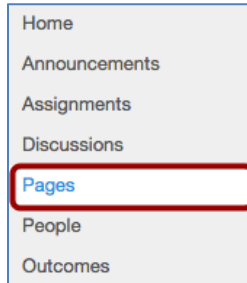


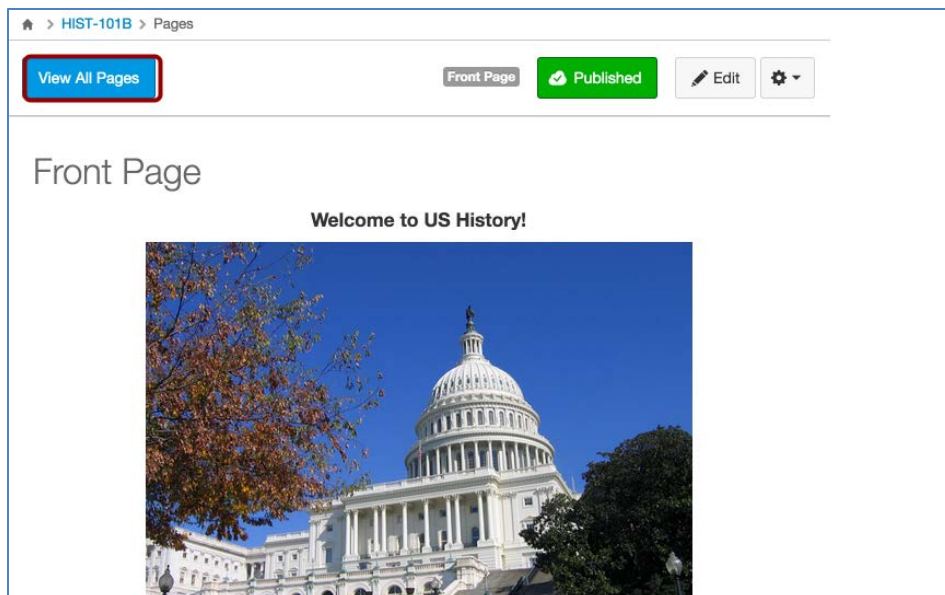
## How do I upload a PDF to a Page?

You can upload PDFs, docs, ppts, etc. to a Page in Canvas. A page can be your frontpage, syllabus page or any other page that you create within the pages area.

**Open Pages** - In Course Navigation, click the **Pages** link.



## View All Pages



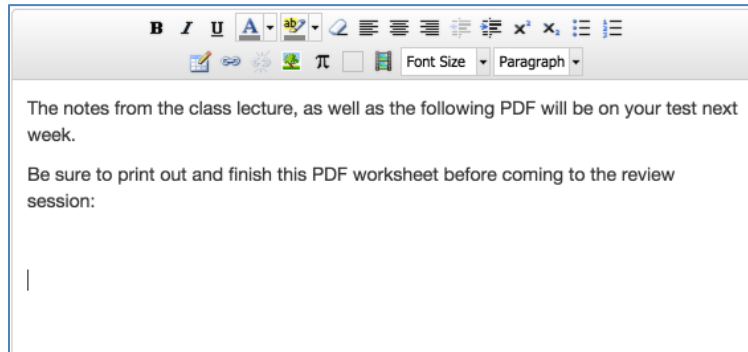
Select (by clicking on) the Page where you would like to add your file.

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼	
Abraham Lincoln	Dec 18, 2014	Dec 18, 2014	✔ ⚙
Abraham Lincoln-2	Jan 5, 2015	Jan 5, 2015 by Doug Roberts	✔ ⚙
Colonial Period	Dec 18, 2014	Dec 18, 2014	✔ ⚙
Final Projects	Dec 18, 2014	Dec 18, 2014	🗑 ⚙
Final Unit Objectives	Dec 18, 2014	Dec 18, 2014	✔ ⚙
Formation of the United States	Dec 18, 2014	Dec 18, 2014	✔ ⚙

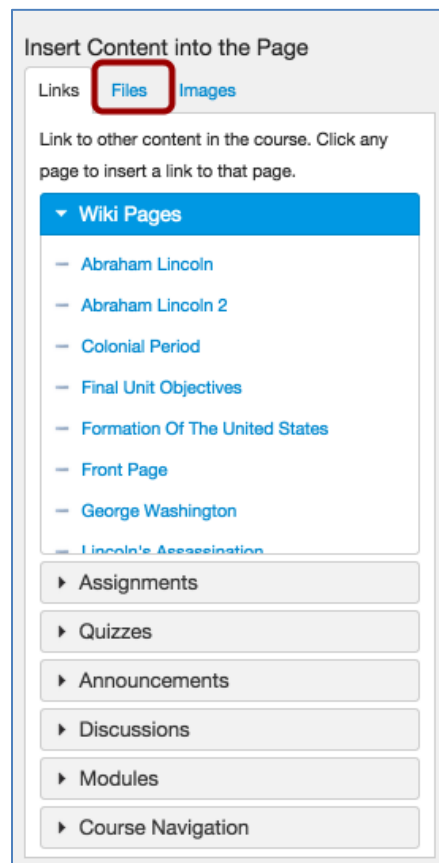
Once you are on the page.... Click the “Edit” button



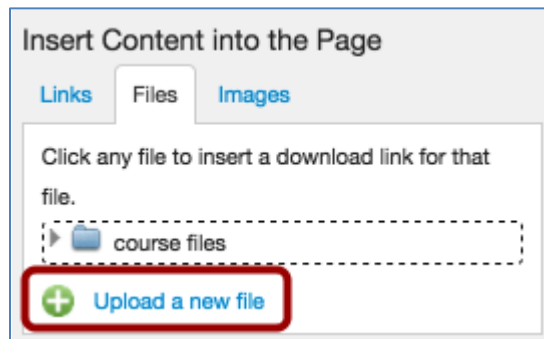
Select PDF Location - place your cursor where you wish to insert the PDF document.



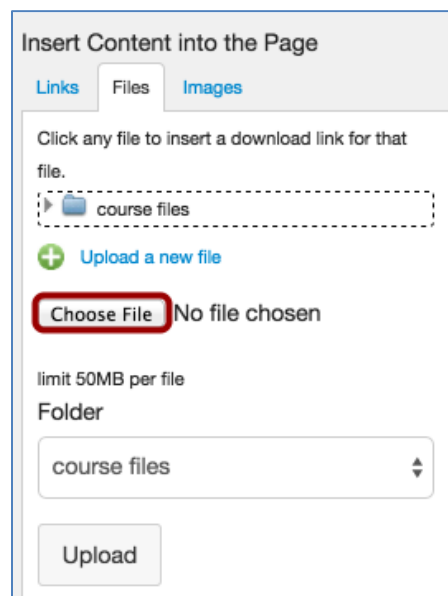
In the Content Selector (tabbed items on far right), click the **Files** tab.



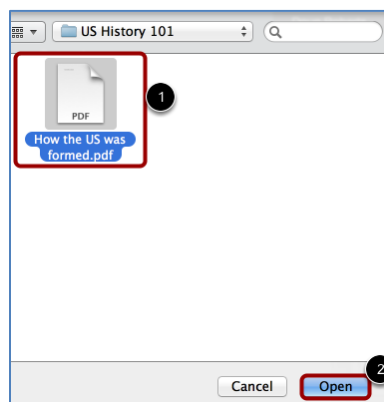
**Open File Uploader** - Click **Upload a new file**.



Click the **Choose File** or **Browse...** button to browse for your file (if you received it in email, you will need to save the attachment to your computer before this step...)



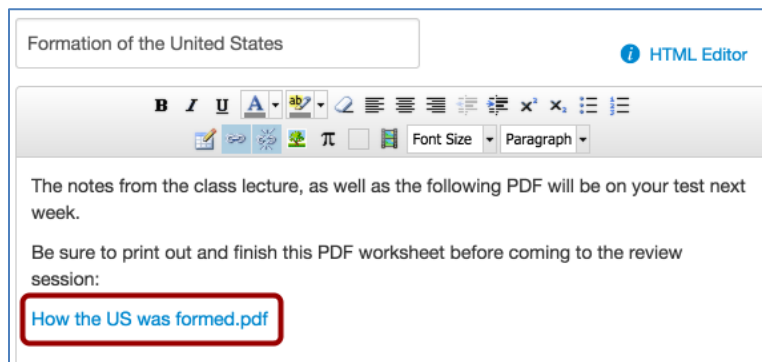
**Select PDF File** - Click the document you want to upload [1] and click the **Open** button [2].



Click the **Upload** button to upload your file.



Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor. If you look closely you will see the file name flash yellow the moment it is inserted in the page.



**Save Changes**



After you have saved...You can preview the PDF file using one of the small icons next to the file name. The magnifying glass icon opens the PDF preview. The pop-out icon downloads the file to your computer.