

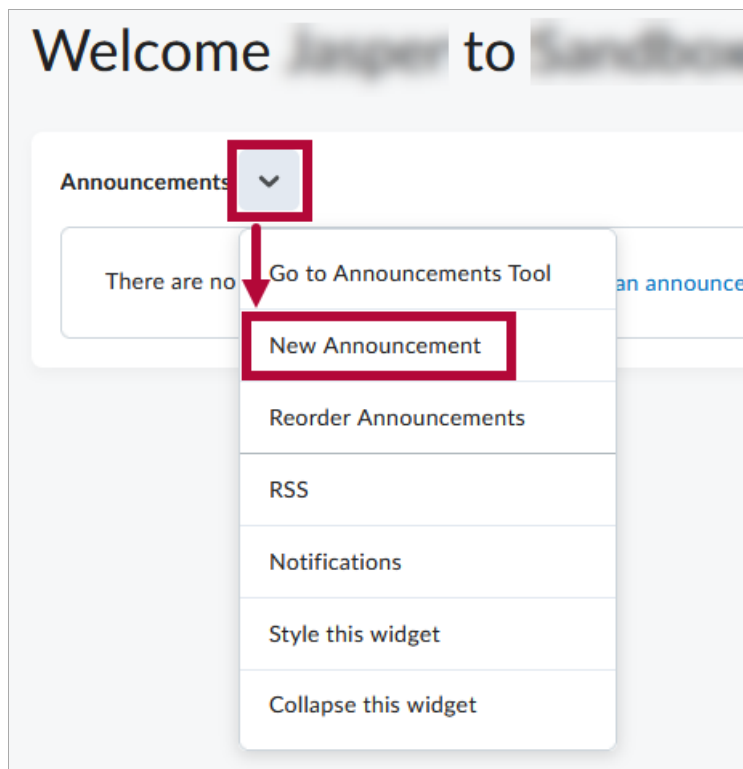
Create a Clickable PDF in an Announcement

Last Modified on 11/07/2024 3:44 pm CST

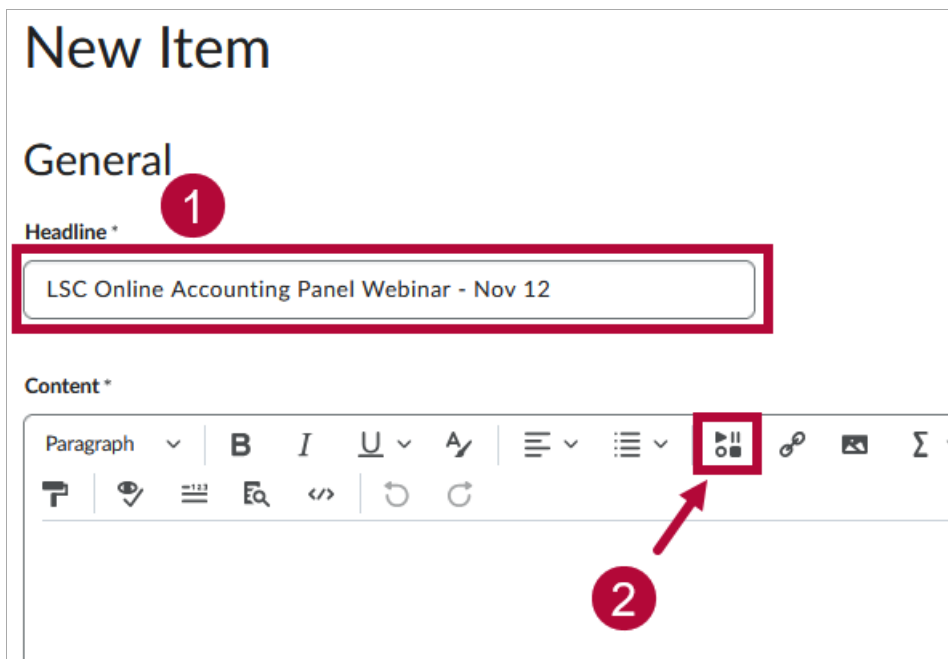
Creating clickable PDFs in an announcement, or within any **D2L WYSIWYG Editor** (*What You See is What You Get*) enables faculty to provide students with easy access to link resources directly from course materials. This guide outlines how to make PDFs with embedded links that can be opened in D2L for a more streamlined experience. Follow these steps to efficiently create, link, and upload clickable PDFs to enhance student navigation and engagement. 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

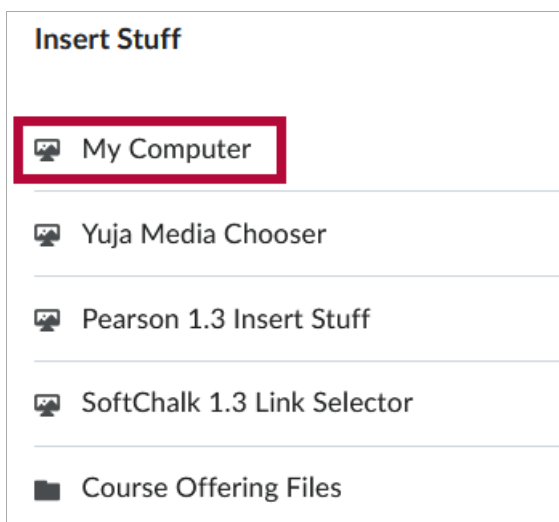
1. Navigate to the Module to where you want this PDF to be displayed. In this case, we are going to create an announcement. Click on **[New Announcement]** under **Announcements**.



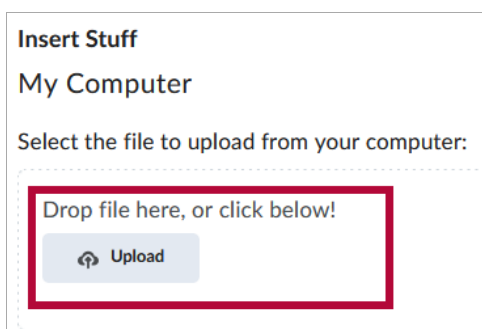
2. Title your announcement, then click on the **[Insert Stuff]** icon.



3. Locate the PDF's location. In this example, the PDF is located under **[My Computer]**.




4. Use your mouse to **Click & Drag** your PDF file into the dotted box, or click **[Upload]** your PDF file here.



5. After the file is confirmed to be uploaded, select **[Upload]** at the bottom.

Insert Stuff
My Computer

Select the file to upload from your computer:

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

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]** → **[Insert]**.

Insert Stuff
My Computer
Properties

Source

/content/enforced/661435-SA_54668_1518198393/LSC Online Accounting Panel Webinar - Nov 121.pdf

Link Text

Opens in *

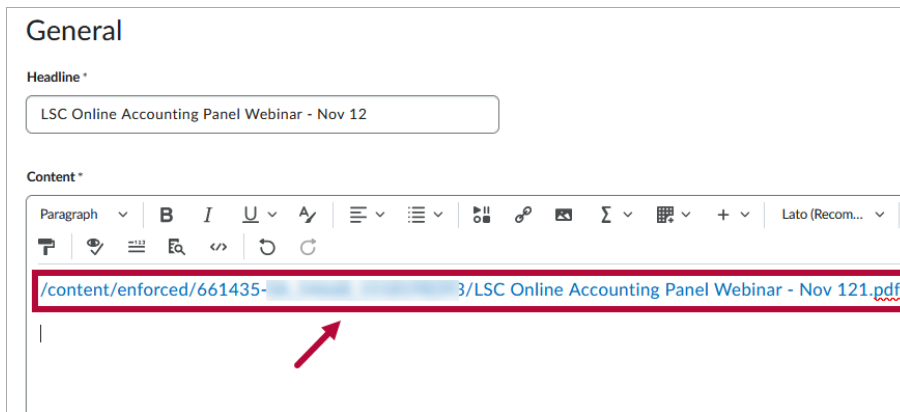
New window

← 1

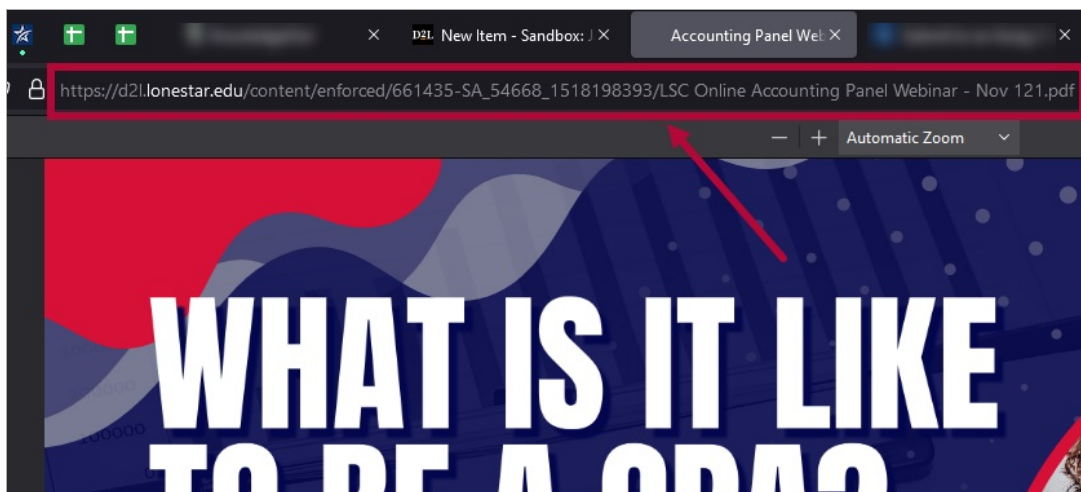
Current window

← 2

7. Click on the newly inserted **[Link]** that was just inserted here, this will open a new tab on your browser.



8. Make a note of the **URL Link** in the URL bar, we 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**.

Insert Quicklink

Course Materials

Announcements

Assignments

Calendar

Checklist

Content

Course File

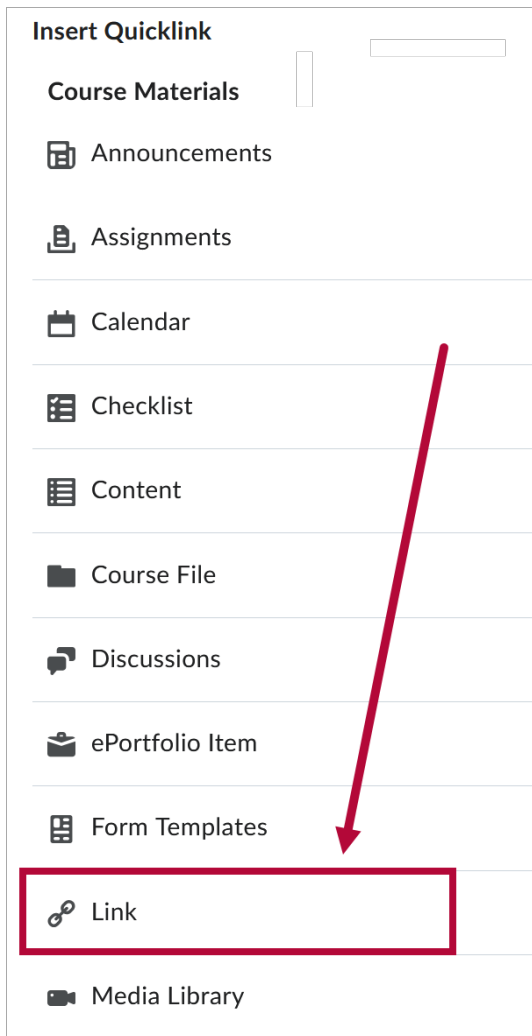
Discussions

ePortfolio Item

Form Templates

Link

Media Library

The image shows a screenshot of the 'Insert Quicklink' window. It features a list of options: Course Materials, Announcements, Assignments, Calendar, Checklist, Content, Course File, Discussions, ePortfolio Item, Form Templates, Link, and Media Library. A red arrow points from the top right towards the 'Link' option, which is highlighted with a red rectangular border.

4. In the **Insert Quicklink** window:

- A. In the **Link** field, copy/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 the options for **Open in**, select **[New Window]**.
- D. When finished, click **[Insert]**.

Insert Quicklink ✕

← ▾

Link *

A

Text

B

Open in *

C New window Current window

D

Do not edit / delete this

5. Once inserted, clicking on the PNG image should now open a new tab in your browser, the full PDF will be loaded on the new tab. Press **[Publish]** or **[Save Draft]** and pat yourself on the back for a job well done!