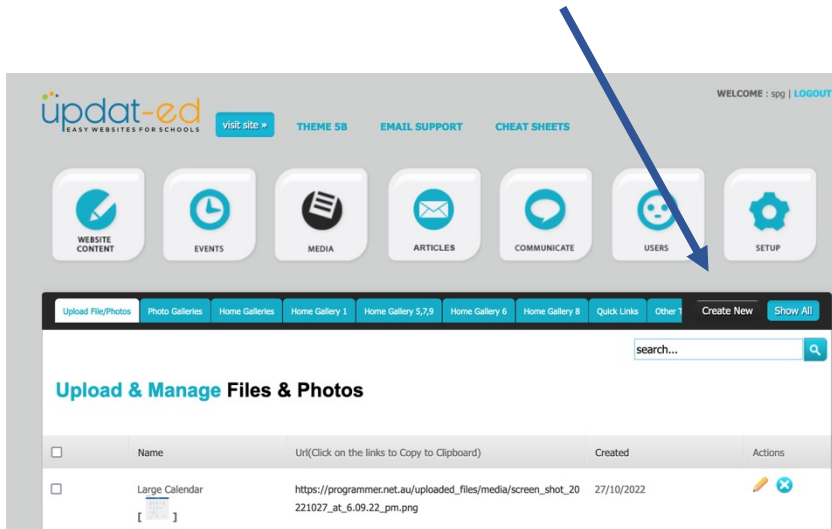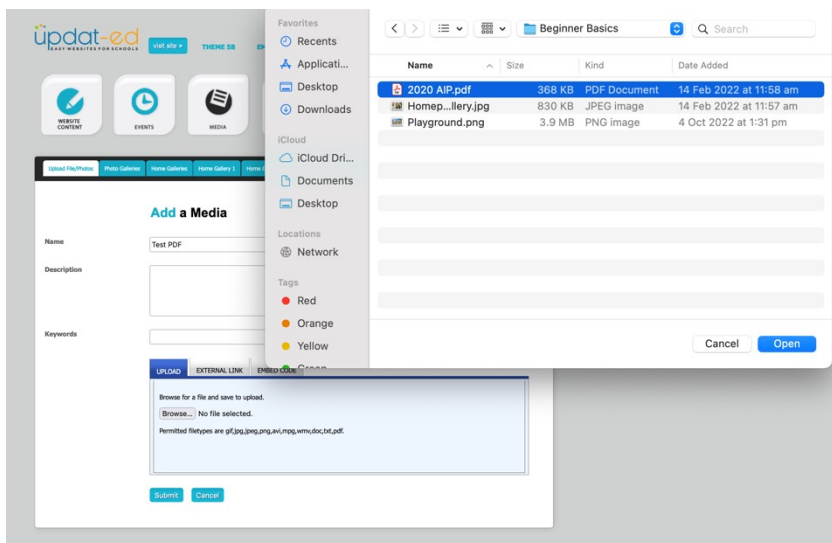# Add a PDF to a Page

- Go to **MEDIA** in the CMS
- In **Upload/Files & Photos** click **Create New**

- Give your PDF a title and click on **Browse/Choose File**
- Browse your computer for the file that you want and click **Open**
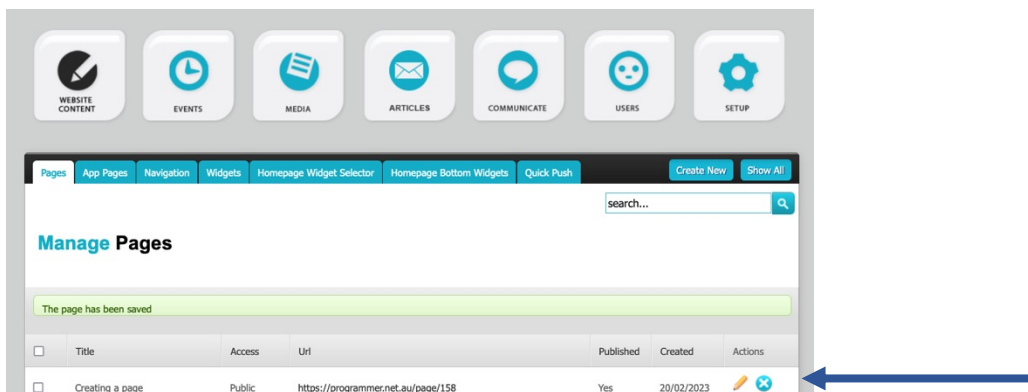
- Click on **Submit**

- In **Media**, click on the URL of the file that you just uploaded

- A pop up window will open for you to COPY the URL to your clipboard. Hit **CTRL + C** on your keyboard. (This is a shortcut to COPY), then click on OK in the pop up window.

- Go to **Website Content** and find the page you want to house the PDF and click on the **pencil** to edit this page.

- Type the title you would like to give the PDF and highlight it. Click on the **Chain** icon in the toolbar (Insert/edit link)
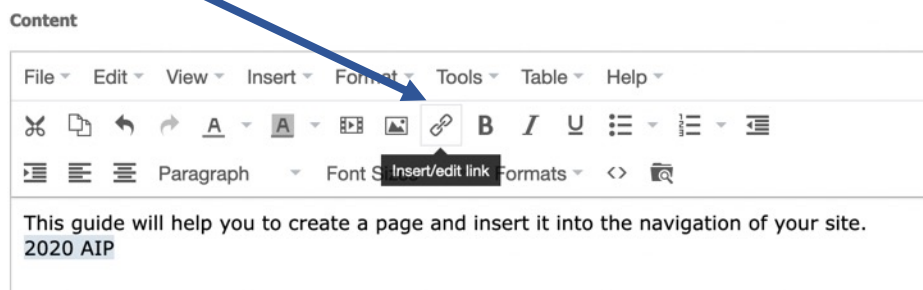
- Paste the copied URL into the top box (URL) and then click **OK.**

- Your PDF is now linked. Click on **Update** at the bottom of the page.

- Visit your site to view your PDF.