

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

1. In Edit Website Mode, select the page in which you want to add your document
2. Click ";Add New Page Block"
2. Title your paragraph block
3. Select ";File/Link List&rdquo;;
4. Choose a display name for your file (i.e. ";Click Here to Download our Order Form&rdquo;;)
5. Click on the file folder icon
6. Select Browse to locate the file you wish to upload from your computer
7. Select Open
8. Upload your file
- \*Repeat steps 6-8 for multiple files**
9. If adding multiple files choose the sort order in which you would like them to appear
10. Save your changes

[View Video Tutorial](#)

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