

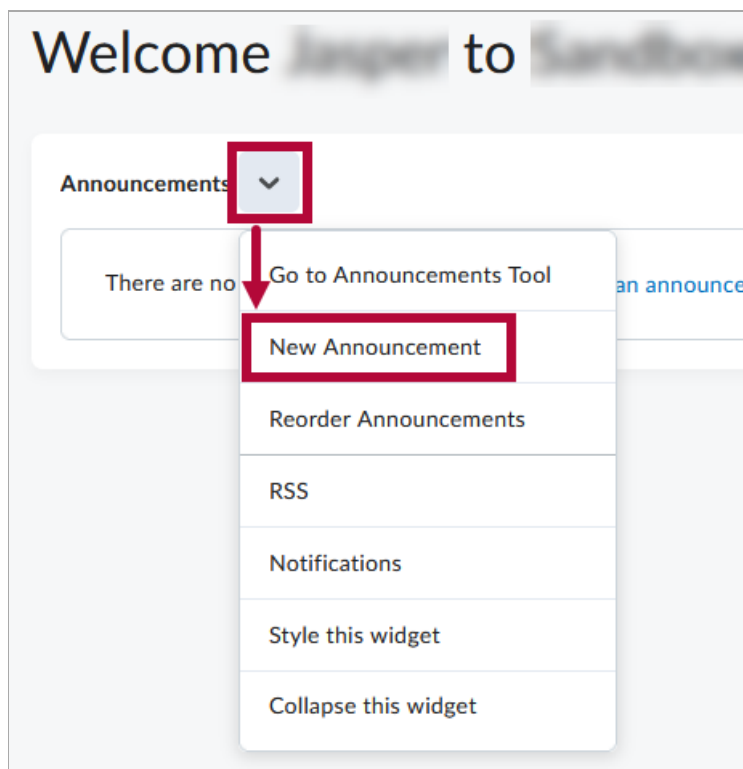
# Create a Clickable PDF in an Announcement

Last Modified on 04/02/2026 1:23 pm CDT

Creating **clickable PDFs** in an announcement, or within any **D2L WYSIWYG Editor** (*What You See is What You Get*) enables faculty to provide students with easy access to link resources directly from course materials. This guide outlines how to make PDFs with embedded links that can be opened in D2L for a more streamlined experience. In this example, we'll upload a PDF into the **WYSIWYG Editor** as an announcement and make it clickable.

## Generate a URL Link for the PDF

1. Navigate to the module where you want this PDF to be displayed. In this case, we are going to create an announcement. Click on **[New Announcement]** under **Announcements**.




2. Title your announcement, then click on the **[Insert Stuff]** icon.



**Insert Stuff**


My Computer

Select the file to upload from your computer:

 LSC Online Accounting Panel W... (5.8 MB) X

Choose a location in which to store the file:

/content/enforced/661435-SA\_54668\_1518198393/

 Do NOT upload private or sensitive information such as user feedback to this location.

6. Type in the **Link Text** field if you wish, click on **[New Window]** then **[Insert]**.

**Insert Stuff**

My Computer


Properties


Source

/content/enforced/661435-SA\_54668\_1518198393/Accounting Panel Webinar - Nov 121.pdf

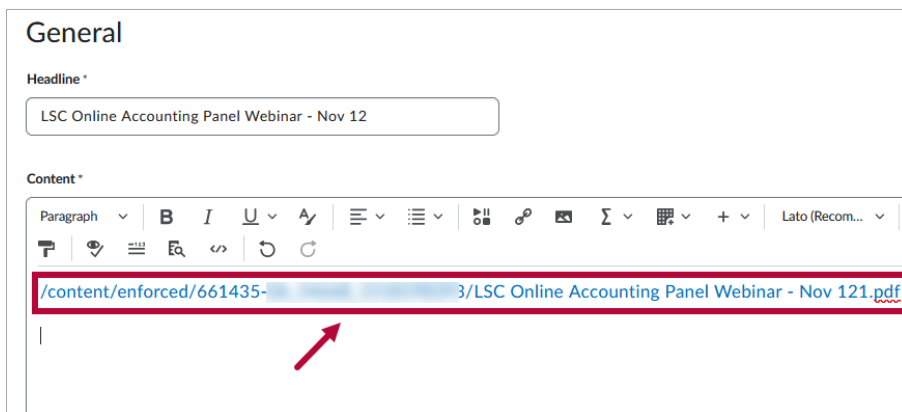
Link Text

Opens in \*

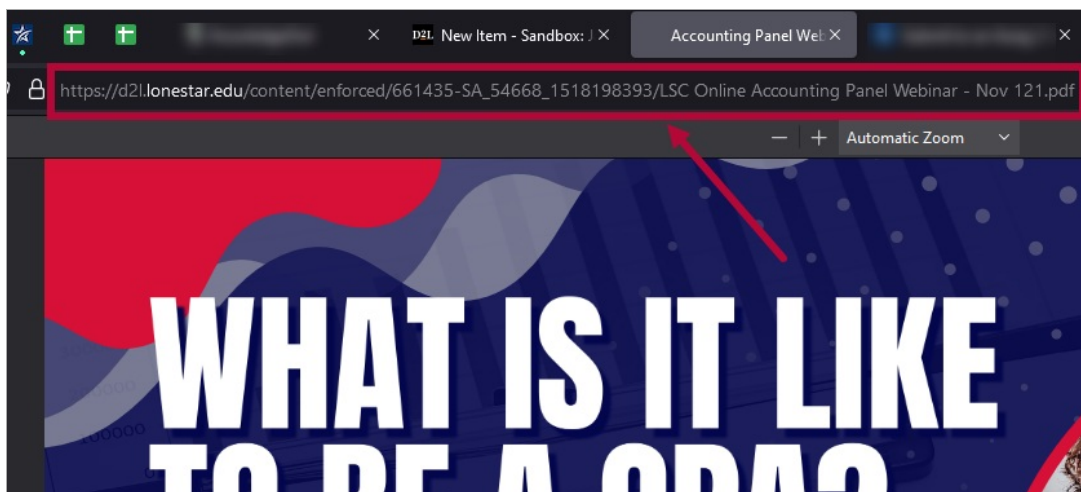
New window 

Current window 

7. Click on the newly inserted **[Link]** — this will open a new tab in your browser.



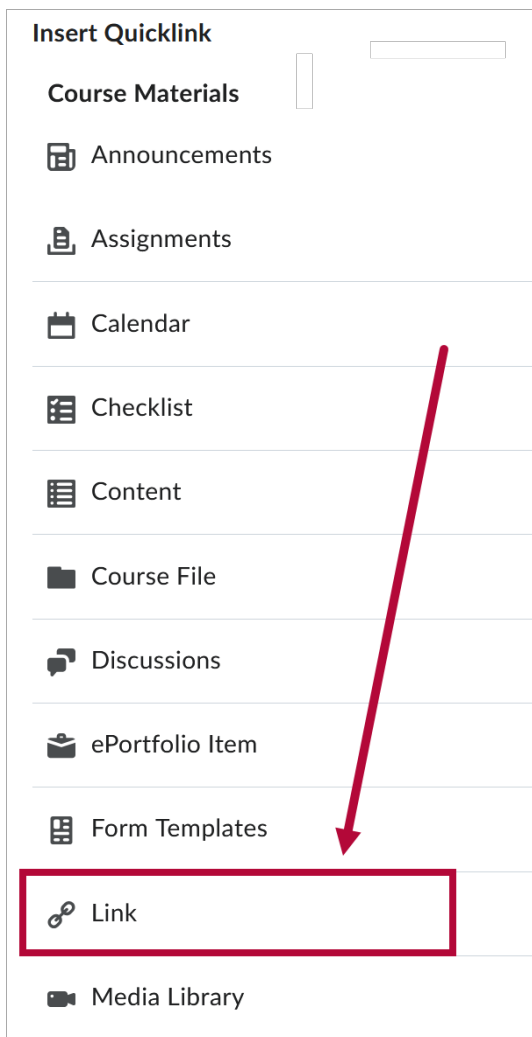
8. Make a note of the **URL Link** in the URL bar — you will need this for the next section.



## Insert the PDF Image as a PNG

1. Use a tool such as Windows' **Snipping Tool** to capture an image of the PDF. Save this cropped section as a PNG file and insert it into the **WYSIWYG Editor**.





4. In the **Insert Quicklink** window:
  - A. In the **Link** field, copy and paste the **URL** you obtained from Step 8 of the previous section.
  - B. Do not edit or delete any text from the **Text** field.
  - C. Under **Open in**, select **[New Window]**.
  - D. When finished, click **[Insert]**.

The image shows a dialog box titled "Insert Quicklink" with a close button (X) in the top right corner. Below the title bar are two buttons: a left-pointing arrow and a downward-pointing chevron. The dialog is divided into four sections, each with a red circular lettered annotation:

- A**: The "Link \*" field contains the URL `https://d2l.lonestar.edu/content/enforced/1539544-CG_202212_:`.
- B**: The "Text" field contains the code `<img src="/d2l/lp/files/temp/310hwayzrrpvxm63qxi7vik0e1p8tl7l`. A red arrow points from the text "Do not edit / delete this" to this field.
- C**: The "Open in \*" section has two radio buttons: "New window" (which is selected) and "Current window".
- D**: A blue "Insert" button.

5. Once inserted, clicking on the PNG image should open a new tab in your browser with the full PDF loaded. Press **[Publish]** or **[Save Draft]** when finished.

## Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).