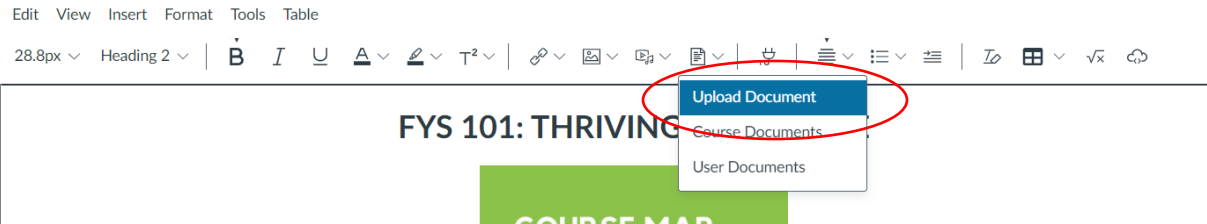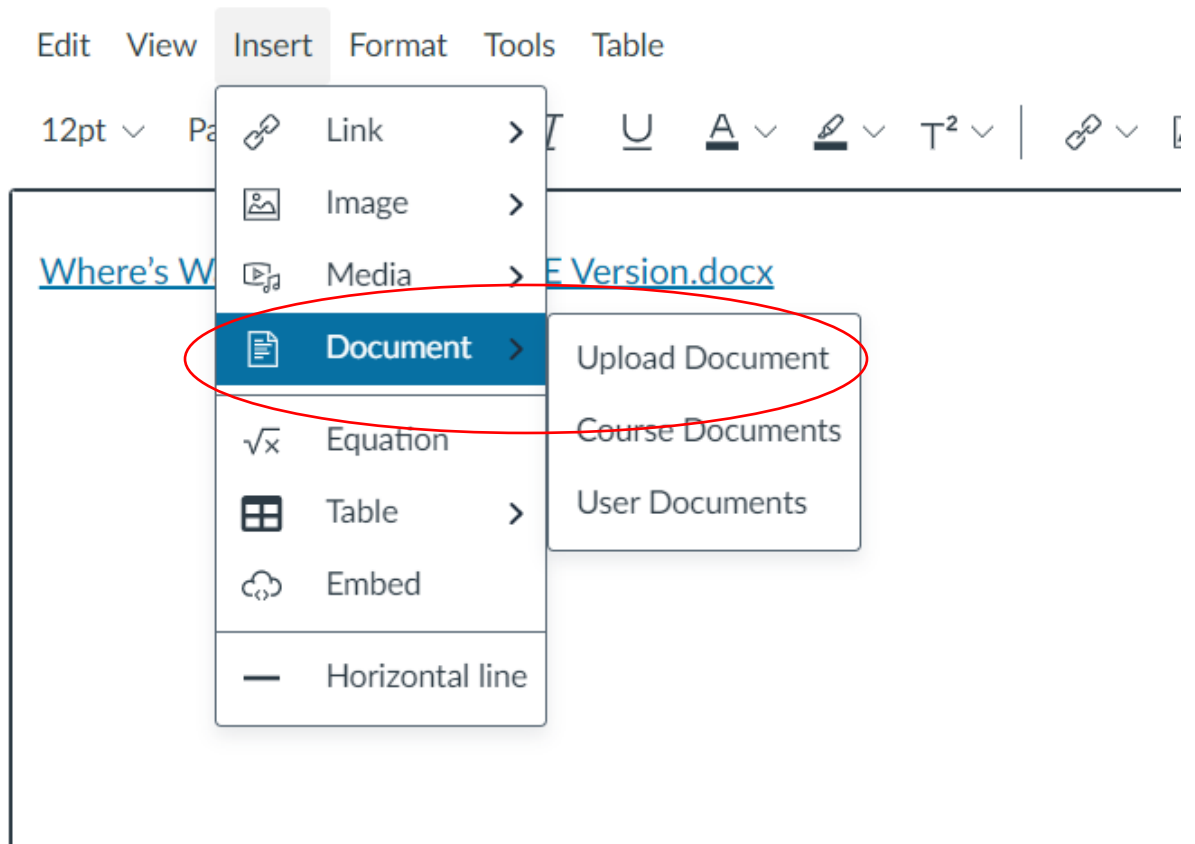**Auto-Open Inline Preview Instructions with New RCE**

1. Go to the Course Home Page.
2. Click the edit button.
3. Click on the down arrow located next to the icon of a document to choose the "Upload Documents" option.
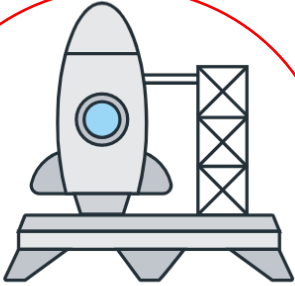
4. Then, click on "Upload Document." From this drop-down window, you can also choose documents that have been saved to your course or in Canvas. However, to pull a document from your computer, click "Upload Document." You can also follow the same process by clicking on "Insert" -> "Document".

Edit   View   Insert   Format   Tools   Table

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            📄   Document   >   Upload Document

                                 Course Documents

            √x̄   Equation   User Documents

            ⊞   Table   >

            ☁   Embed

            —   Horizontal line

5. Click on the Rocket ship to access your computer's hard drive.

Computer

Upload File

Drag and drop, or click to browse your computer

Close   Submit

6. Then, choose you file from the hard drive, then click "Open" and then "Submit."
7. You will see the file appear in the RCE.

Where's Waldo Canvas New RCE Version.docx

8. Highlight the file and then click on the highlighted file. You will see a box appear that says Link Options.

Where's Waldo Canvas New RCE Version.docx

Link Options   Remove Link

9. Click on Link Options. A pull-out window to your right will appear.

Link Options ☒

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Text

Course Syllabus

Link

https://reinhardtuniversity.instructu

Display Options

○ Preview in overlay

● Preview inline

☑ Expand preview by Default

⋮

By choosing "Preview Inline" and "Expand Preview by Default", your document will automatically open in the RCE. By choosing Preview in overlay, the document will not open automatically in the RCE. Rather, it will give students the option click the link to open the file in an new overlay window.

10. Don't forget to save your changes.
11.
12. Refresh your screen and you should see the changes have been populated to your page.