



How To:

1. Once you have your News Item open to create, you can insert Word Documents, PDF files, Videos, Images, and links easily using the Tools provided in the HTML editor.

Course Home Content Assessments Communication Progress

New Item

General

Headline *

Content *

Paragraph **B** *I* U [List icons]

This is the "Insert Stuff Tool." It allows you to insert from your computer, from files you may have already loaded in D2L, YouTube videos, etc.

Links

Images

Files

Upload Files into
D2L News Item

Word Documents

PDF Files

Videos, Images

Links

DISTANCE EDUCATION
Contact for Assistance

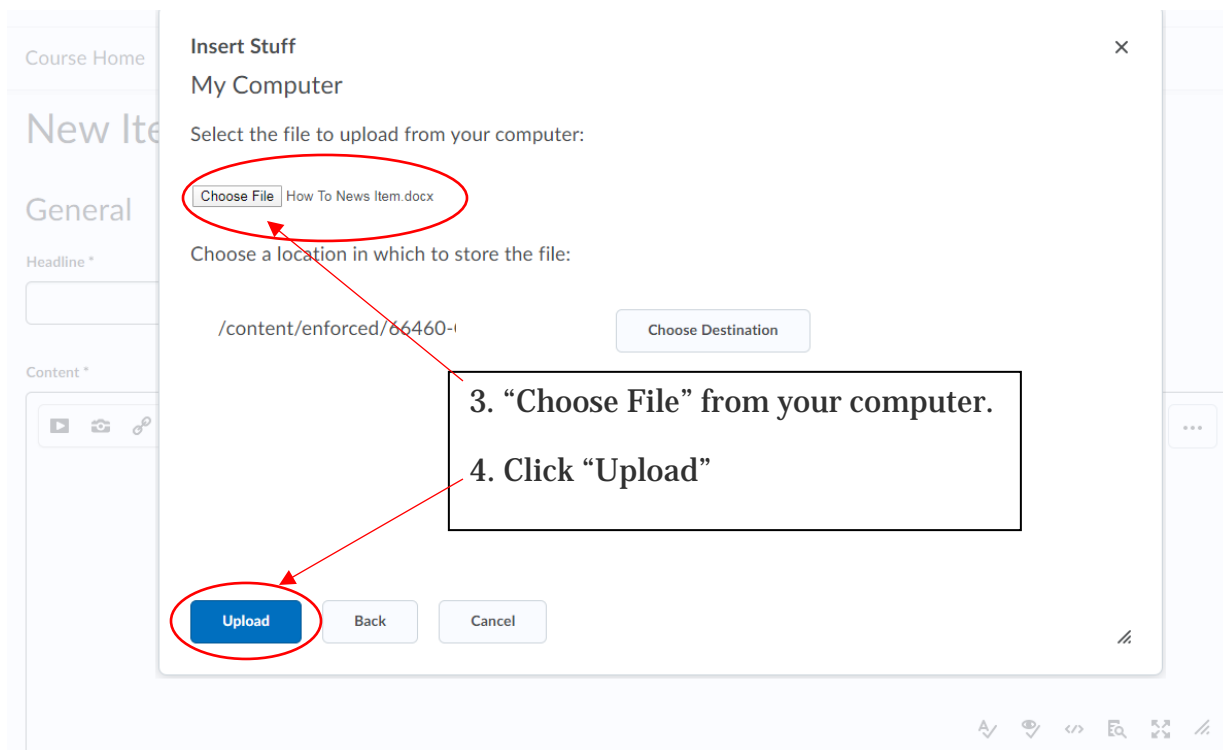
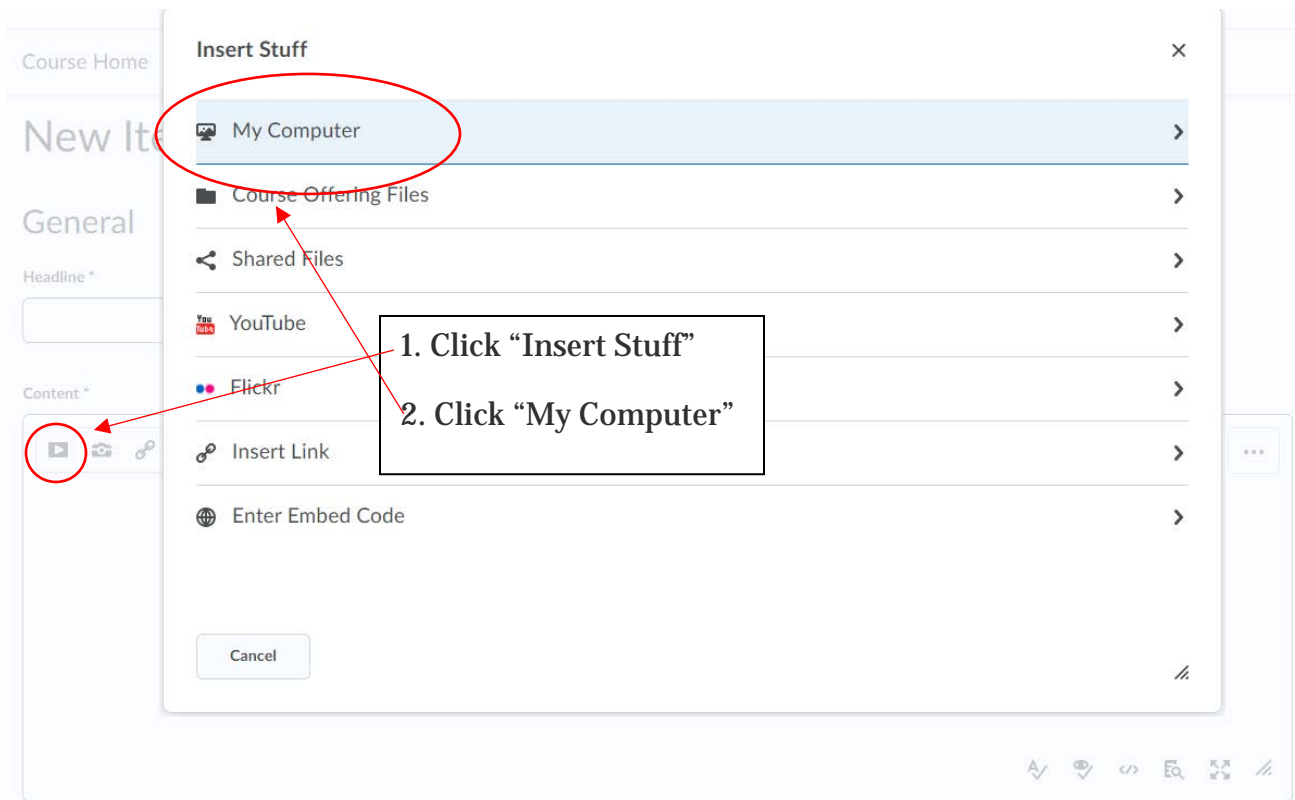
James.morris@msutexas.edu

Danielle.mcafee@msutexas.edu

Pamela.morgan@msutexas.edu



2. For example – upload a word document or PDF from your computer:



Insert Stuff ✕

My Computer
Properties

Source
/content/enforced/66460-1 /How To News Item2.docx

Link Text
How To News Item

Refresh Preview

/content/enforced/66460

Insert Back Cancel

5. Create a name to let learners know what the document is.

6. Click “Insert”

3. The other things you can upload to the News Item will follow a similar upload pattern, if you need assistance, please [reach out to us here](#).