Faculty: Embed a File or Web Link

Hart Wilson - 2025-12-03 - [Comments (0)](#) - [Faculty](#)

While you can always simply post a file or URL to your course, sometimes it's nice to tuck a file or web link into a page resource (or book or assignment or.... basically, any textbox). (Download this **guide to embedding links, files and videos**.)

To link a webpage or file to text in any Moodle textbox, start with these three steps:

1. Type in the text to which you want to link the webpage or file. **Pro tip**: Your text should indicate what the reader can expect to find by following the link. Avoid linking to text that simply says "click here."
2. Select the text you have just typed with your mouse.
3. In the toolbar, click on the **Link** icon.

To create a text link to a webpage in any Moodle textbox:

1. In the **Create link** dialogue box that pops up, type or paste the complete URL into the field labeled **Enter a URL**.
2. Click on the **Create link** button to return to your textbox. Save your changes!

To create a text link to a file in any Moodle textbox:

1. In the **Create link** dialogue box that pops up, click on the **Browse repositories** link to bring up the **File picker** dialogue box.
2. Select the **Upload a file** link from the options in the left column, then click on the **Browse...** link to locate the file on your computer.
3. Select the file and click on **Open** to attach it.
4. Click on **Upload this file**. Save your changes!

Read more about editing in Moodle.

Create link

Link to a webpage

Link to a file

Enter a URL

Browse repositories...

☐ Open in new window

Create link

Create link   ✕

Enter a URL

ty-embed-a-file-or-web-link   Browse repositories...

☐ Open in new window

Create link

File picker   ✕

🏠 Server files
🏠 Recent files
🖼 Upload a file
🏠 Private files
🏠 Content bank

Attachment
Browse... No file selected.

Save as

Author

Choose license ❓

All rights reserved

Upload this file

Attachment
Browse... Editing in Moodle.docx

Save as

Author

Choose license ❓

All rights reserved

Upload this file

Read more about editing in Moodle.