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 too. 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 (PDF/Word Doc) into your file library using the Upload New File to Library button.
3) Browse for your file and upload.
4) Type your Paragraph text that your file will appear in. For instructions to create a paragraph block click here
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

) 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

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10) Your clickable link has been created
11) Publish your Page

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