

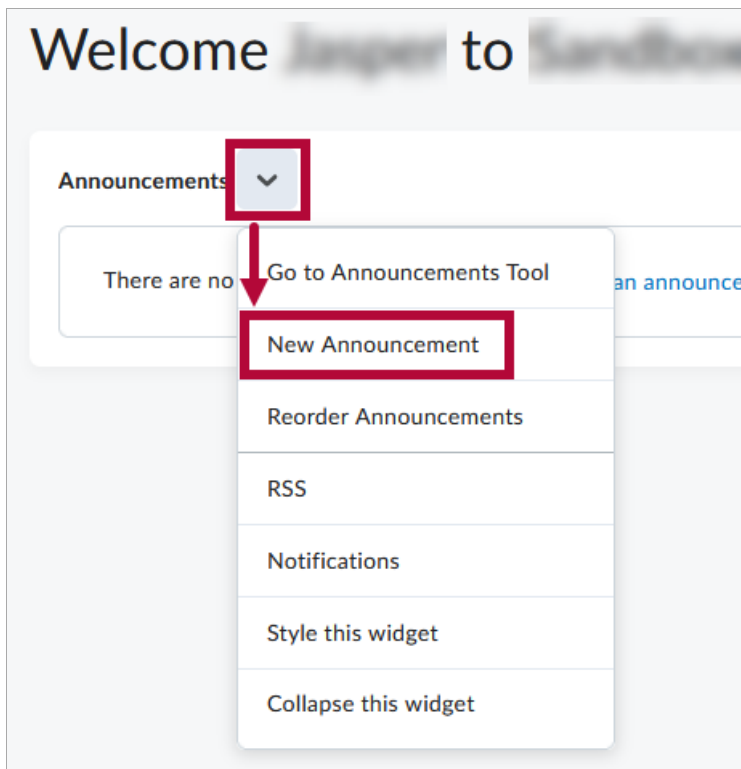
Create a Clickable PDF in a WYSIWYG

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Creating clickable PDFs within a WYSIWYG (*What You See is What You Get*) text box enables faculty to provide students with easy access to linked 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. For this example, we'll be uploading a PDF into a WYSIWYG that is to be its own **announcement**.

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.

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 **Link Text** 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

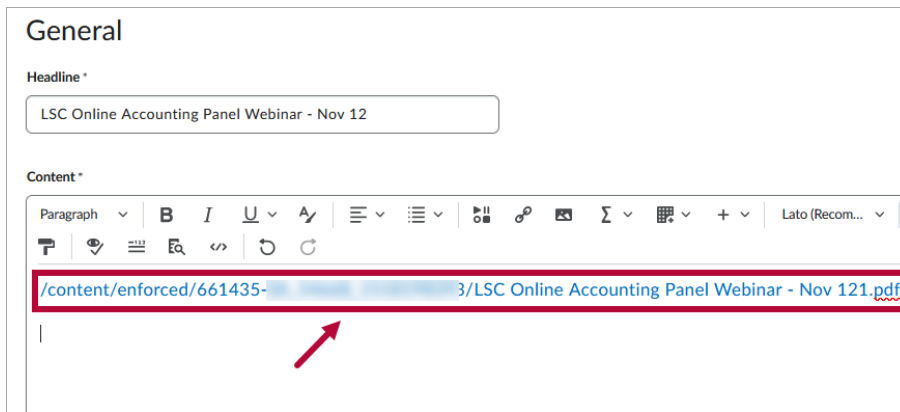
Link Text

Opens in *

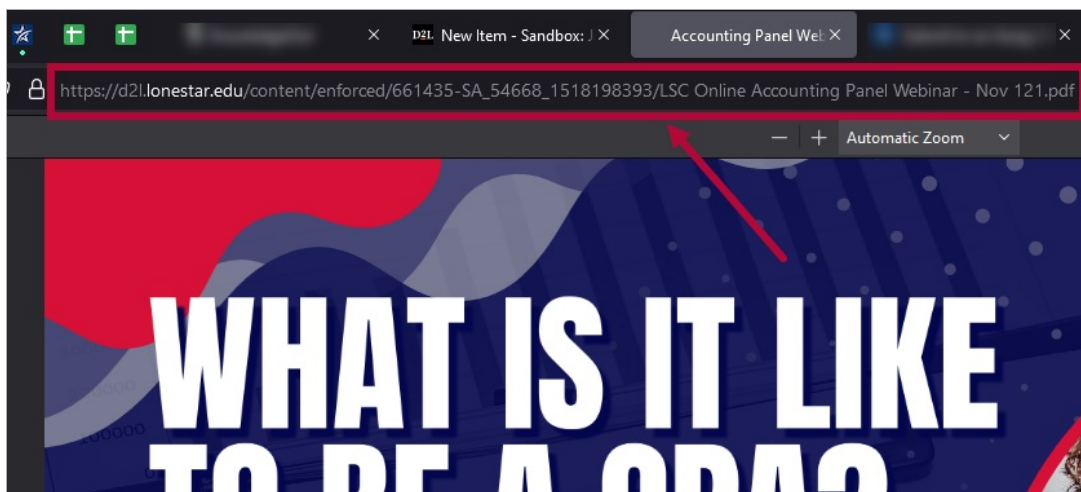
New window 

Current window 

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.

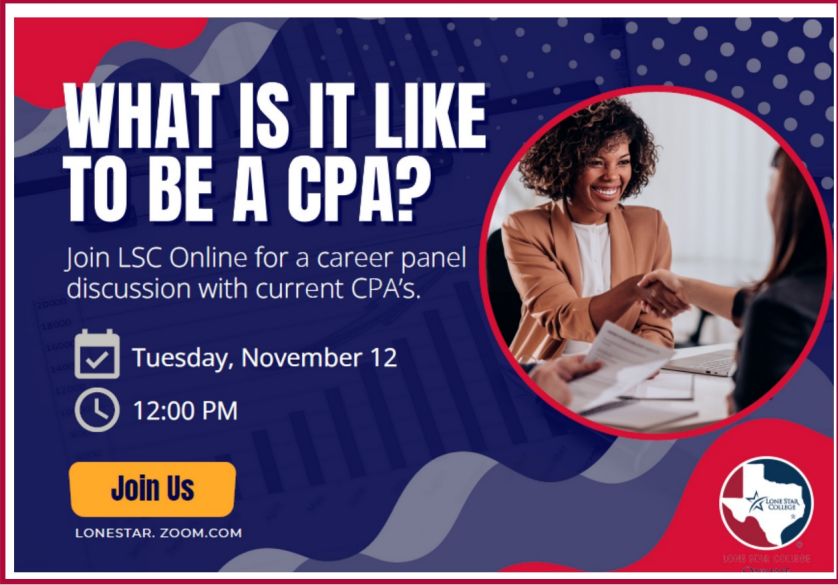


Insert the PDF Image as a PNG

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**.

Paste the cropped image within the WYSIWYG

Content *



The banner contains the following text and elements:

- Headline: **WHAT IS IT LIKE TO BE A CPA?**
- Text: Join LSC Online for a career panel discussion with current CPA's.
- Date: Tuesday, November 12
- Time: 12:00 PM
- Button: **Join Us**
- URL: LONESTAR.ZOOM.COM
- Logo: Lone Star College logo with a star and the text "LONE STAR COLLEGE" and "LSC ONLINE".

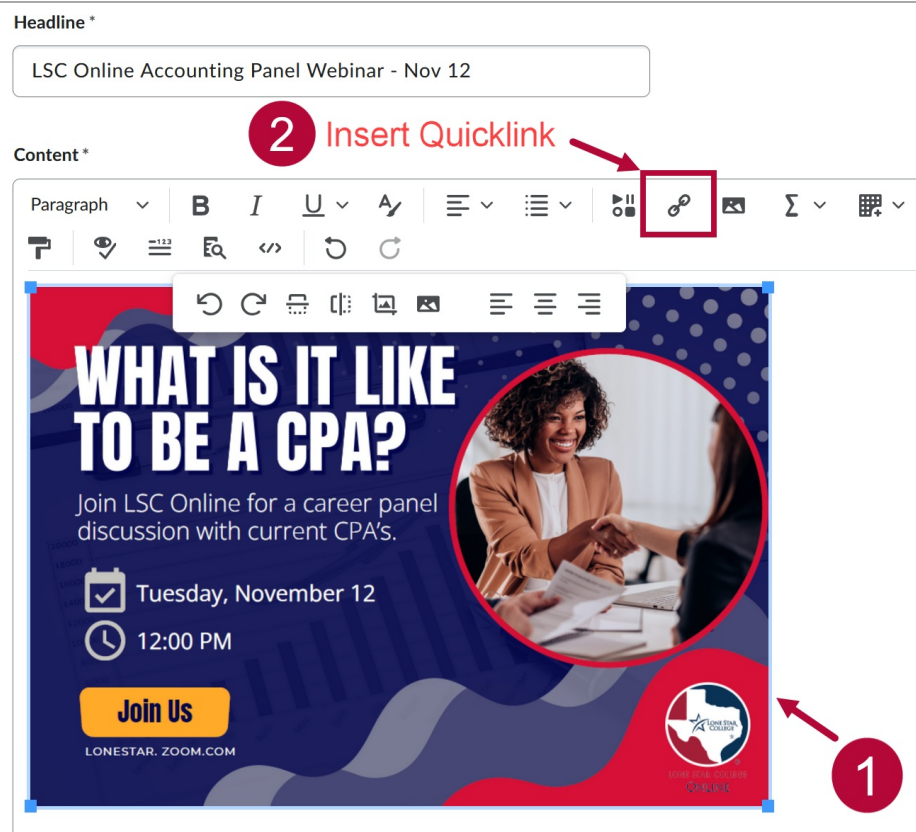
2. Click on the **[PNG image]** to have it selected, then click **[Insert Quicklink]** from the toolbar above.

Headline *

LSC Online Accounting Panel Webinar - Nov 12

Content *

2 Insert Quicklink



The banner image is selected, and a toolbar is visible above it. A red circle with the number '1' is positioned at the bottom right corner of the banner image.

3. Scroll down and click on the **[Link]** option.

Insert Quicklink

Course Materials

Announcements

Assignments

Calendar

Checklist

Content

Course File

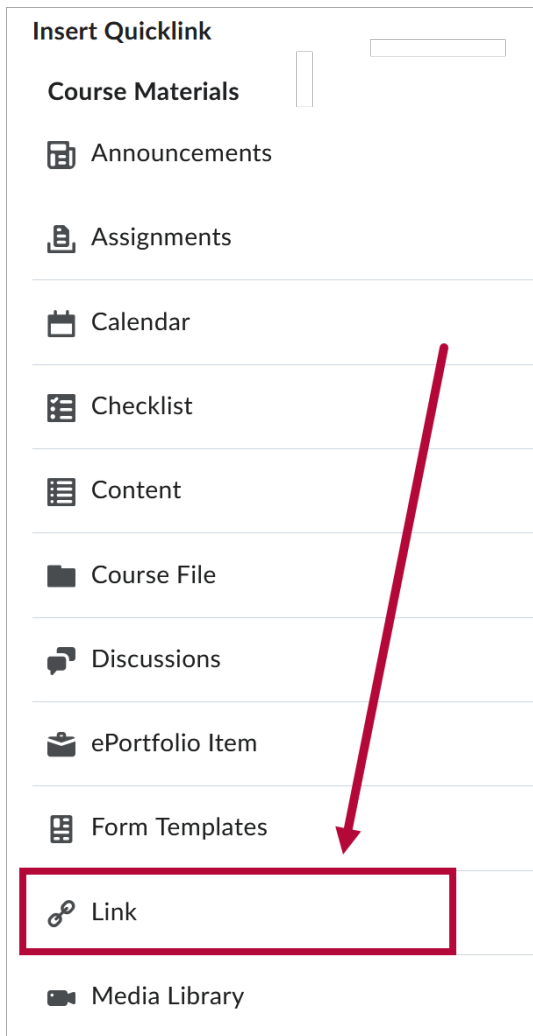
Discussions

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!