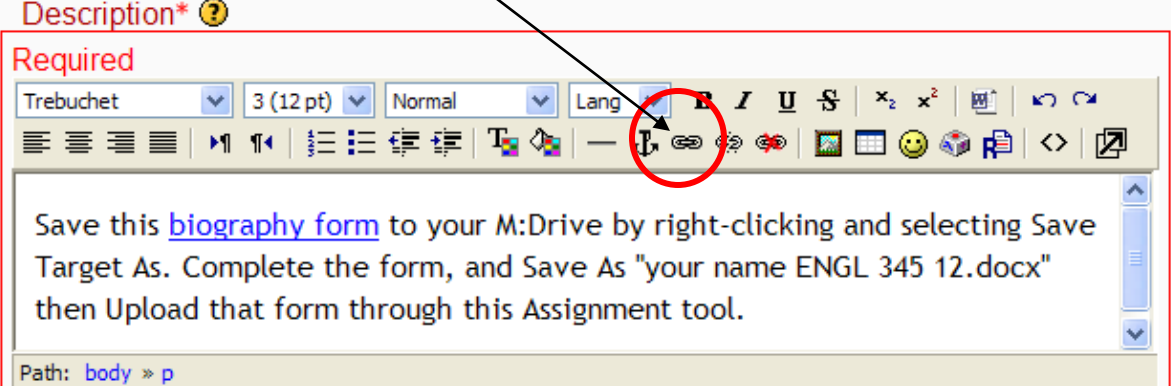


To add a "live" Word doc to an Assignment in Moodle:

1. Upload a file to the Files bin in your Moodle course shell.
2. Add a new assignment, Upload a Single File
3. In the description block, highlight the text you want to reflect the file, like **biography form**
4. Then click the Link icon in the text editor (some browsers will not display Moodle text edit tools)
5. Click Browse and select your file from Files. See the URL displayed in the Insert Link box.
6. Choose Target: New Window, click OK.
7. See the words "biography form" displayed as a link now.



The screenshot shows the Moodle text editor interface. At the top, it says "Description\*" with a help icon. Below that, it says "Required". The text editor toolbar is visible, with the "Link" icon (a chain link) circled in red. An arrow points from the "Link" icon in the toolbar to the text "biography form" in the text area. The text area contains the following text: "Save this [biography form](#) to your M:Drive by right-clicking and selecting Save Target As. Complete the form, and Save As "your name ENGL 345 12.docx" then Upload that form through this Assignment tool." The path at the bottom is "Path: body » p".