

## *Downloadable Files (PDF/Word Docs): How do I add a PDF or Word Document to my website?*

From your Homespun Builder Dashboard:

1. Click on "Edit Website" in the dark blue box at the top of the screen.
2. Select the page in which you would like to add your document from your navigation bar or click "My Webpages" in the upper left corner of your screen to choose a page.
3. Click the "Add New Page Block" button on the left side of your screen.
4. Select "File/Link List" and click the "Select" button.
5. Title your paragraph block.
6. Choose a display name for your file (i.e. "Click Here to Download our Order Form")
7. Click on the file folder icon, and select "Browse" to locate the file you wish to upload from your computer.
8. Select "Open."
9. Click the "Upload File" button (under the "Browse" button) **\*Repeat steps 6-8 for multiple files**
10. If adding multiple files, choose the sort order in which you would like them to appear.
11. Save your changes.
12. Publish your website to make changes live.

*Unique solution ID: #1057  
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Last update: 2025-06-20 14:56*

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