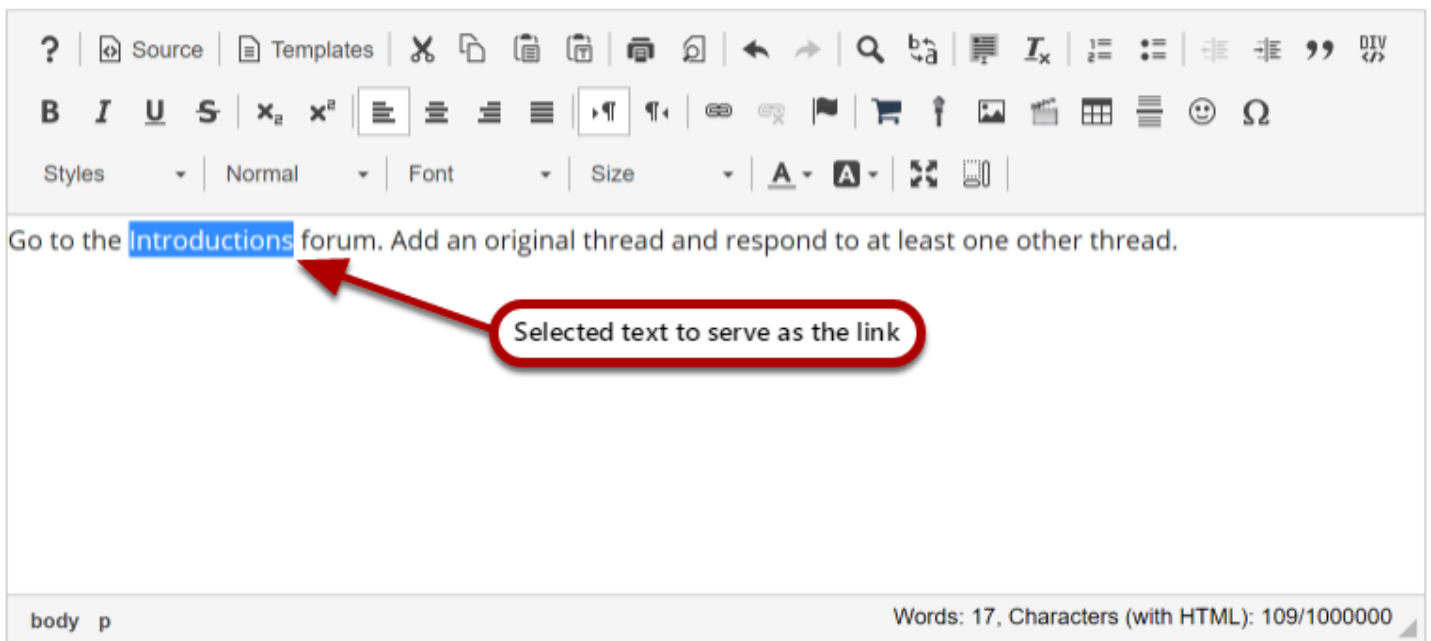


# How do I create a link to an activity in a text box?

*Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich Text Editor. See [How do I add assignments to Lessons?](#) for more information.*

## Select the text to be linked.



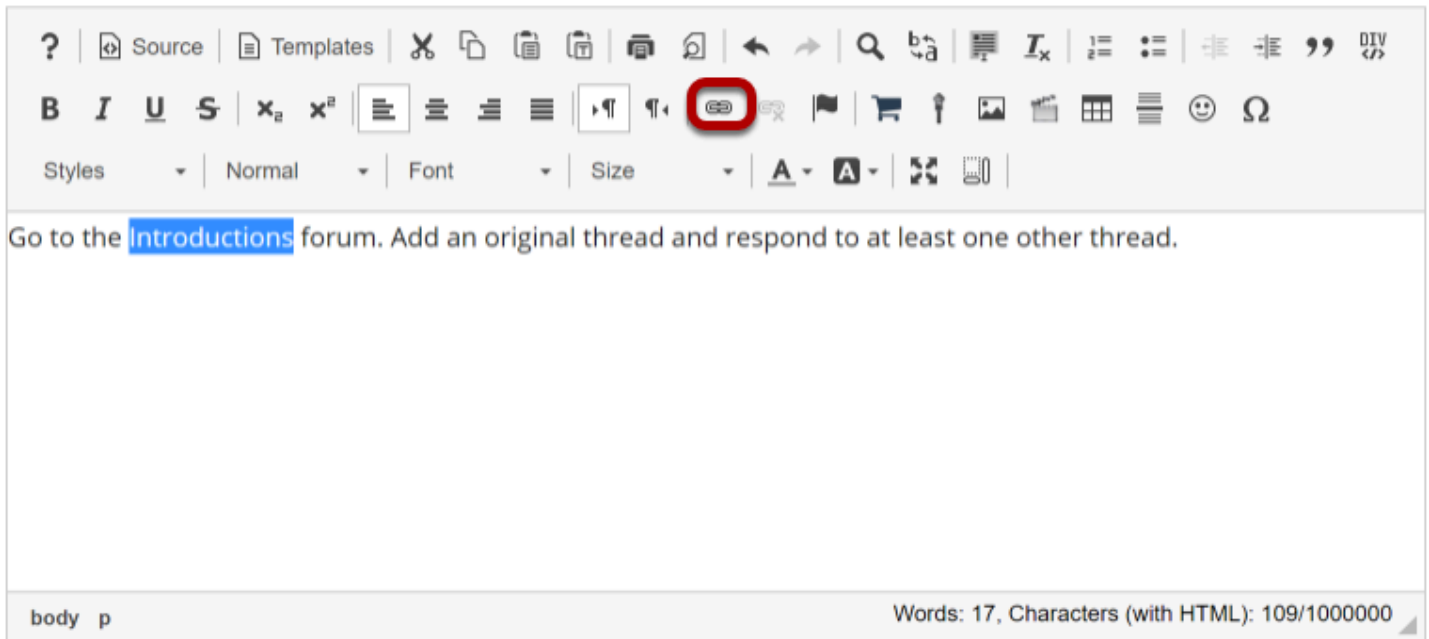
Go to the **Introductions** forum. Add an original thread and respond to at least one other thread.

Selected text to serve as the link

body p Words: 17, Characters (with HTML): 109/1000000

In the text box, select the text you would like to serve as a link to the activity. For accessibility, you should use [meaningful text](#) to link to the activity.

## Click the Link icon.



The screenshot shows a rich text editor interface. The top toolbar contains various icons for text formatting and editing. The 'Link' icon, which depicts a chain link, is circled in red. Below the toolbar, the text 'Go to the [Introductions](#) forum. Add an original thread and respond to at least one other thread.' is displayed. The text 'Introductions' is highlighted in blue. At the bottom of the editor, a status bar shows 'body p' on the left and 'Words: 17, Characters (with HTML): 109/1000000' on the right.

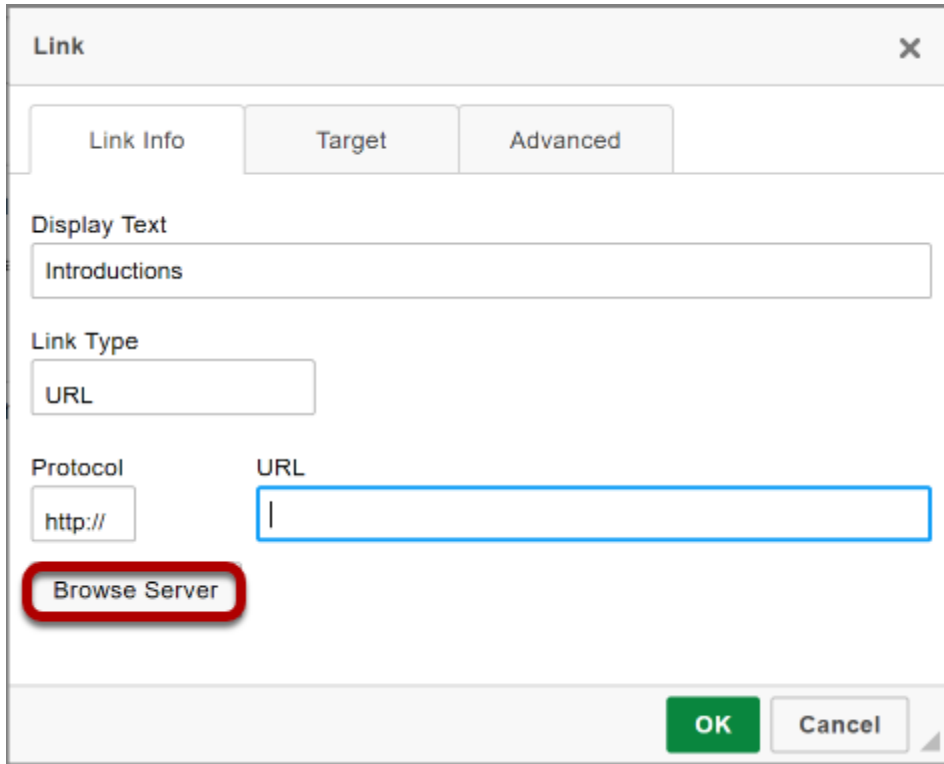
The **Link** icon looks like a chain link.

## 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).

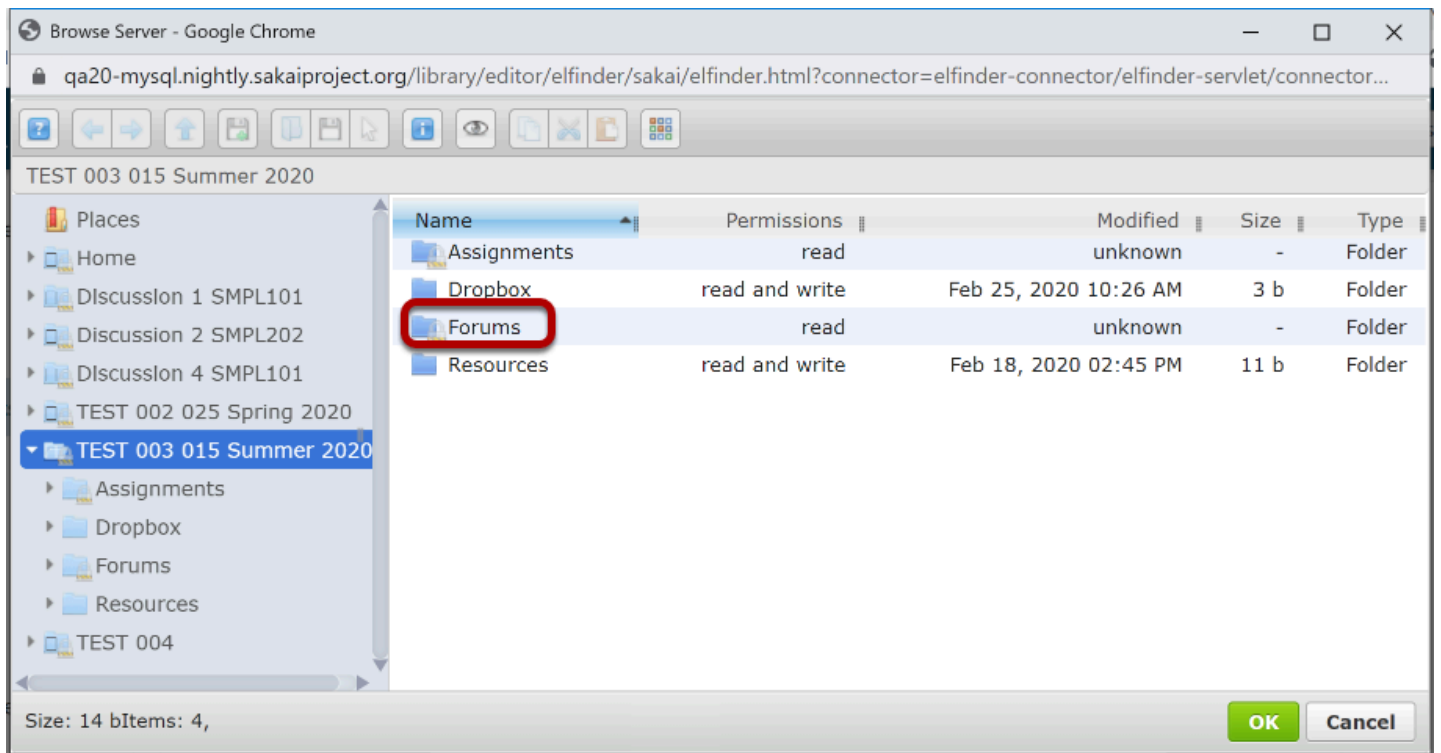
## Click Browse Server.



The screenshot shows a dialog box titled "Link" with a close button (X) in the top right corner. Below the title bar are three tabs: "Link Info", "Target", and "Advanced". The "Link Info" tab is selected. Inside the dialog, there are several fields: "Display Text" with the value "Introductions", "Link Type" with the value "URL", "Protocol" with the value "http://", and "URL" which is currently empty. A red rounded rectangle highlights the "Browse Server" button located below the "URL" field. At the bottom right of the dialog are "OK" and "Cancel" buttons.

The *Link* dialog box will pop up. Click **Browse Server**.

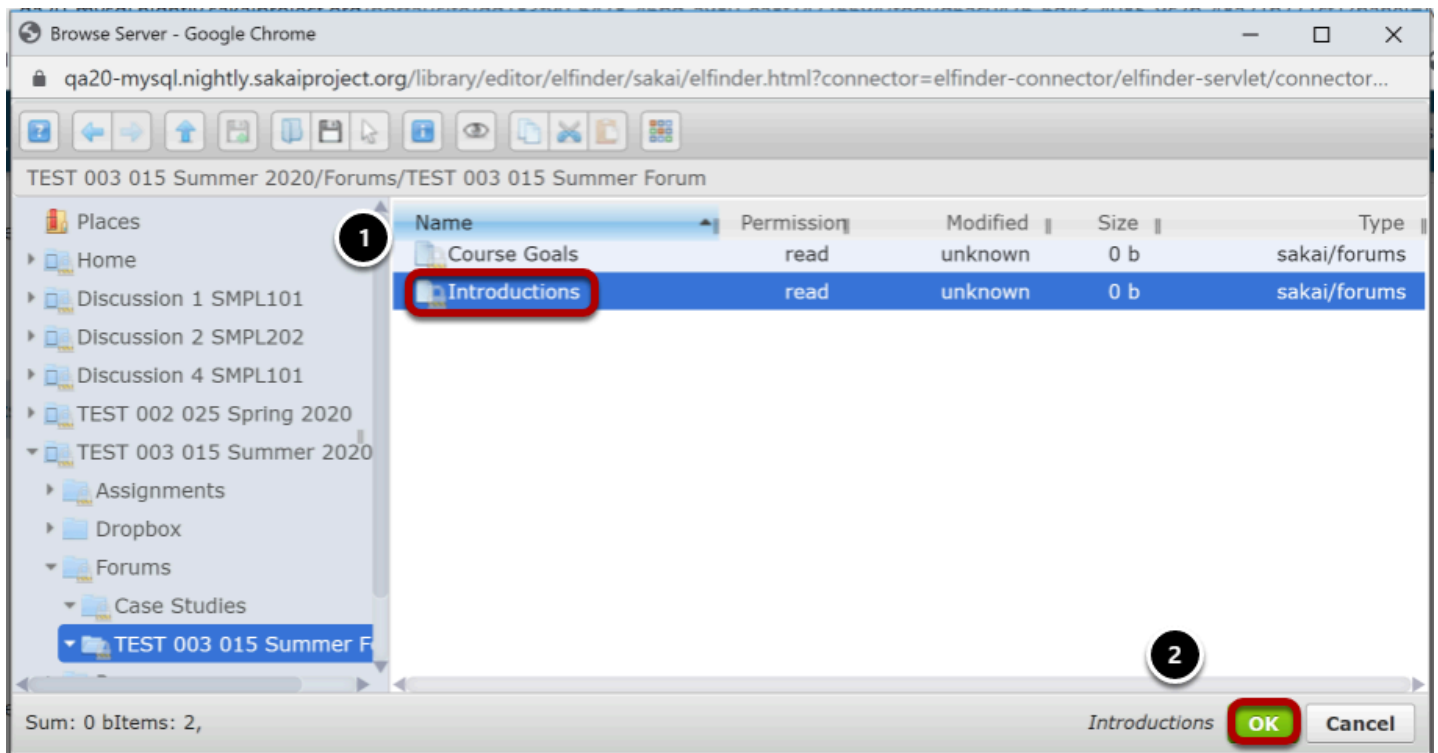
**Double-click the name of the tool with the activity to which you want to link.**



The *Server Browser* will display in a pop-up window. If you have any items posted in tools such as *Forums*, *Assignments*, or *Tests & Quizzes*, they will be displayed in the *Server Browser*.

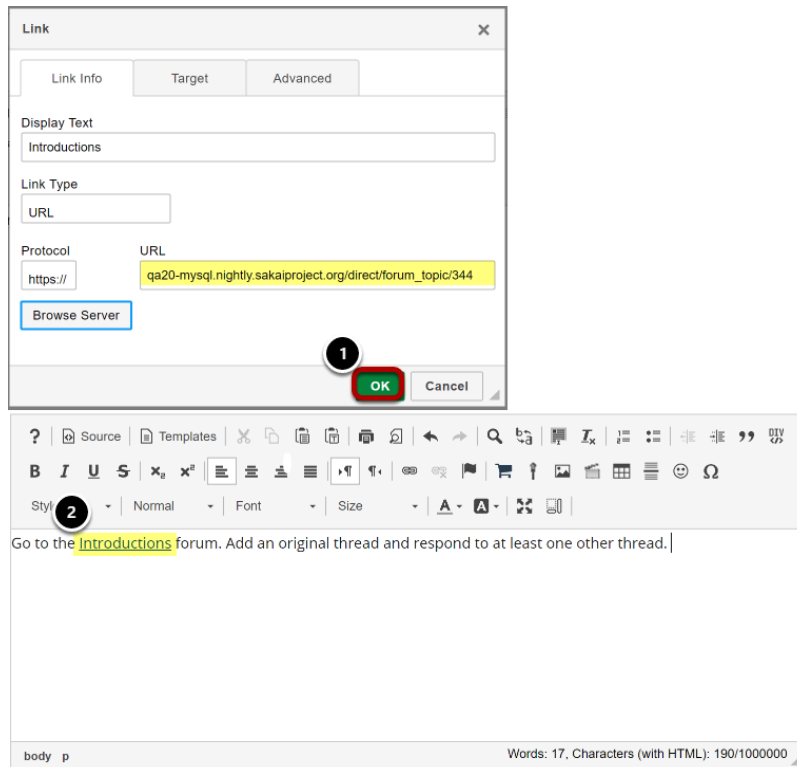
Double-click the name of a tool to expand the list of items available in that tool, for example, *Forums*.

**Click the checkbox next to the activity to which you want to link.**



1. Click the checkbox next to the activity to which you want to link.
2. Click OK.

## Click OK to create the link.



The *Link* dialog box will display the URL of the activity in the **URL** box.

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