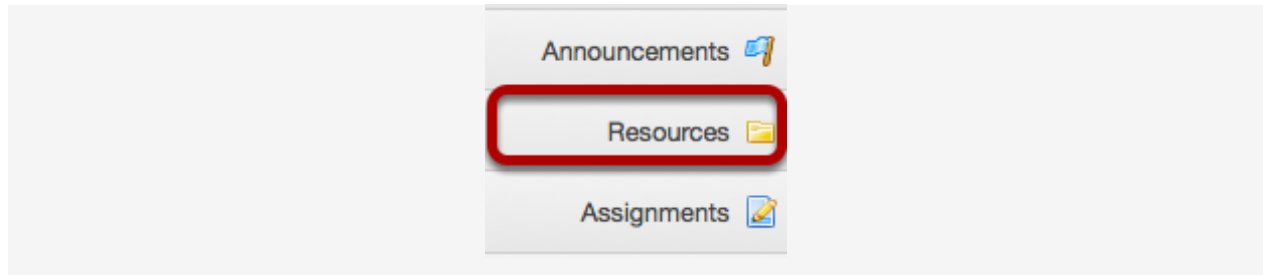


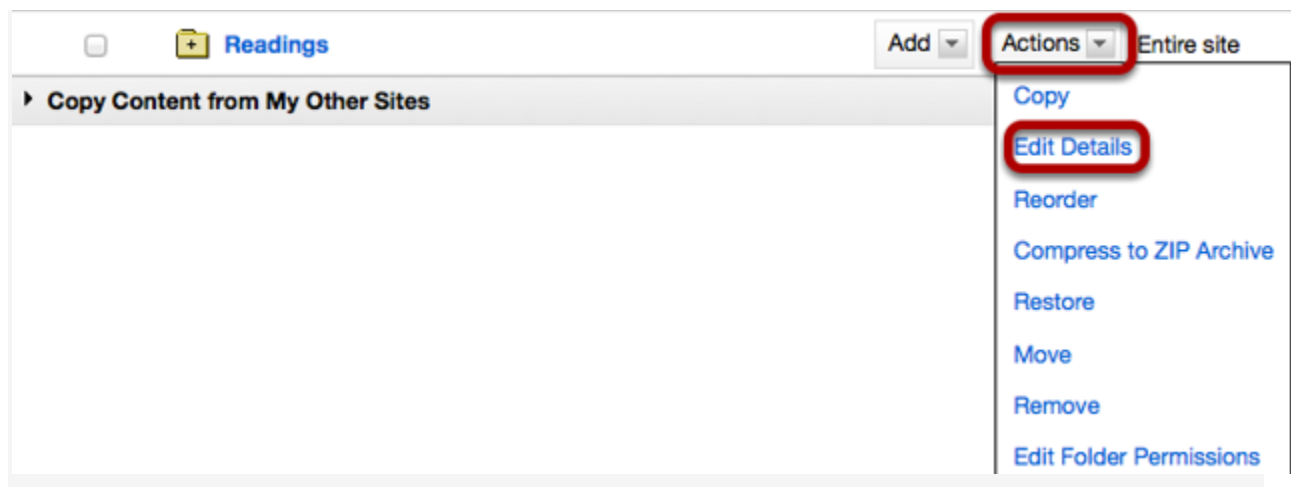
# How do I create a Web Content link to a folder in Resources?

Instructors can use the Web Content tool to create a tool link to a folder or a file in Resources.

## Go to Resources.

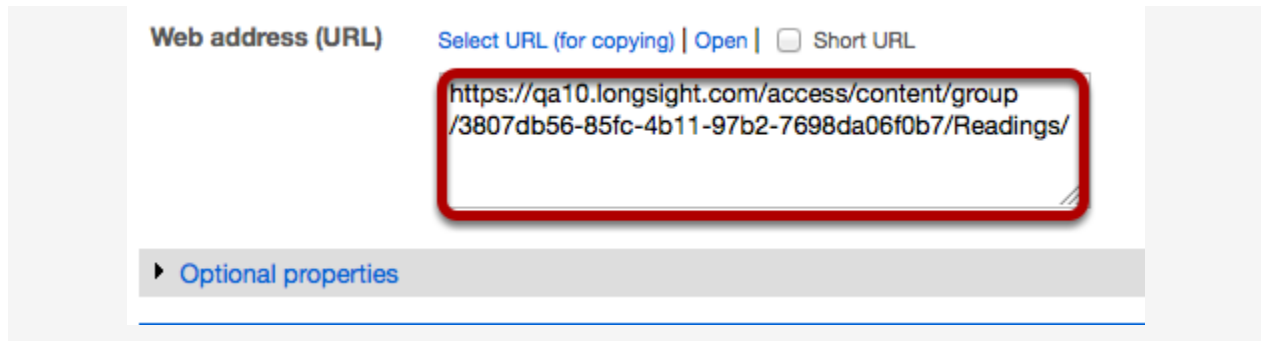


## Click Actions, then Edit Details.



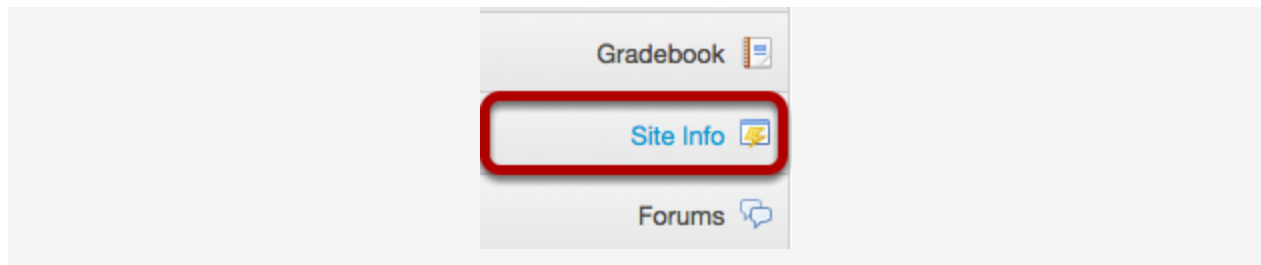
To the right of the folder you want to link to, click on **Edit Details** option in the **Actions** drop-down menu. This displays the folder's details.

## Copy the URL.



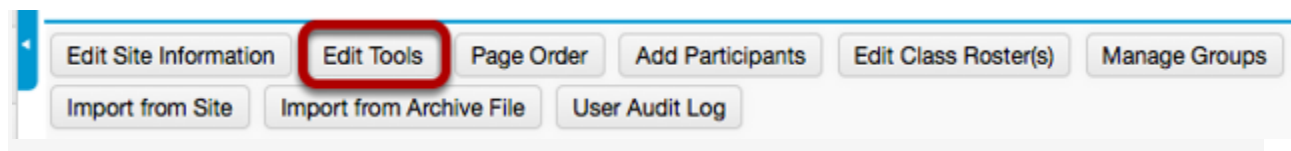
Copy the folder URL to your computer's clipboard (CTRL+C for PC or CMD+C for MAC).

## Go to Site Info.

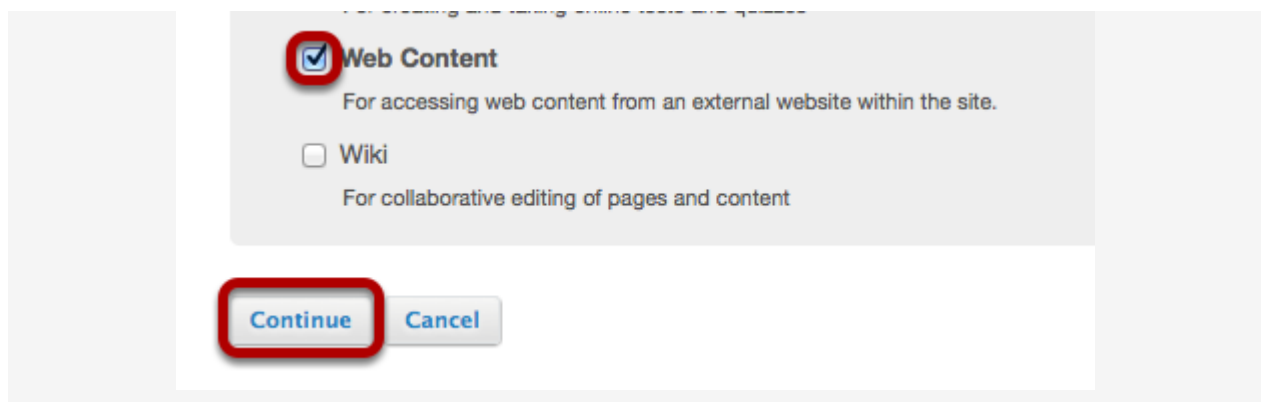


Select the **Site Info** tool from the Tool Menu of your site.

## Click Edit Tools.

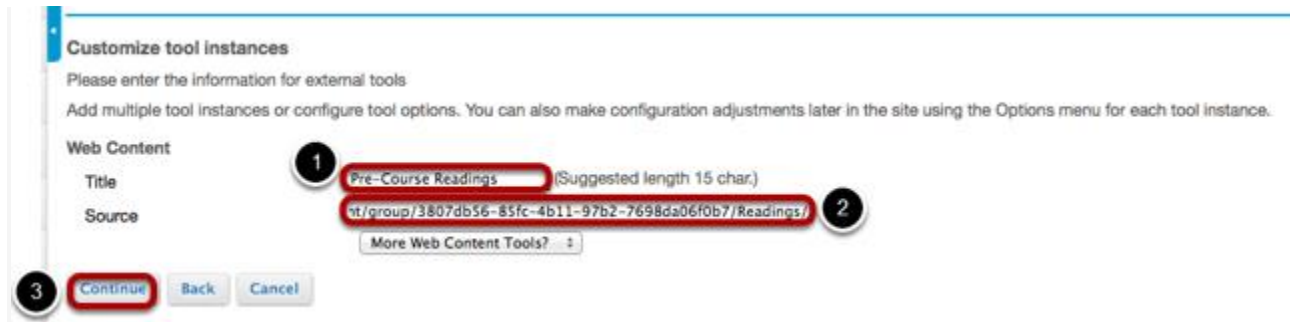


## Select the Web Content tool.



Place a check mark in the box next to Web Content, and then click **Continue**.

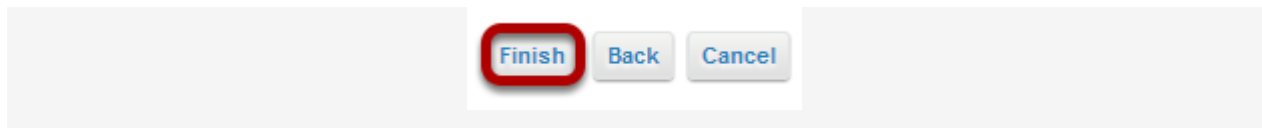
## Enter the web site information.



The screenshot shows a form titled "Customize tool instances" with the instruction "Please enter the information for external tools". Below this, it says "Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the Options menu for each tool instance." The form has a section for "Web Content" with two input fields: "Title" and "Source". The "Title" field contains "Pre-Course Readings" and has a "(Suggested length 15 char.)" note. The "Source" field contains a long URL. At the bottom of the form, there are three buttons: "Continue", "Back", and "Cancel".


1. Enter a title for the Web Content tool (which will display in the Tool Menu).
2. Enter the URL for the Resources folder.
3. Click **Continue**.


## Click Finish.





The screenshot shows a button labeled "Finish" with "Back" and "Cancel" buttons next to it. The "Finish" button is highlighted with a red circle.

Click the new tool button to access the contents of the folder.

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 [RobertFrost\\_AtTufts1915.pdf](#)

 [SylviaPlath\\_LadyLazarus.pdf](#)

 [TheodoreRoethke\\_TheLostSon.pdf](#)