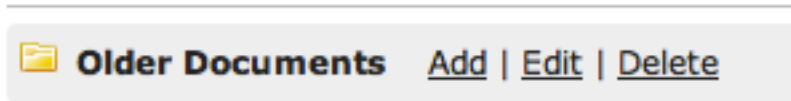
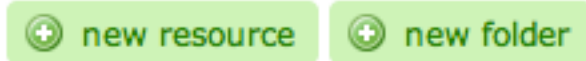


## How to link to archived files

- 1) In the “Resources” tab on one of your class pages, click on “new resource”. Keep in mind that you must have at least one folder created in order to add a resource.



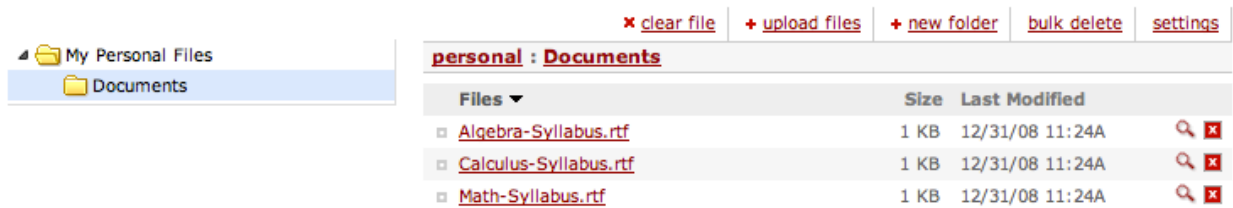
- 2) A new window will open called “Resource Editor”. Choose the folder you’d like your new resource to live in, give it a title (required) and fill in any notes about the file (optional).

A screenshot of the "Resource Editor" window. It features a "Folder" dropdown menu set to "Older Documents". Below it is a "Resource Title" text box containing "Chapter 1 Help Info". Underneath is a "Notes" text area with the text "I think you will like this info.". At the bottom, there is a rich text editor toolbar with icons for HTML, bold, italic, underline, link, and unlink. Below the toolbar is a checkbox labeled "Archive this resource (it will not be visible on the website)".

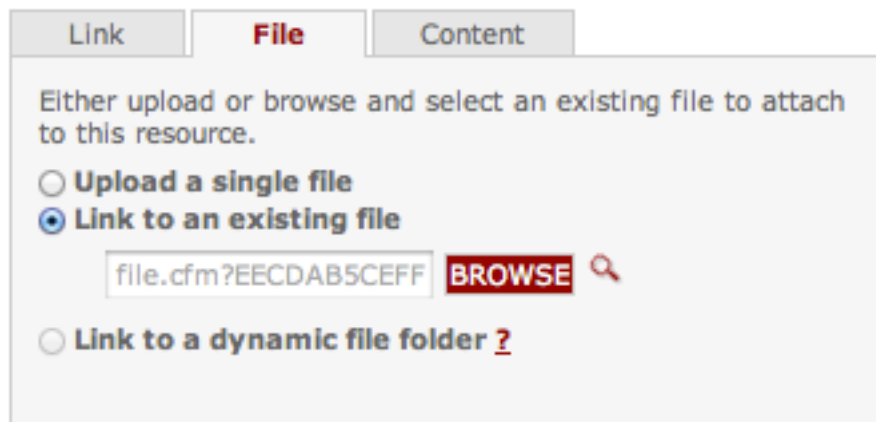
- 3) In the lower half of the “Resource Editor” window, below the Notes field, click on “File” and then “Link to an existing file”.

A screenshot of the "File" tab in the "Resource Editor" window. It has three tabs: "Link", "File" (which is active and highlighted in red), and "Content". Below the tabs, there is a text box with the instruction "Either upload or browse and select an existing file to attach to this resource." There are three radio button options: "Upload a single file", "Link to an existing file" (which is selected), and "Link to a dynamic file folder?". Below the "Link to an existing file" option is a text input field followed by a red "BROWSE" button with a magnifying glass icon.

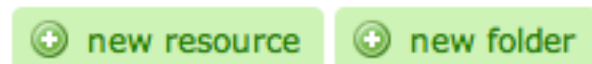
- 4) Click “Browse”. A new window will open called “File Manager”. Browse to the archived document that you’d like to link to.




- 5) Click on the document that you’d like to link to. The “File Manager” window will close and the box next to the “Browse” button on the “Resource Editor” page will be filled in.



- 6) In the bottom right of the “Resource Editor” page, click on “Post Resource”. The “Resource Editor” window will close and your class “Resource” page will reload. You should now see your new document.



### Older Documents

 [Chapter 1 Help Info](#)  
I think you will like this info.

### Notes:

- 1) Make sure to test your link.
- 2) If possible, avoid having spaces or periods in your file names.
- 3) Avoid uploading large files.