

Downloadable Files (PDF/Word Docs): Adding downloadable forms (PDF/Word Documents) to a Blog article or Newsletter.

Adding a downloadable form to a blog or newsletter has different steps than 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](#) and fax back your form to us!

To create this effect follow these instructions:

- 1) From your Dashboard, click on Manage Library
- 2) Upload your downloadable file into your file library using the Upload New File to Library button.
- 3) Browse for your file and upload.
- 4) Edit/compose your blog or newsletter.
- 5) Highlight the text that you want to make a clickable link from. (i.e. Click to download our PDF and fax back your form to us!)
- 6) Select the Link button in your Editor tools
- 7) In the Insert/Edit Link pop up box Click browse (the white box to the right of Link URL). This will open your Library.
- 8) Find your file and select the arrow up button in the bottom right corner of the file
- 9) Select Insert
- 10) Your clickable link has been created
- 11) Publish your blog article and/or send your newsletter

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