

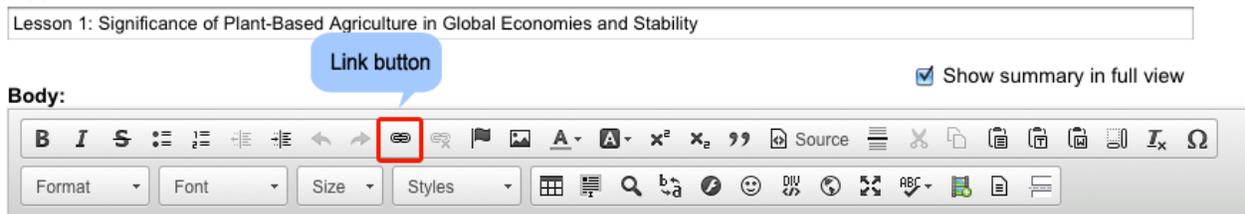
## Uploading a PDF

Go to your page and into the edit tab.

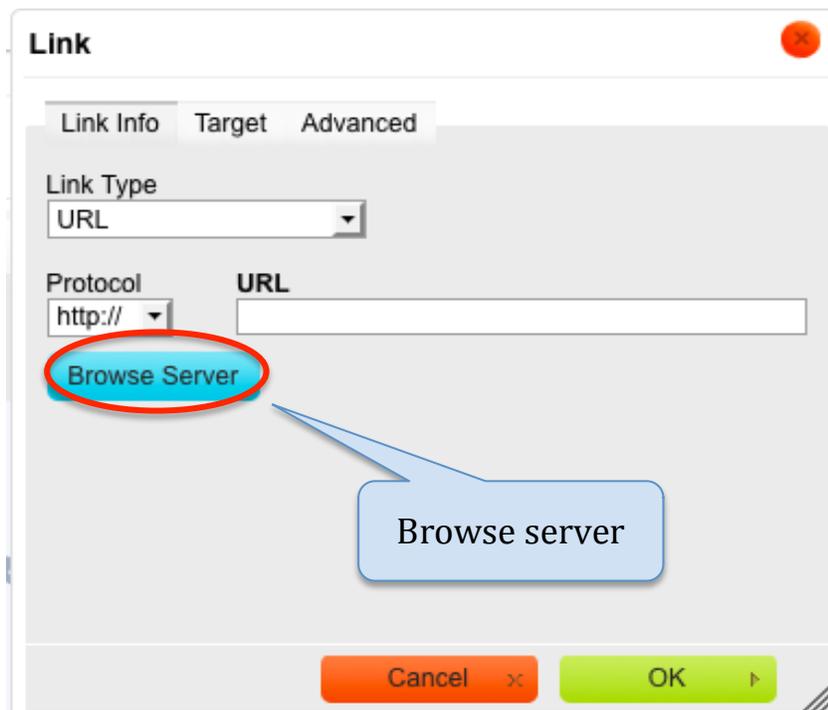
To add a link, first make a space in the content where you would like the link to be. Leave the cursor in that space.

Or if you have a word(s) in the content you would like to use as the link, first highlight it.

Then click on the link icon in the editing tool bar.



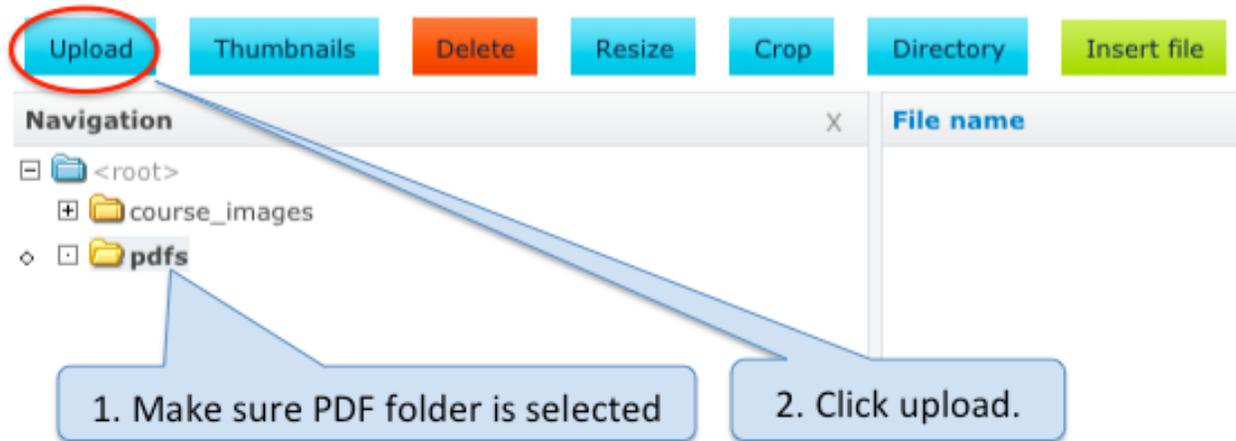
A pop-up window opens. To find your PDF, click on the “Browse Server” button.



Another pop-up opens. Open the PDF folder (it will be bolded when open).

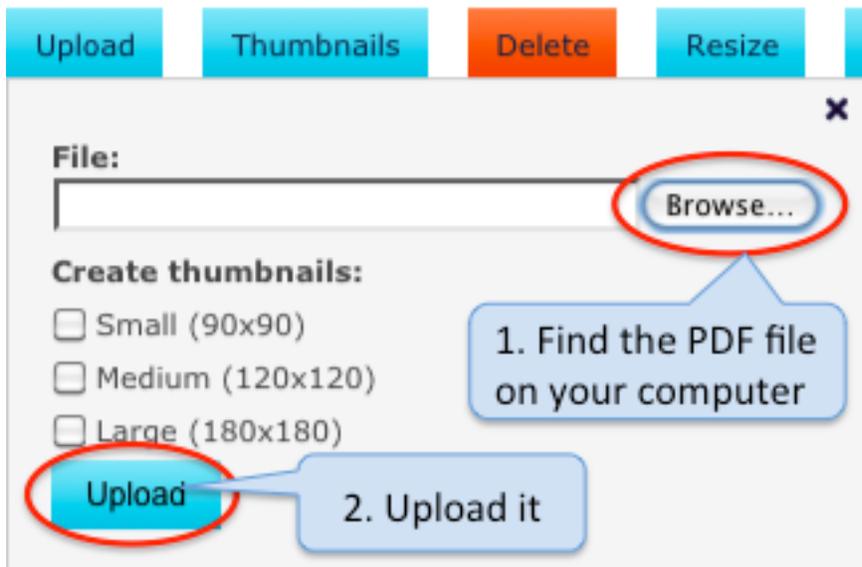
If you already have PDFs in your course, they will list here. To use a file already here, double click on it.

To upload a new PDF, click the “Upload” button.

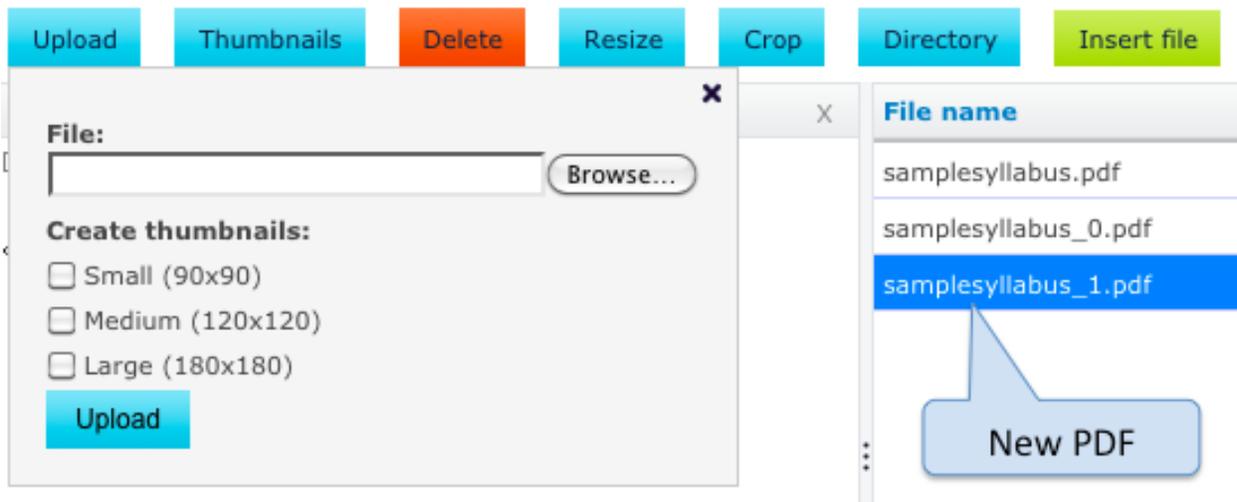


A pop-up opens. Click “Browse”. Find the PDF on your computer.

Click the “Upload” button.



Your new PDF will appear in the list. **Double click** it to insert it into your content.



This will take you back to the first pop-up. Use this area to open your links in a new window.

1. Click on the Target tab
2. Choose "New Window" from the drop-down menu
3. Click OK



After you click OK, you'll be back at your editing page with your new link to the PDF.

To rename a link like this:

[/courses/cedev101/sites/edu.courses.cedev101/files/pdfs/samplesyllabus\\_1.pdf](/courses/cedev101/sites/edu.courses.cedev101/files/pdfs/samplesyllabus_1.pdf)

Highlight it and type in something more suitable. The link should still hold.

If the link doesn't hold, type in your word (s) first and highlight it, then go through the link process again (except your PDF is already uploaded, all you have to do is double click on it.)

## Inserting a link to a webpage

Follow the same steps as above, except skip everything about browsing the server.

