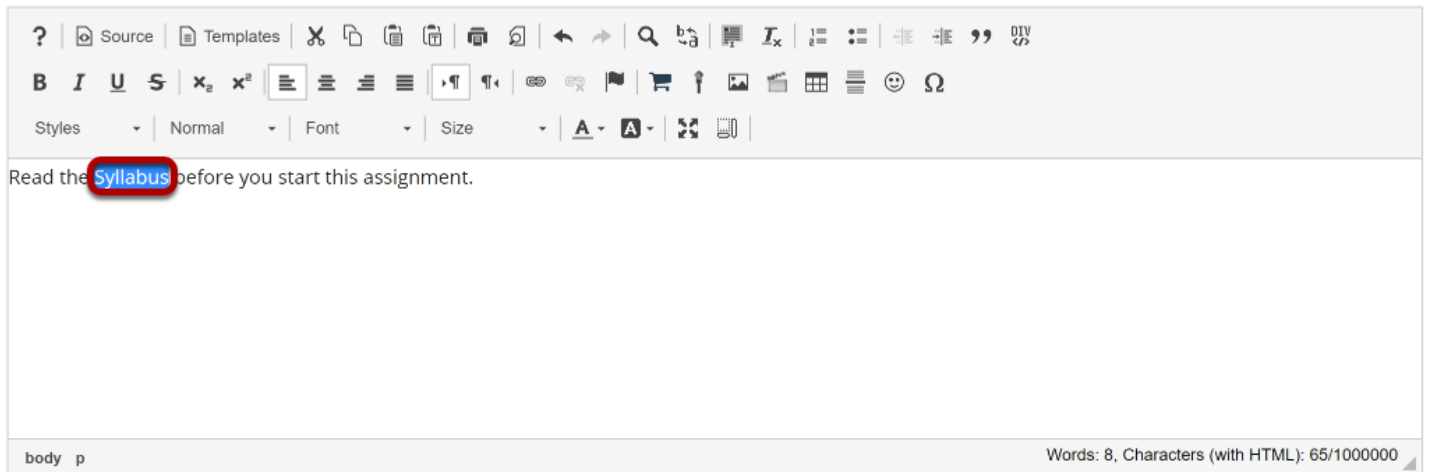


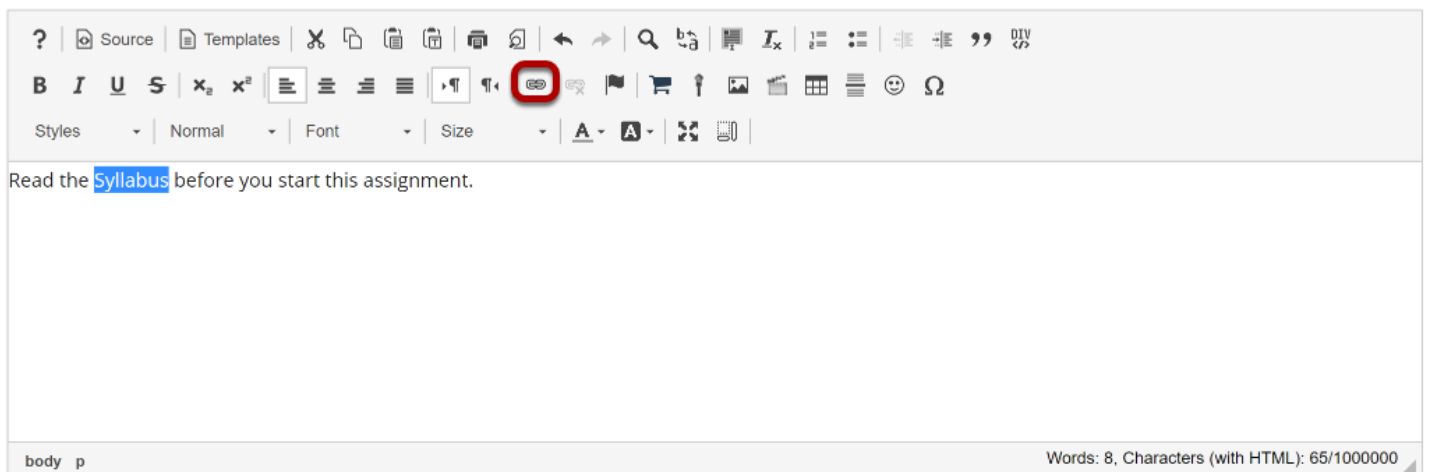
# How do I create a link to a Resources item in a text box?

Go to the Rich-Text Editor and select your text.



In the text box, **select** the text you would like to serve as a link to the folder or file. For accessibility, you should use [meaningful text](#) to describe the folder or file you are linking.

Click the Link icon.



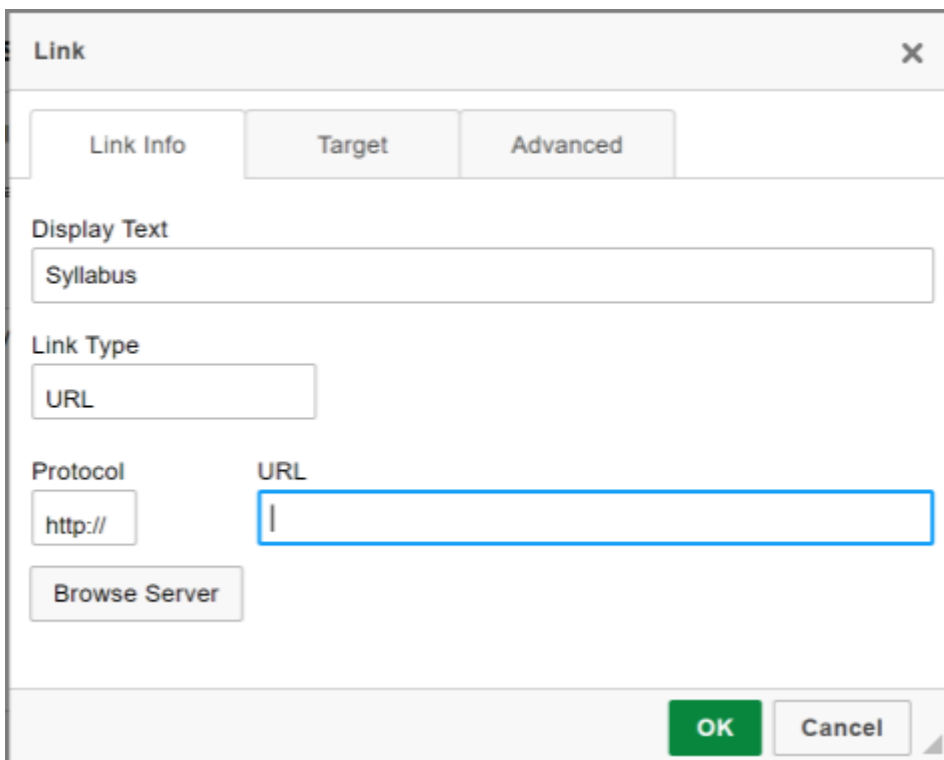
The **Link** icon looks like a chain link.

Or use **Ctrl/Command-L** on the keyboard to open the **Link dialog box**.



Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

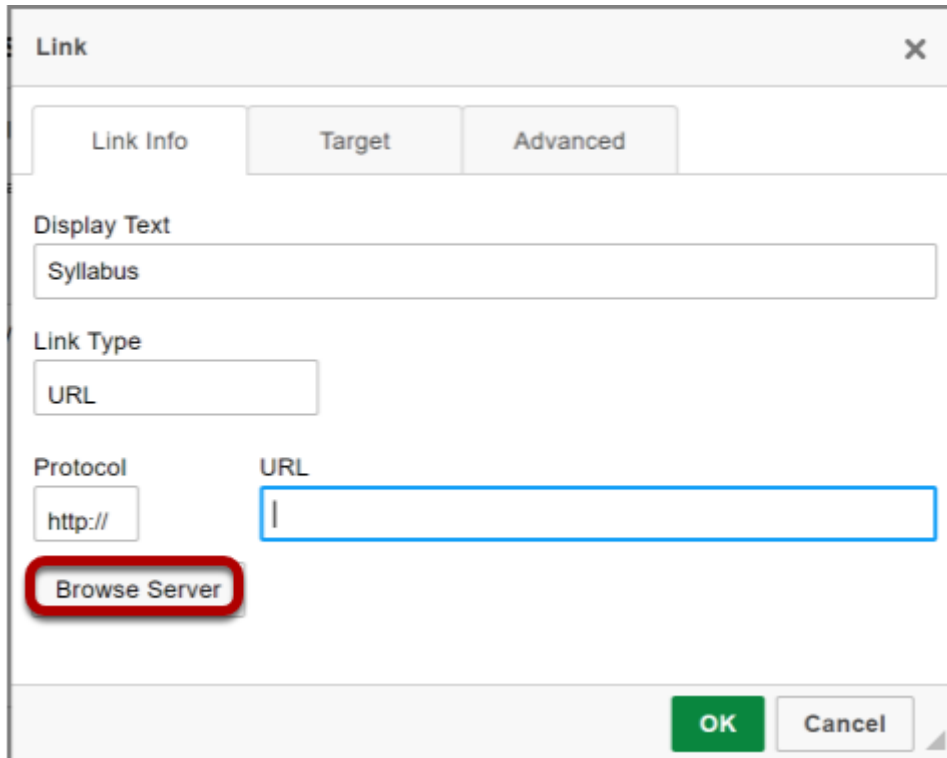
## Insert the link.



A window will pop up to allow you to enter a URL or select an item using the *Server Browser*.

*Note: If you copy a link in Resources and paste it into the [Rich Text Editor](#) in another tool (e.g., [Lessons](#)) rather than using the *Server Browser* to select the item in the editor, the link will not change when you [import content](#) from the site.*

## 1. Click the Browse Server link.



Link

Link Info Target Advanced

Display Text  
Syllabus

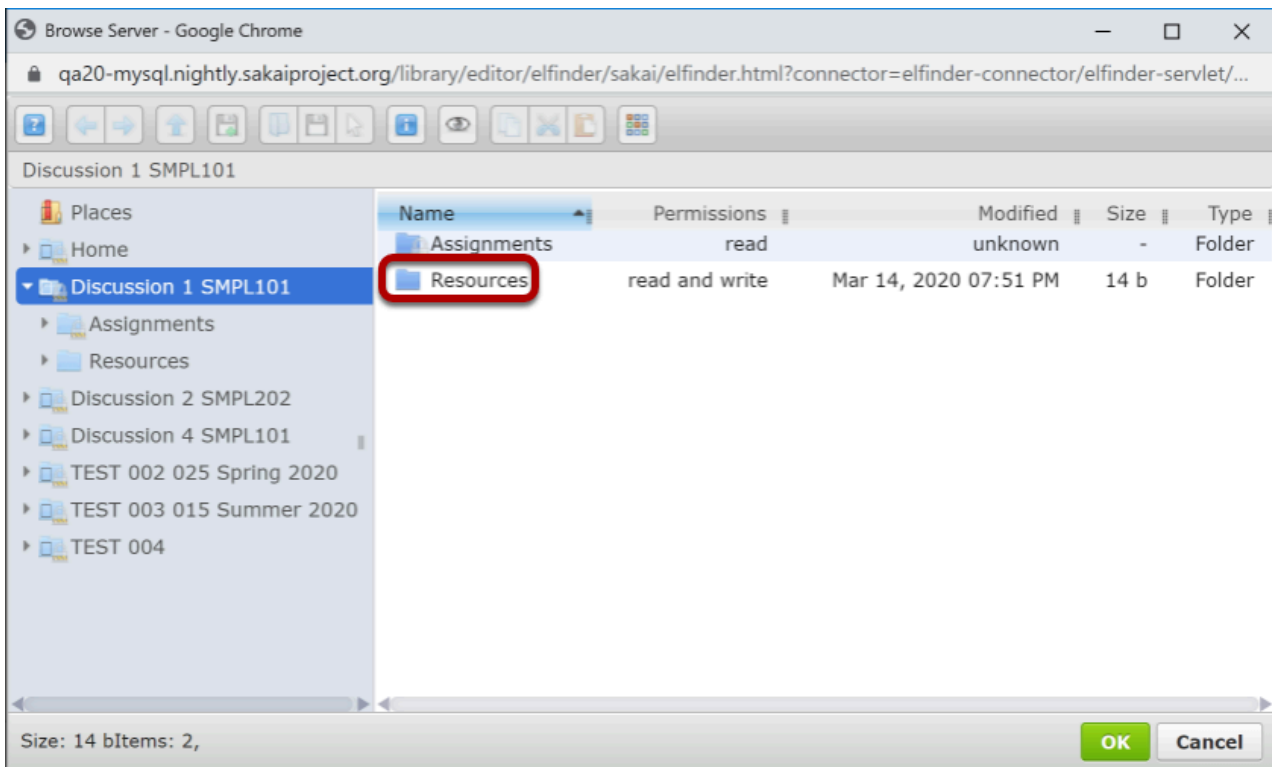
Link Type  
URL

Protocol URL  
http://

**Browse Server**

OK Cancel

## 2. Double-click Resources.



Browse Server - Google Chrome

qa20-mysql.nightly.sakaiproject.org/library/editor/elfinder/sakai/elfinder.html?connector=elfinder-connector/elfinder-servlet/...

Discussion 1 SMPL101

Name	Permissions	Modified	Size	Type
Assignments	read	unknown	-	Folder
<b>Resources</b>	read and write	Mar 14, 2020 07:51 PM	14 b	Folder

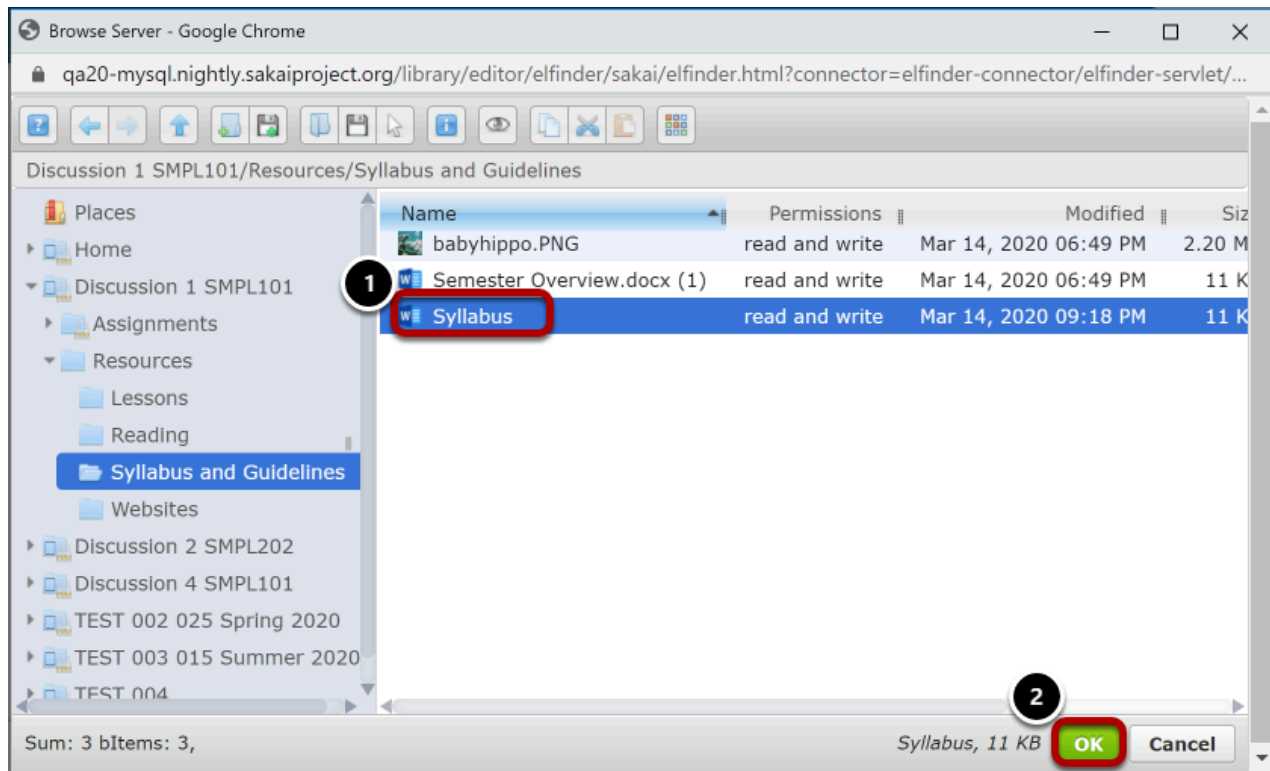
Size: 14 bItems: 2,

OK Cancel

The *Server Browser* will open. It displays items on your site to which you can link.

Double-clicking **Resources** will expand the list of the site's **Resources**.

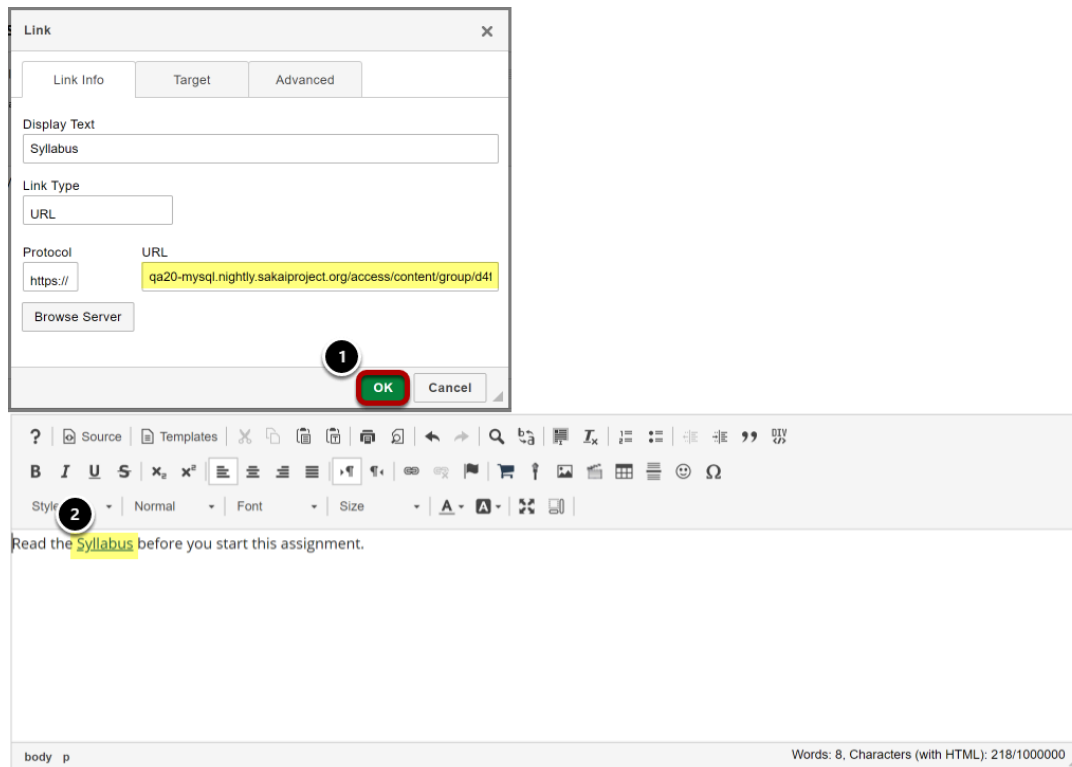
### 3. Navigate to the item to which you would like to link and click on the checkbox next to the file name.



1. Select the item to which you would like to link by clicking the checkbox next to the file name.
2. Click OK.

*Note: There may be additional folders in **Resources** in which the item is located. Double-click each folder to display its contents.*

## Click OK to create the link.

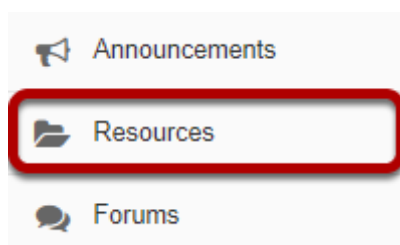


The *Link* dialog box will display the link to the item in the **URL** box.

1. Click **OK** to create the link.
2. The text linked to the *Resources* item will be underlined.

## Alternatively, you may go to Resources to locate the item URL.

Select the **Resources** tool from the Tool Menu in your site.



## Click Actions, then Edit Details for the item.

Title	Access	Created By	Modified	Size
TEST TES 100 Spring 2017 Resources				
Temp	Entire site	Kristine Instructor	Feb 5, 2018 1:28 pm	1 item
class01.pdf	Entire site	Kristine Instructor	Feb 5, 2018 11:15 am	87.2 KB
class02.pdf	Entire site	Kristine Instructor	Feb 5, 2018 11:15 am	87.2 KB
class03.pdf	Entire site	Kristine Instructor	Feb 5, 2018 11:15 am	87.2 KB
Syllabus.pdf	Entire site	Kristine Instructor	Feb 2, 2018 4:10 pm	83.9 KB

Copy Content from My Other Sites

Actions

- Copy
- Edit Details
- Upload New Version
- Move
- Move to Trash
- Duplicate
- Make Web Content Link

Locate the item you want to link to in Resources and from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page.

## Copy the item URL.

**File Details**

**Originally uploaded by** Kristine Instructor

**Uploaded** Feb 5, 2018 11:15 am

**Last changed by** Kristine Instructor

**Last changed** Feb 5, 2018 11:15 am

**Web address (URL)** [Copy URL to clipboard](#) [Open](#)  Short URL

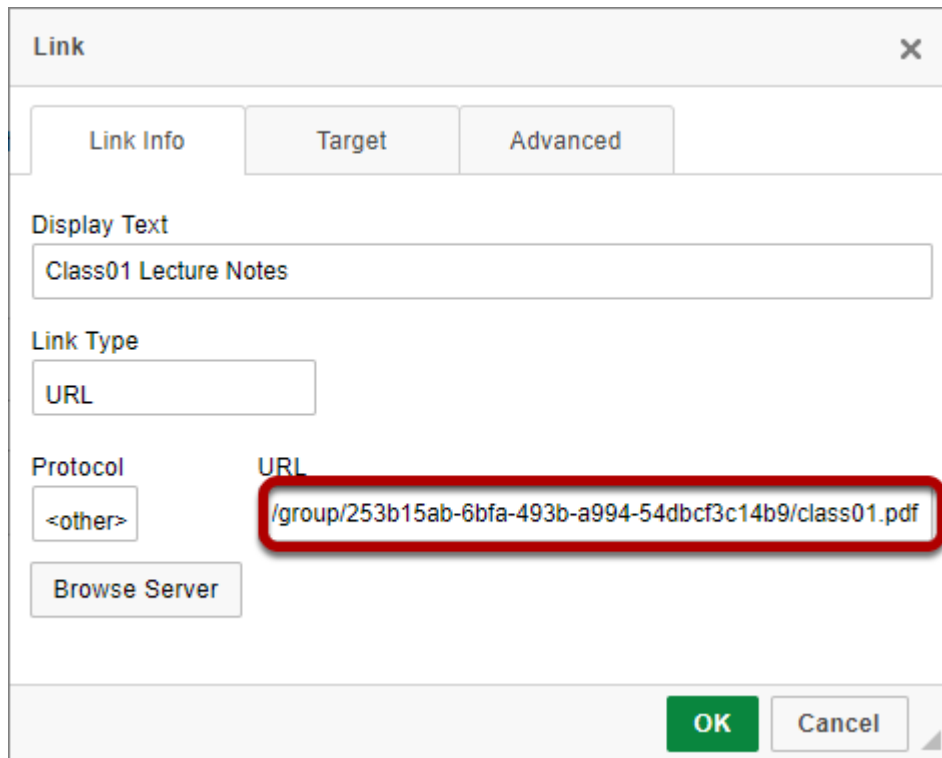
<https://qa2-us.nightly.sakaiproject.org/access/content/group/253b15ab-6bfa-493b-a994-54dbcf3c14b9/class01.pdf>

**File size** 87.2 KB (89,315 bytes)

**File Type** application/pdf [Change File Type](#)

Copy the item URL to your computer's clipboard (CTR-C for PC or COMMAND-C for MAC).

## Paste the item URL.



The image shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. The 'Display Text' field contains 'Class01 Lecture Notes'. The 'Link Type' dropdown is set to 'URL'. The 'Protocol' dropdown is set to '<other>'. The 'URL' field is highlighted with a red box and contains the path '/group/253b15ab-6bfa-493b-a994-54dbc3c14b9/class01.pdf'. Below the URL field is a 'Browse Server' button. At the bottom right are 'OK' and 'Cancel' buttons.

Paste (CTRL-V for PC or COMMAND-V for MAC) the URL for the Resources item in the box marked **URL**.

## Click OK.

Link

Link Info Target Advanced

Display Text

Class01 Lecture Notes

Link Type

URL

Protocol URL

<other> /group/253b15ab-6bfa-493b-a994-54dbcf3c14b9/class01.pdf

Browse Server

OK Cancel

## View link.

Class01 Lecture Notes.' is displayed, where 'Class01 Lecture Notes' is underlined and blue. The editor includes a toolbar with various formatting options and a status bar at the bottom showing 'body p' and 'Words: 4, Characters (with HTML): 105/1000000'."/>

Read [Class01 Lecture Notes](#).

body p Words: 4, Characters (with HTML): 105/1000000

When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.