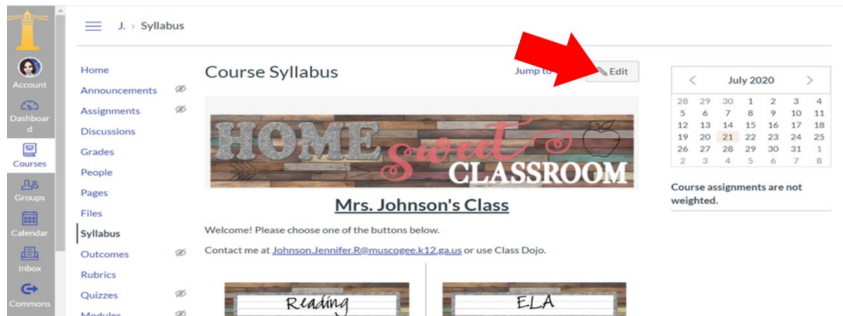
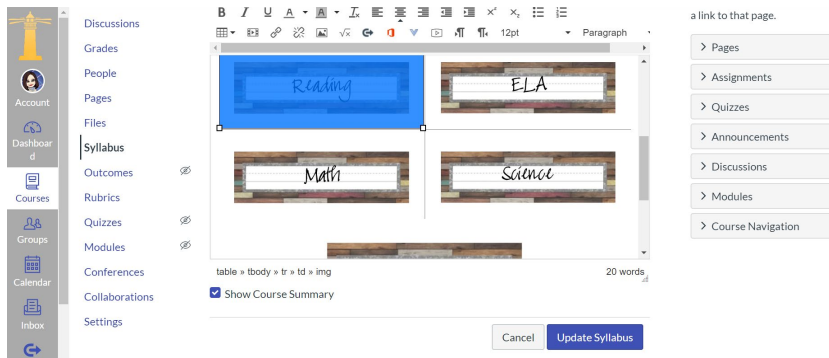


How to Attach Newsletters/Files to Buttons on Canvas

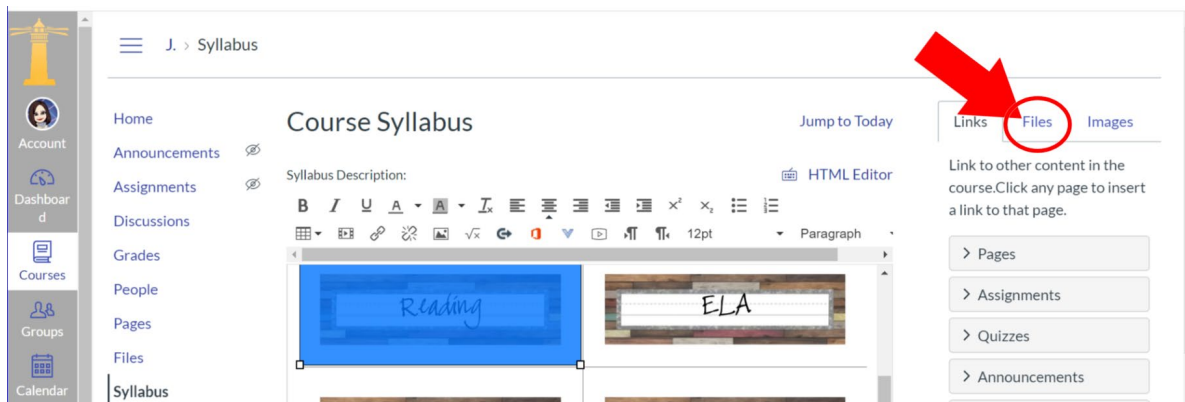
1. Go to your Canvas syllabus page.
2. Click the “edit” button towards the top right hand corner.



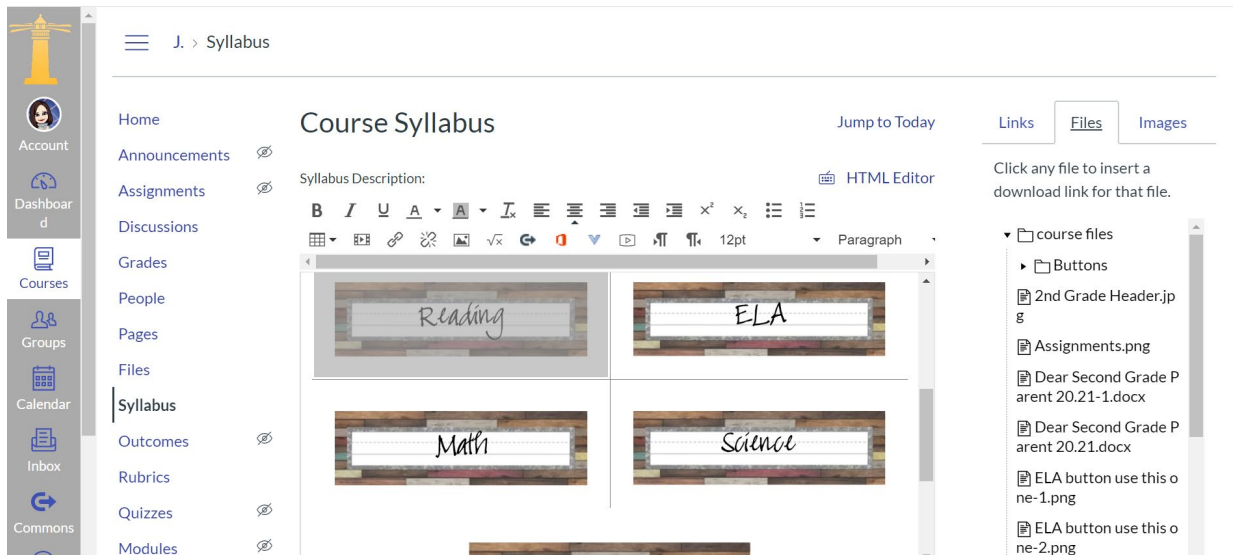
3. Go to the image you'd like to attach a file to and click it so that it is highlighted.



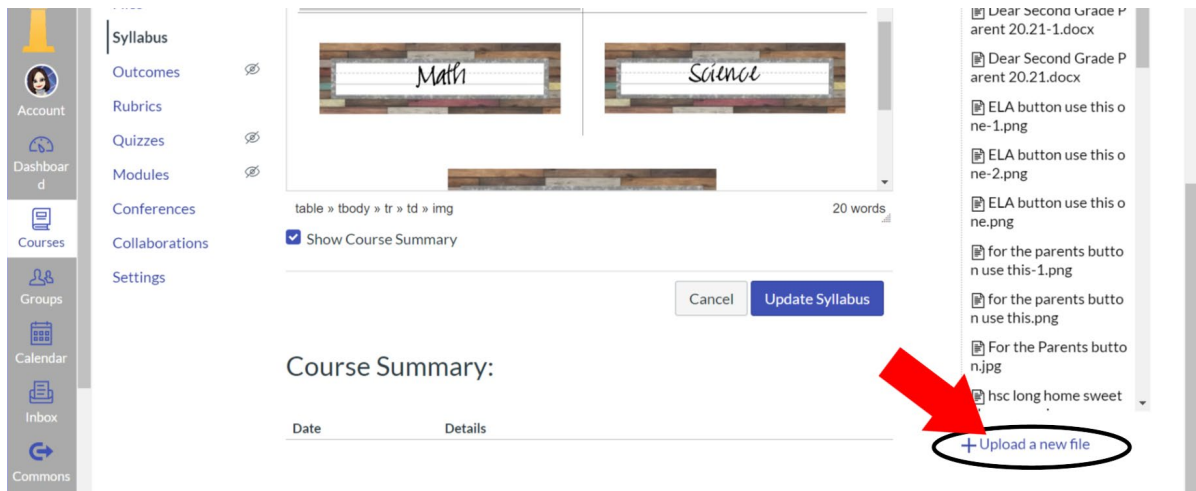
4. Click on the “Files” tab on the right hand side of the screen. (You may have to scroll up to see it.)



5. There are two ways to attach a file from this point.
 - a. Select which file you'd like to attach from the list that shows up. Double click it.



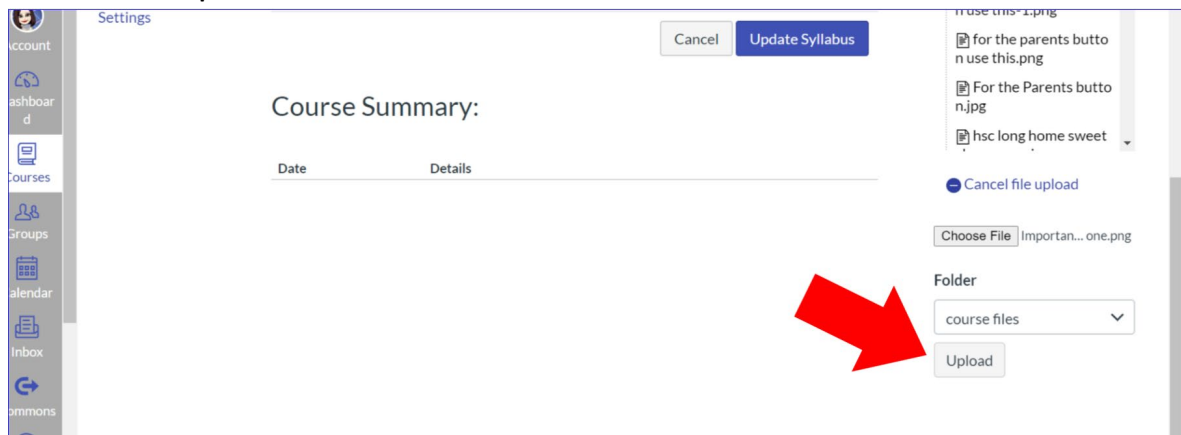
- b. If you do not see the file you want, click the “Upload new file” link at the bottom of the list.



Choosing “Upload a new file” will then make a “Choose file” button appear. Use it to find the file you are looking for. Once you find it, click the “open” button.

(See the next page for the remaining steps.)

6. Click the “Upload” button.



The image you selected will briefly turn yellow, indicating that it worked if you are looking at it when it attaches.

7. Click the blue “Update Syllabus” button.

The file should now be attached to that image. Save your progress. Now if you hover your mouse over the image, the arrow should become a hand, indicating that it is a link rather than just a decorative picture.