

How do I obtain the URL for a file or folder in Resources?

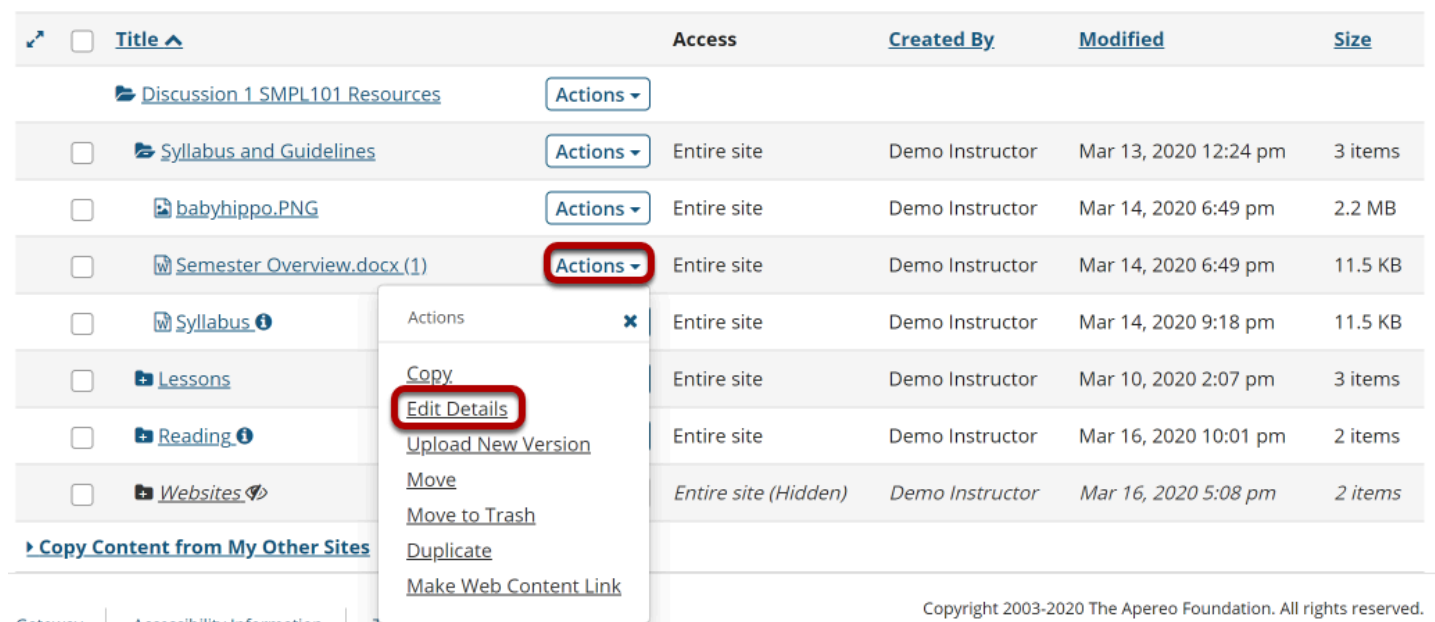
Each file and folder in Resources has its own URL. For example, instructors can create links to folders or files anywhere that the Rich Text Editor appears throughout the site.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Edit Details.

A screenshot of the 'Resources' page. It features a table with columns: Title, Access, Created By, Modified, and Size. The table lists several items, including 'Discussion 1 SMPL101 Resources', 'Syllabus and Guidelines', 'babyhippo.PNG', 'Semester Overview.docx (1)', 'Syllabus', 'Lessons', 'Reading', and 'Websites'. For the item 'Semester Overview.docx (1)', the 'Actions' dropdown menu is open, showing options like 'Copy', 'Edit Details', 'Upload New Version', 'Move', 'Move to Trash', 'Duplicate', and 'Make Web Content Link'. The 'Edit Details' option is highlighted with a red rectangle. At the bottom of the page, there is a footer with copyright information: 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.'

To obtain a file or folder's URL, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Copy the URL.

File Details

Originally uploaded by	Demo Instructor
Uploaded	Mar 14, 2020 6:49 pm
Last changed by	Demo Instructor
Last changed	Mar 14, 2020 6:49 pm
Web address (URL)	Copy URL to clipboard Open <input type="checkbox"/> Short URL
	<div>https://qa20-mysql.nightly.sakaiproject.org/access/content/group/d4f3cf1e-ee6f-49d1-aca0-328082a4dff5/Syllabus%20and%20Guidelines/Semester%20Overview-1.docx</div>
File size	11.5 KB (11,734 bytes)
File Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document Change File Type

Scroll down the page to find the **File Details** section. Copy the file's unique URL displayed in the **Web Address (URL)** field.

Copy short URL. (Optional)

File Details

Originally uploaded by	Demo Instructor
Uploaded	Mar 14, 2020 6:49 pm
Last changed by	Demo Instructor
Last changed	Mar 14, 2020 6:49 pm
Web address (URL)	Copy URL to clipboard Open <input checked="" type="checkbox"/> Short URL
	<div>https://qa20-mysql.nightly.sakaiproject.org/x/LcrYRD</div>
File size	11.5 KB (11,734 bytes)
File Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document Change File Type

An alternative is to select the **Short URL** check box and then copy a shortened version of the URL.

Note: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.