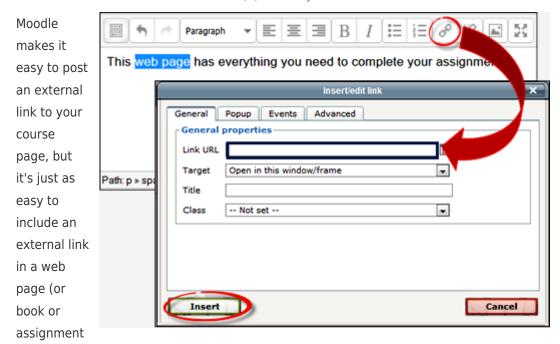


Faculty: Embed a Web Link

Hart Wilson - 2018-01-16 - Comments (0) - Faculty



or.... basically in any text box). (Download this **guide to embedding links, files and videos**.)

To create a text link to an external web site in any Moodle text box:

- 1. Type in the text to which you want to link the web site. Make the text bold and underline it to make it stand out as a link.
- 2. Select the text you have just typed with your mouse.
- 3. In the toolbar, click on the icon with the chain links on it labeled **Insert/edit link**.
- 4. Enter or paste the URL of the target site in the Link URL field, including http://.
- 5. Add a title if desired (this will be displayed when a mouse hovers over it).
- 6. In the **Target** field, select "New window" from the pull-down menu.
- 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 text box? **These instructions** will have you editing again in a hurry.