

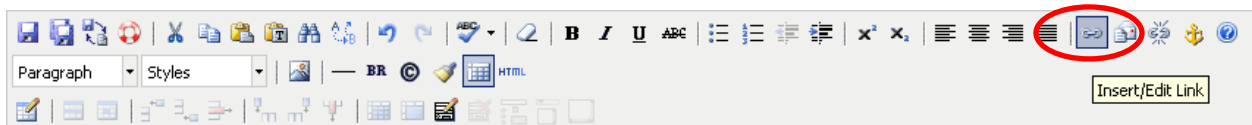
Linking to a File in OU Campus

1. Open the page on which you wish to create a link in the WYSIWYG Editor.

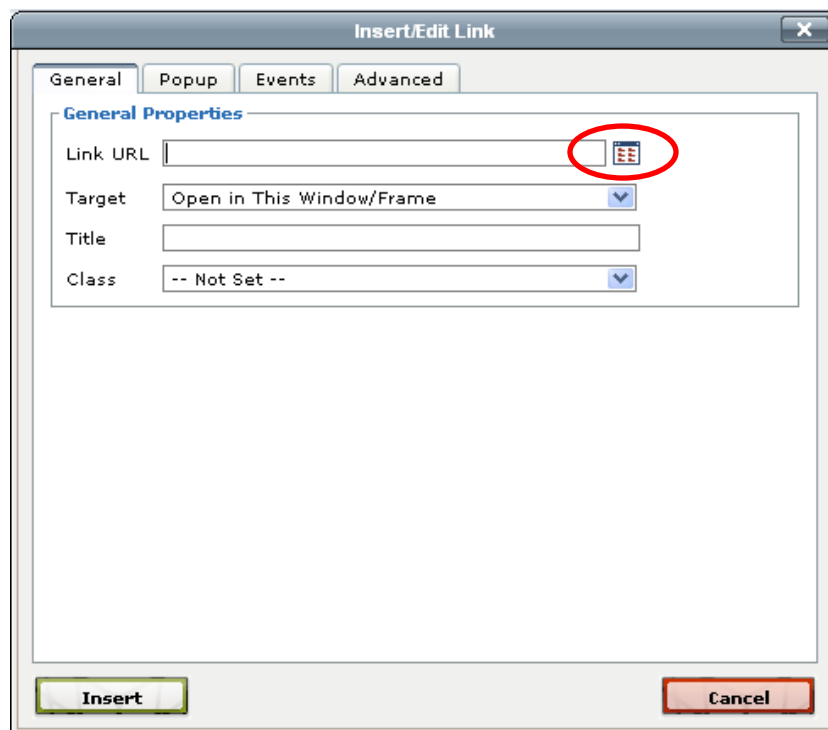
2. Type in the text you wish to become a link, then select it with your mouse cursor.

Test Link

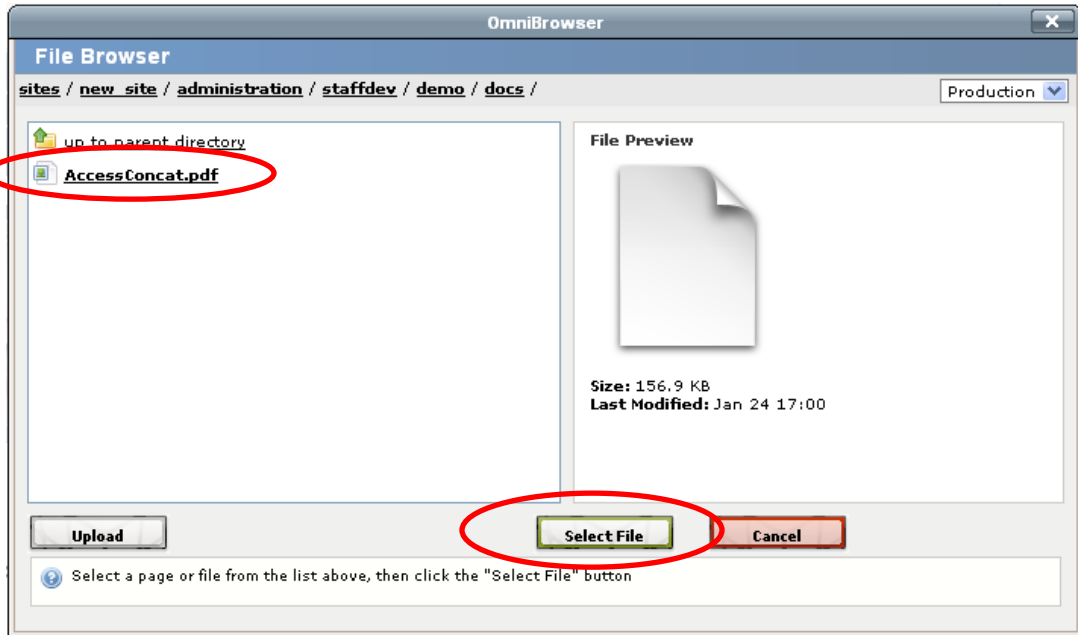
3. With the text selected, click the **Insert/Edit Link** button in the WYSIWYG toolbar.



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

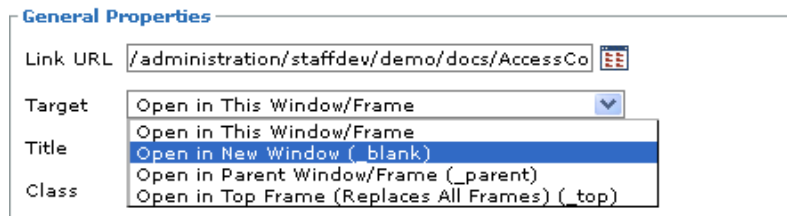


5. Navigate to your files by clicking on the “docs” folder. Click on the file you wish to link to, then click the **Select File** button.



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)”.



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

