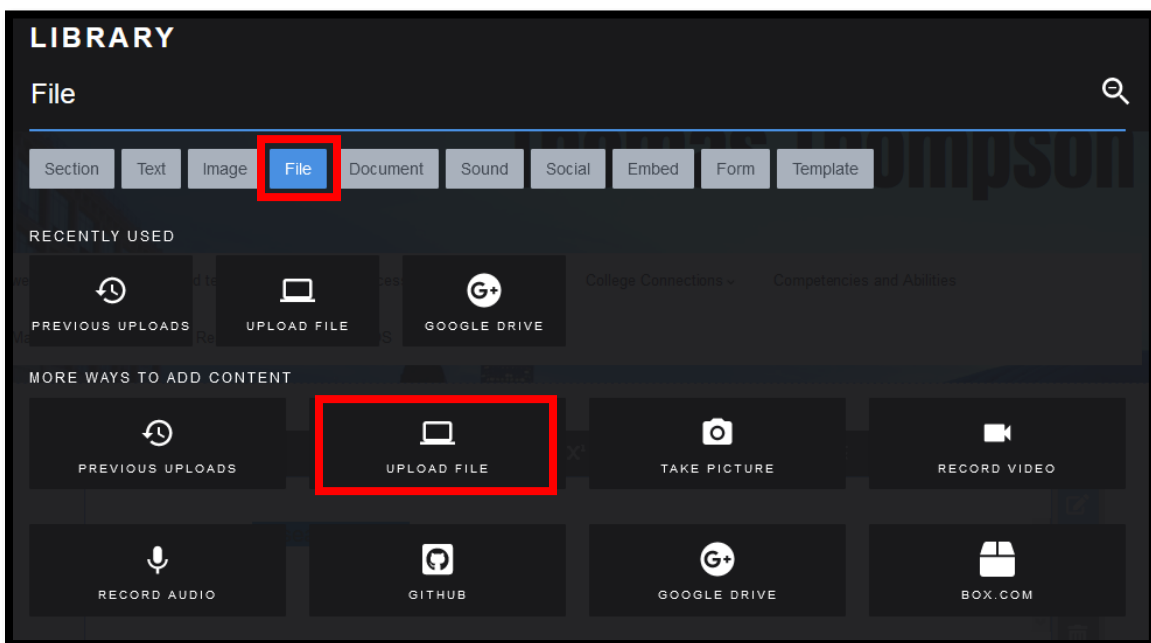


Image 2

Step 3: Next, click the “Select Files to Upload” icon to bring up the “file upload” window. Then, locate the file and click “Open.” (See image 3)

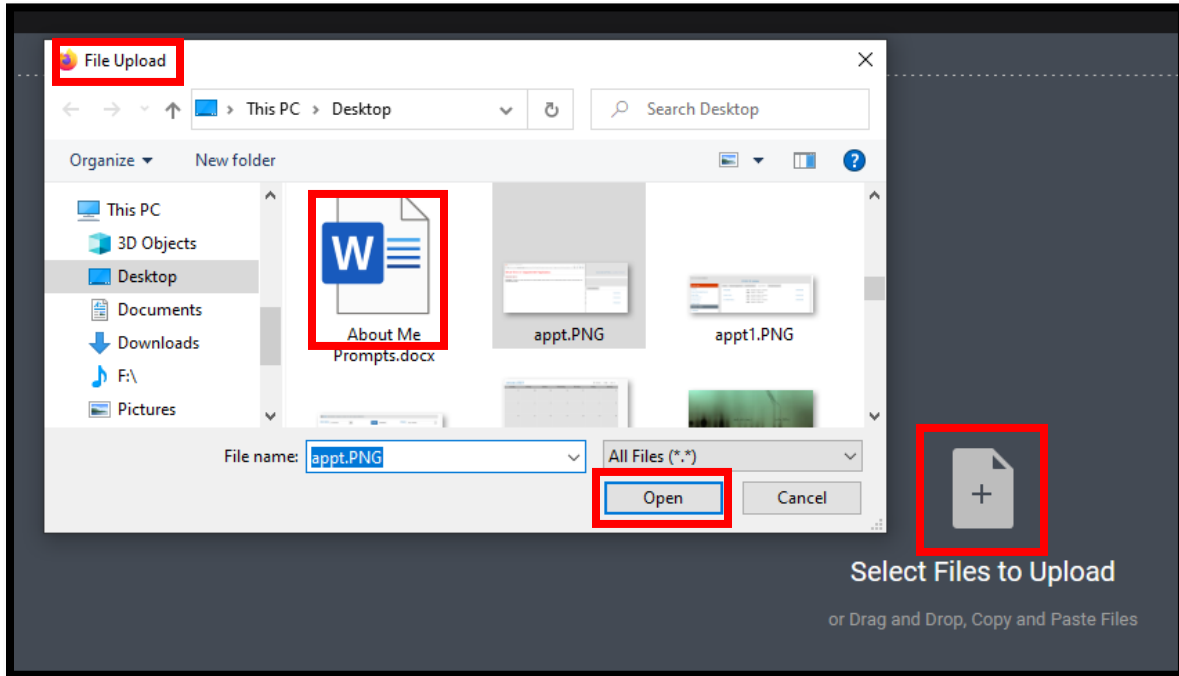


Image 3

Step 4: With the file listed in the “Selected Files” window, click “Upload.” The highlighted text in the rich text module will now be a link. Click the link to access the link options to “Open in Browser” or “Download File” (See images 4 and 5)

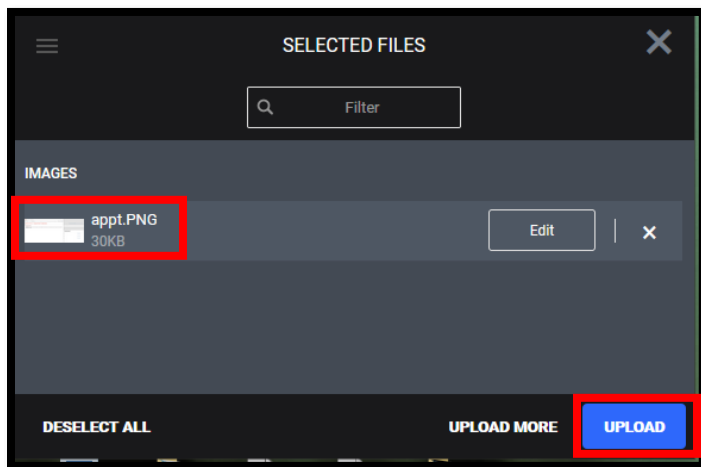


Image 4

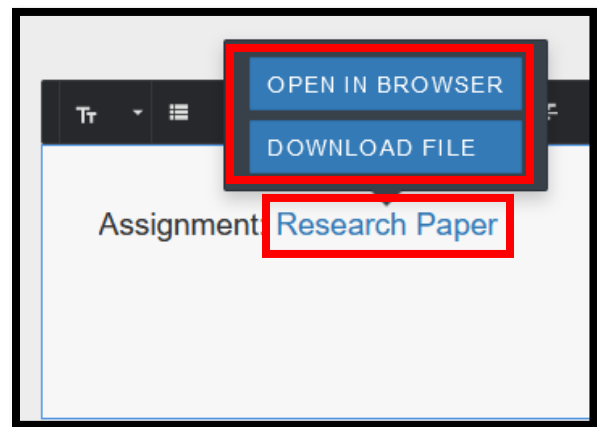


Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.