Linking to a File in OU Campus

- 1. Open the page on which you wish to create a link in the WYSIWYG Editor.
- 2. Type in the text you wish to become a link, then select it with your mouse cursor.

Test Link

3. With the text selected, click the Insert/Edit Link button in the WYSIWYG toolbar.



4. In the Insert/Edit Link window, click the Browse icon.

	Insert/Edit Link	×
General	Popup Events Advanced	
General P	roperties	
Link URL		
Target	Open in This Window/Frame	
Title		
Class	Not Set 💌	
Insert	Ca	ncel

5. Navigate to your files by clicking on the **"docs" folder**. Click on the file you wish to link to, then click the **Select File** button.

	OmniBrowser	×
	File Browser	
	<u>sites</u> / <u>new_site</u> / <u>administration</u> / <u>staffdev</u> / <u>demo</u> / <u>docs</u> /	Production 💌
<	Image: state of the second directory Image: state of the second	
	Upload Select File Cancel Image or file from the list above, then click the "Select File" button Select File Select File	

The path to the file will appear in the Link URL box.

6. Click the Target pull-down menu, and select the option to "Open in a New Window (_blank)".

1	🛛 General Properties					
	Link URL	/administration/staffdev/demo/docs/AccessCo				
	Target	Open in This Window/Frame 🛛 💙				
		Open in This Window/Frame				
	Title	Open in New Window (_blank)				
		Open in Parent Window/Frame (_parent)				
	Class	Open in Top Frame (Replaces All Frames) (_top)				
	Class	Open in Top Frame (Replaces All Frames) (_top)				

7. Lastly, click the **Insert** button.

	Insert/Edit Link
General	Popup Events Advanced
General P	roperties
Link URL	/administration/staffdev/demo/docs/AccessCo
Target	Open in New Window (_blank)
Title	
Class	Not Set