

# How to Create a Text Link to a File (Mobile)

A Guide for Students and Faculty

**Who is this for?** This guide is for students and faculty who want to create a text link to a file in their ePortfolio on a mobile device.

**Step 1:** In a Rich text module, tap the edit icon. Type in and then highlight the text in which you want to link a file. then select the “attachment” icon. (See Images 1, 2 and 3)

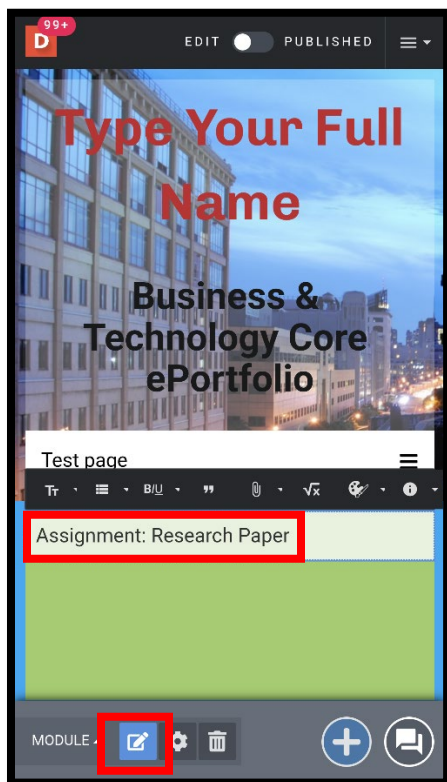


Image 1

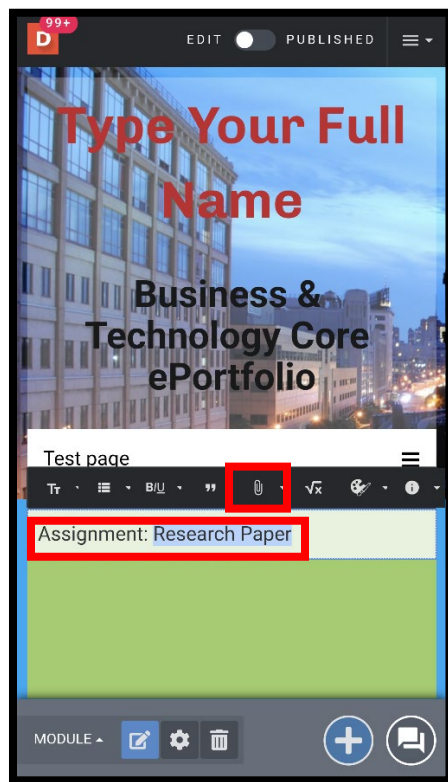


Image 2

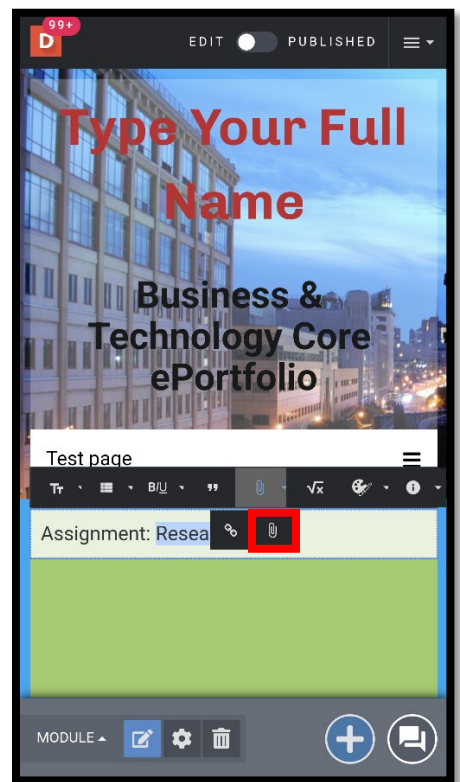


Image 3

**Step 2:** In the library, tap the “File” button and select one of the available options that appears. For this example, I will select the “upload file” option. (See image 4)

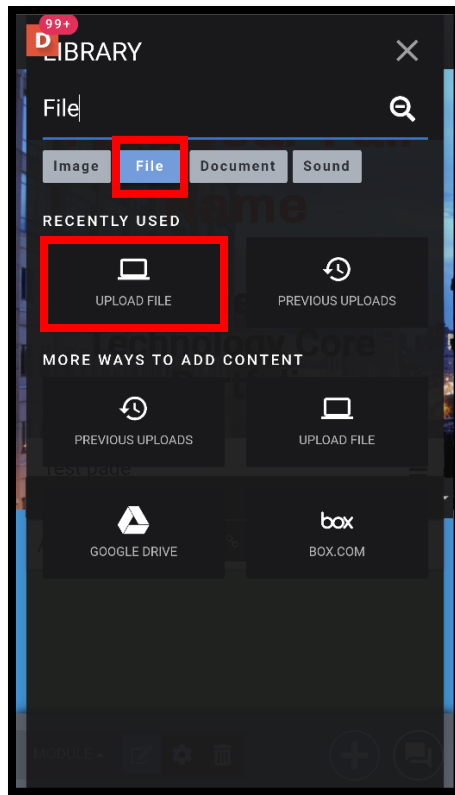


Image 4

**Step 3:** Next, tap the “Select Files to Upload” icon and then select” Files” from the popup window. (See image 5 and 6)

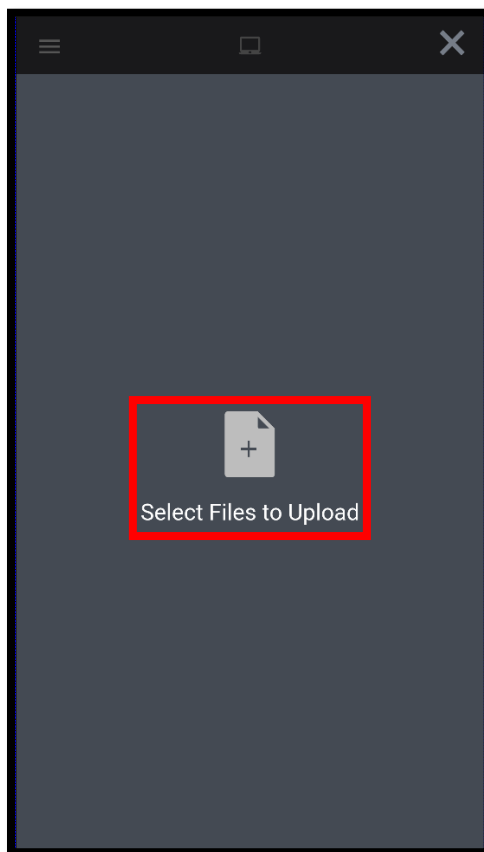


Image 5

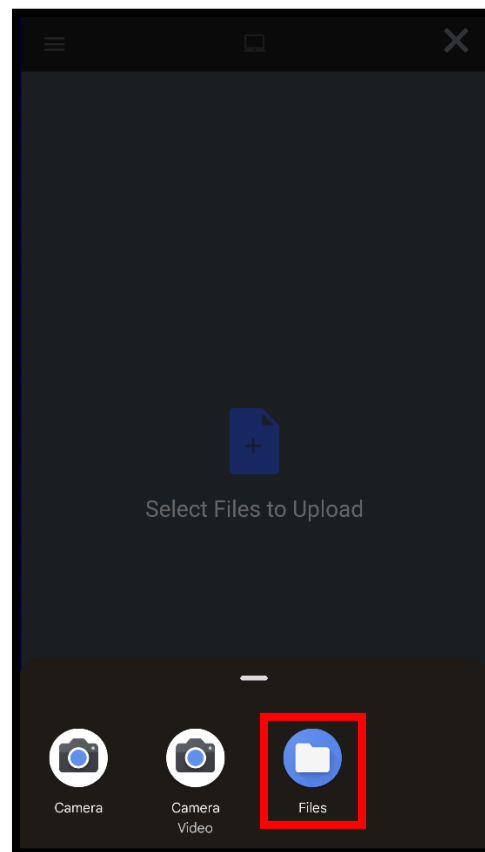


Image 6

**Step 4:** Locate and click on the file you want to link. With the file listed in the “Selected Files” window, click “Upload.” The highlighted text in the rich text module will now be a link. Click the link to access the link options to “Open in Browser” or “Download File” (See images 7, 8 and 9)

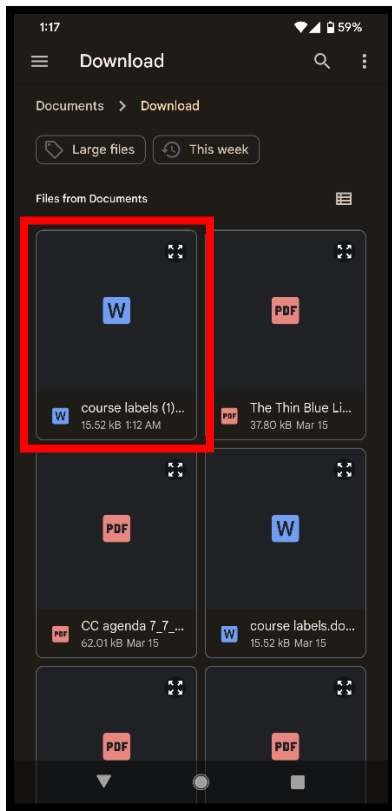


Image 7

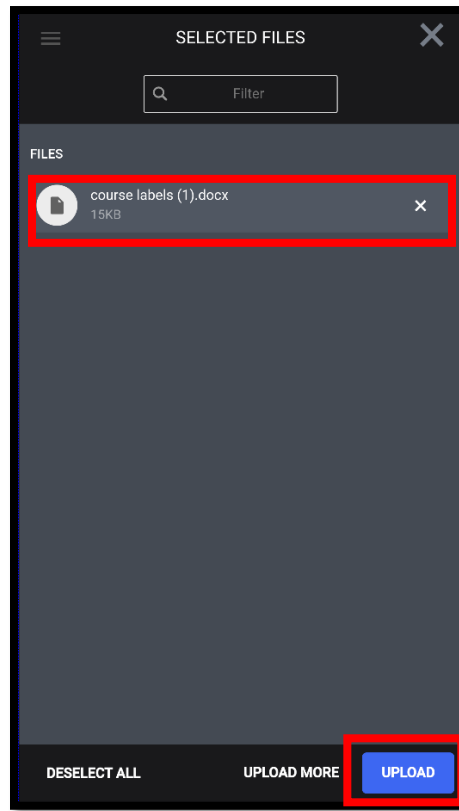


Image 8

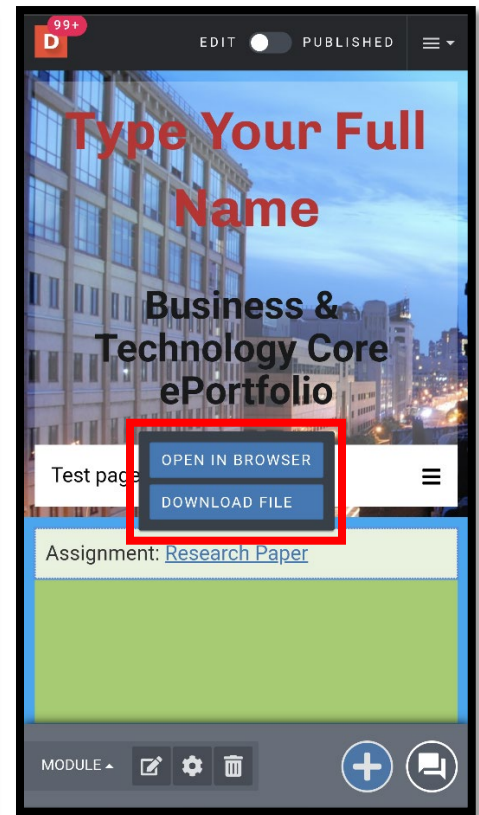


Image 9

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.