



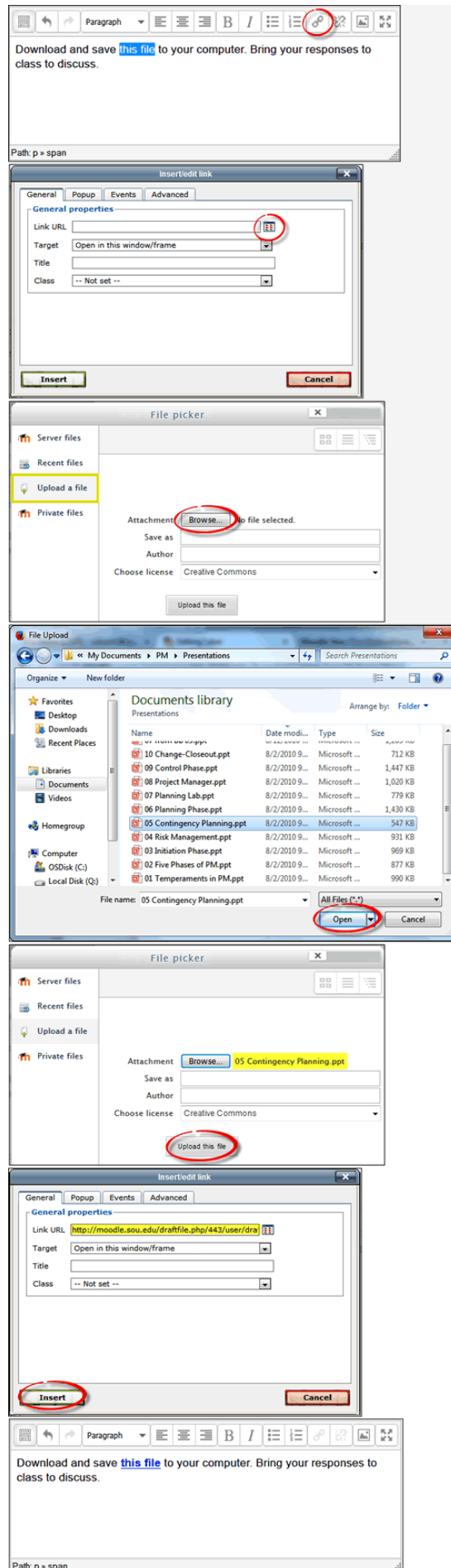
[Portal](#) > [Knowledgebase](#) > [Moodle](#) > [Faculty](#) > [Faculty: Embed a File or Web Link](#)

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## Faculty: Embed a File or Web Link

Hart Wilson - 2018-01-16 - 0 Comments - in Faculty

While you can always simply post a file or link to a web site to a module, sometimes it's nice to tuck a file or web link into a web page (or book or assignment or.... basically, any text box). (Download this [guide to embedding links, files and videos.](#))



To create a text link to a **file** in any Moodle text box (shown at right):

1. Type in the text to which you want to link your file.
2. Select the text you have just typed with your mouse, then bold or underline it to make the link stand out on the page.
3. In the toolbar, click on the icon with the chain links on it labeled "Insert/edit link."
4. In the **Insert/edit link** page that pops up, click on the **Browse** link adjacent to the "Link URL" field to bring up the **File picker** screen
5. Upload a new file or locate a file that you have already uploaded via the **File picker**.
6. Click on **Browse** to locate the file on your computer.
7. Select the file and click on **Open** to attach it.
8. Click on **Upload this file**.
9. In the **Insert/edit link** box, you'll now see the name of the file in the URL field.
10. Add a title if desired (this will be displayed when a mouse hovers over it).
11. Click on **Insert** to return to your text box. Save your changes!

To create a text link to a **web page** in any Moodle text box:

1. Type in the text to which you want to link your file.
2. Select the text you have just typed with your mouse, then bold or underline it to make the link stand out on the page.
3. In the toolbar, click on the icon with the chain links on it labeled "Insert/edit link."
4. In the **Insert/edit link** page that pops up, type or paste the complete URL into the field labeled Link URL.
5. In the **Target** field, set the page to "Open in a new window."
6. Add a title if desired (this will be displayed when a mouse hovers over it).
7. Click on **Insert** to return to your text box. Save your changes!

**Bonus Tip:** Are your editing toolbars missing when you open an existing textbox? [These instructions](#) will have you editing again in a hurry.