

How to Create

Say, you are working on the section in your tenure review with your _____ : First, drag and drop a pdf or other text file of your manuscript into the "Files" section of Canvas (you should create individual folders in the "Files" section to keep your data organized). Then, either type or paste the bibliographic information of your paper into your page. Highlight the parts of the bibliography entry you want to turn into a hyperlink (I usually highlight the full entry, see screenshot below).

Then, switch over to "Files" in the link editor over on the right-hand side and select the corresponding file (see screenshot below, the selected file is marked by the red oval). You will see your selected text in the body of the page flash in yellow highlights and then turn into the "blue" generally associated with a hyperlink. From now on, any visitor to your page will be able to navigate to the relevant file by following your hyperlink. This _____ with your publications and makes it easy for any reader to find the correct file without browsing through a long list of files. Once you have _____ your page, any authorized visitor can download and view the linked files.

_____ : If you want to add smoother accessibility, instruct visitors to your page that they can preview any document (this only works well for fixed-format files like pdf's) by clicking the "preview document" button (see screenshot below) that appears after the hyperlink. This will

Step 4: Cross-Reference Your Pages