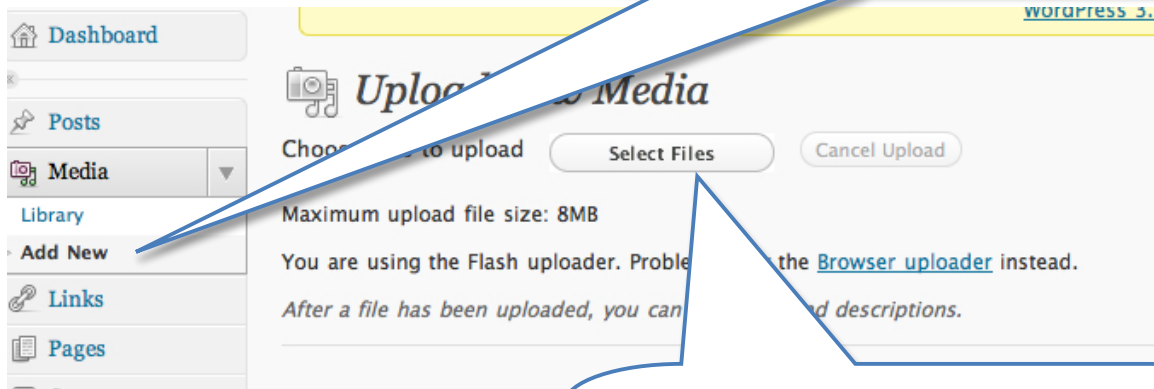


How to add a PDF document or Ebook to your website, and link it as a downloadable document on your website page.

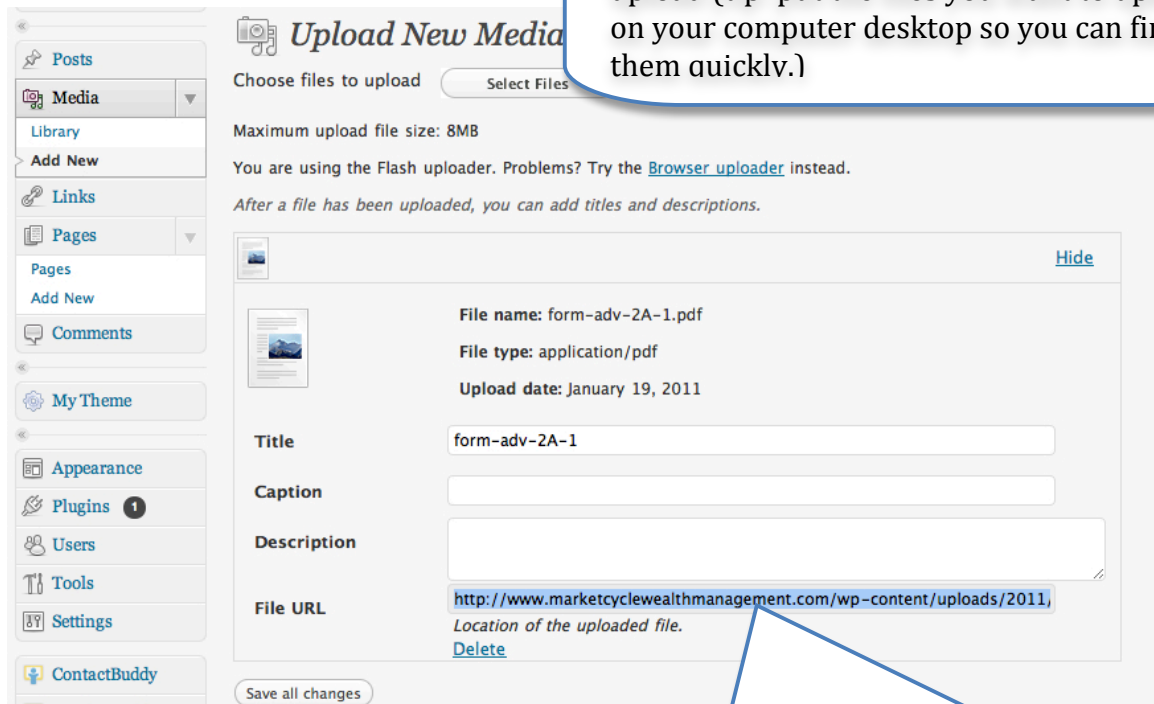
STEP 1 – Login to your website

STEP 2 – Go to MEDIA >> ADD NEW

P.S. The MEDIA LIBRARY contains all of your uploaded images and PDF files, so you can visit the library at any time to find the URL/link for any of your images or PDF files you previously uploaded.



STEP 3 – click SELECT FILES (Choose files to upload), and find the file you want to upload (tip: put the files you want to upload on your computer desktop so you can find them quickly.)



STEP 4 - BEFORE you click the button “SAVE ALL CHANGES” – copy the “File URL” (use your copy command --- “command, C”). Then click the button lower left of this link: SAVE ALL CHANGES.

STEP 5 – go to PAGES, and EDIT PAGE for the page where you want to add the link.

STEP 6 – To replace a link with new document: In the EDIT PAGE screen, click on the top right tab “HTML”, rather than “VISUAL” editing mode:

STEP 7 - In this case here, we are replacing a document with a newer version, so you will be replacing the old link with the new link (File URL). Find your old link and highlight and replace (paste) the “File URL” in place of the old link.

Finally - remember to click your **UPDATE** (save) button over to the right side of your **EDIT PAGE** screen (not shown here).

STEP 8 - If this is a new document you are creating a link for, for the first time: Go to Visual mode on the EDIT PAGE screen and type the text that you want to place the link on. HIGHLIGHT/SELECT the text you want to link to. Then click the chain icon on the toolbar to add your link (File URL) to your text.