

# OIT Web Services | CommonSpot Help Guide

## Guide to Linking to an Uploaded Document

<http://www.ohio.edu>

Once you have uploaded a new document you will want to link to it from your web pages. This document guides you through how to insert a link to an uploaded document in the rich text editor. You will need to navigate your browser to the **manage** subsite for this task (i.e., <http://author.oit.ohio.edu/yoursite/manage>)

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1. Navigate your browser to [http://author.oit.ohio.edu/subsite\\_name/manage](http://author.oit.ohio.edu/subsite_name/manage)
2. Click **Content** from the left oriented drop down menu (older sites may be labeled Page Content)
3. Click [**Edit**] for the page you want to link the document on (older sites may be labeled [E])
4. Highlight the text you would like to have linked.
5. Click on the **Link** button
6. Click on the "Get link from Server..." button.
7. -In the **Insert Formatted Text Block Link** dialog select **Uploaded document** from the **Type:** drop down menu
8. Click the Choose... button
9. In the next window, select **Saved Searches** and click on the **Search for Document from Manage Interface**
10. Find the document you would like to link to, highlight it and click **Use Highlighted Page** at the bottom of the window. Observe that the highlighted text is now linked to the document you selected.