Downloadable Files (PDF/Word Docs): How do I create a link to a PDF/Word Document in my paragraph text?

Adding a downloadable form to a blog or newsletter has different steps then what you are used to. You can also use these instructions in place of the File/Link List page block.

Example:
Click to download our PDF

To create this effect follow these instructions:

1. From your Dashboard, select "Photo Library" located in the dark blue box at the top of the page.
2. Click the "Browse" button to search your computer's files.

3. Double click on the file you would like to upload. The name of the file should appear to the right of the "Browse" button.

4. Click the "Upload File" button. The name of your file should now appear in green.

5. Click "Website Page List" located on the left side of your screen, and select the page of your website where the link will be.

6. Hover over the upper left corner of the pharagraph you are adding the link to until an aqua colored box appears, and click "Edit Text" in the aqua box. Highlight the text that you like to become a clickable link.

7. Select the Link button from your editor tools task bar above the text box.

8. In the Insert/Edit Link pop up box Click browse (the white box to the right of Link URL). This will open your Library.

9. Find your file and select the arrow up button in the bottom right corner of the file

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10. Select Insert

11. Your clickable link has been created
12. Publish your Page

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