

How do I upload a PDF to a Page?

Open Pages

Click on the **Pages** link to open Pages.

DS-101
Home
Announcements
Assignments
Discussions
People
Quizzes
Modules
Grades
Collaborations
Chat
Pages
Files
Syllabus

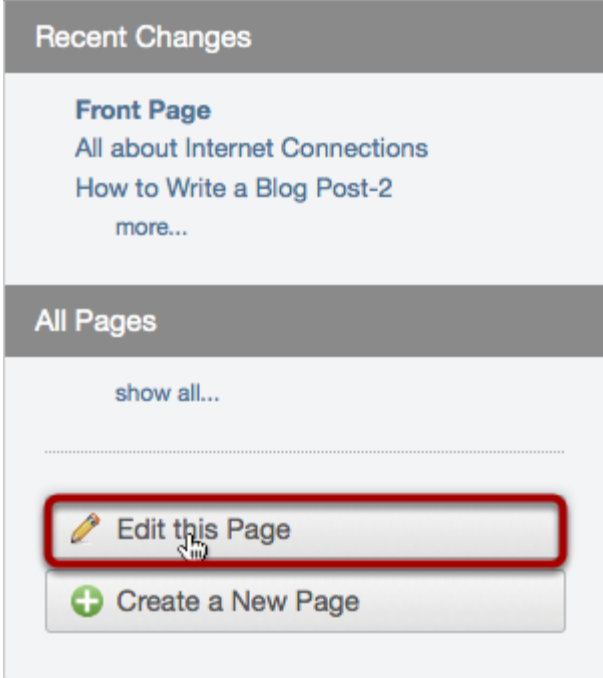
Select Page

Click on the title of the page you want to edit.

All Pages
Front Page
13
13-2
Announcement Tips
Assignment Tips Part 1
Canvas Tutorials
Collaborations & Conferences
Discussion Details

Edit the Page

Click on the **Edit this Page** button.





Recent Changes

Front Page
All about Internet Connections
How to Write a Blog Post-2
more...

All Pages

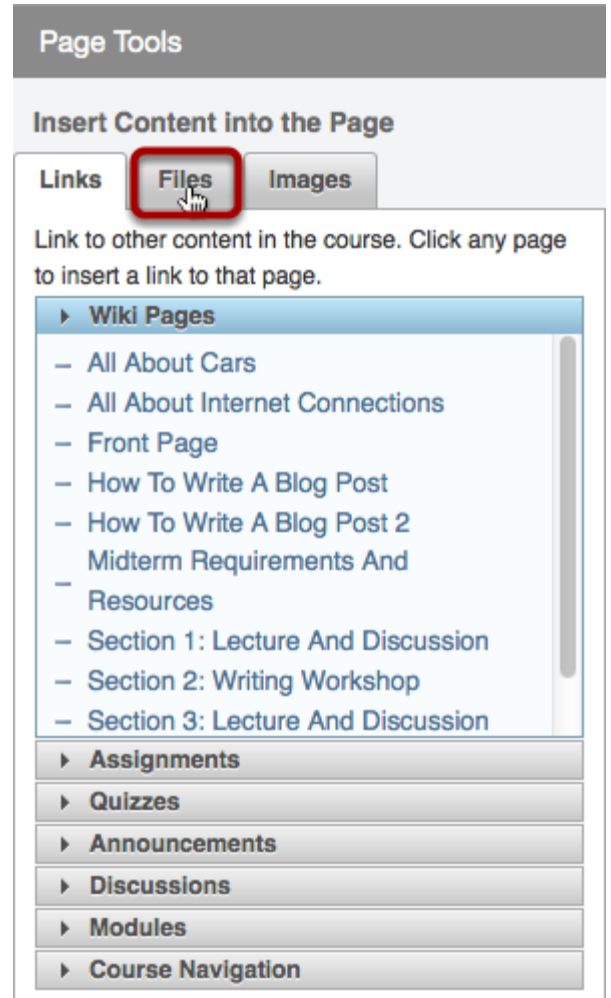
show all...

 **Edit this Page**

 **Create a New Page**

Open Files

A Rich Content Editor will open in your browser. Next to the Rich Content Editor is the Content Pane where you can access all of your course content. Click on the **Files** tab in the Content Pane.

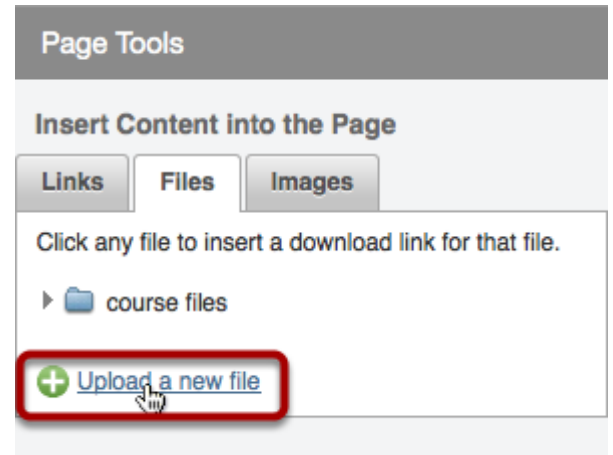


The screenshot shows the 'Page Tools' interface. At the top, there is a 'Page Tools' header. Below it, the section 'Insert Content into the Page' is visible. Under this section, there are three tabs: 'Links', 'Files', and 'Images'. The 'Files' tab is highlighted with a red box and a mouse cursor. Below the tabs, there is a text instruction: 'Link to other content in the course. Click any page to insert a link to that page.' Below this instruction, there is a list of content categories with expandable arrows:

- ▶ Wiki Pages
 - All About Cars
 - All About Internet Connections
 - Front Page
 - How To Write A Blog Post
 - How To Write A Blog Post 2
 - Midterm Requirements And Resources
 - Section 1: Lecture And Discussion
 - Section 2: Writing Workshop
 - Section 3: Lecture And Discussion
- ▶ Assignments
- ▶ Quizzes
- ▶ Announcements
- ▶ Discussions
- ▶ Modules
- ▶ Course Navigation

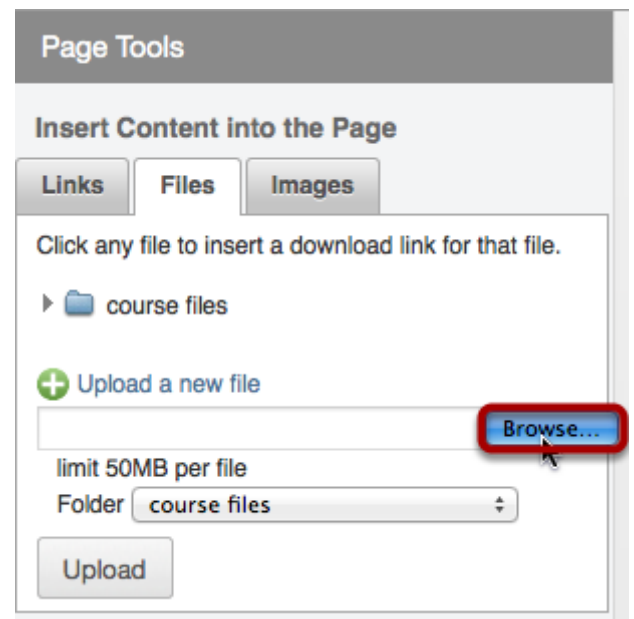
Open File Uploader

Click on **Upload a new file** in the Content Pane.



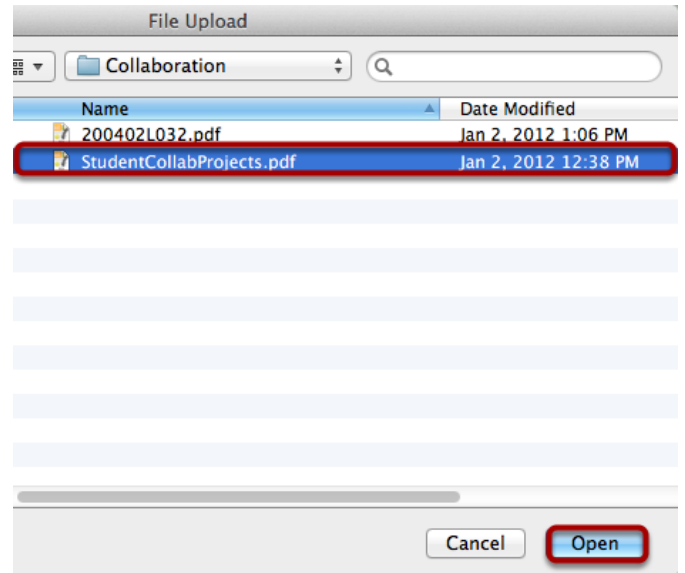
Browse for PDF File

Click on the **Browse** button to browse your local desktop computer.



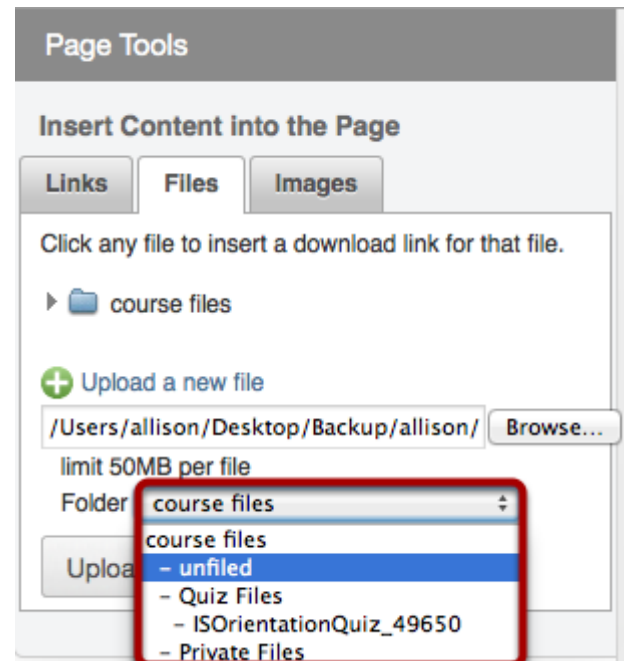
Select PDF File

Click on the document you want to upload [1] and click on the **Open** button [2].



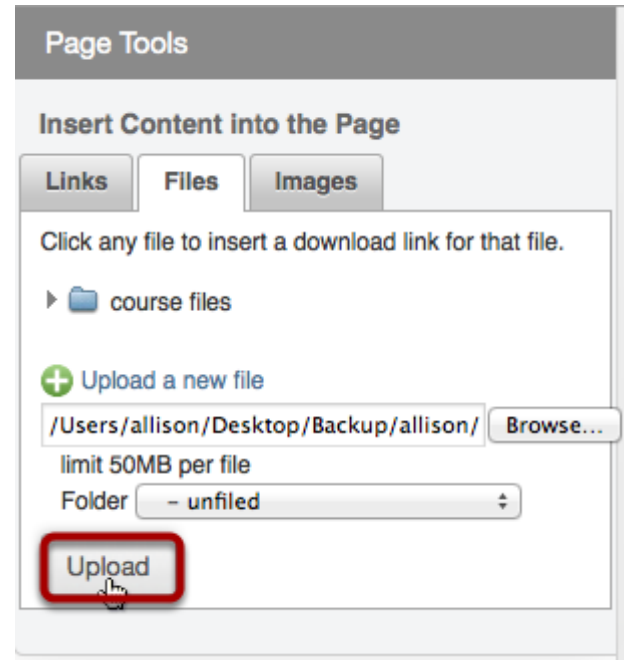
Choose a Folder

Click on the **Course Files** drop down menu to choose where you would like to store the file.



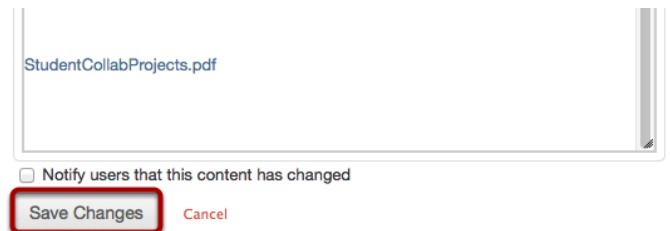
Upload File

Click on the **Upload** button to begin upload your file.



Verify PDF Upload

Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor. If you look closely you will see the file name flash yellow the moment it is inserted in the page. Click on the **Save Changes** button.



Preview PDF file

As soon as you save the page, you will notice two small icons just to the right of the file name. The magnifying glass icon will open up the Scribd preview [1]. The pop-out icon will download the file to your local desktop computer [2].

