

PDF Example:

How to add a PDF to a page as a link?

1. Click "**Add Media**" button.
2. Using the Select Files button (or by dragging and dropping your files in), select your PDF and click the open button.
3. After it uploads, you'll have an **Attachment Details** area (in gray), if you don't see this you can also click once on your media image and the Attachment Details will open up
4. Copy the **URL**
5. Go into the page you are working on (ex. Publication)
6. Highlight the word you want to link to your pdf (ex. PDF)
7. In the tool bar at the top of the page's text box, click on the **chainlink** image (insert/edit link)
8. Past the URL from you pdf into the URL text box
9. Click on the blue **Add Link** button