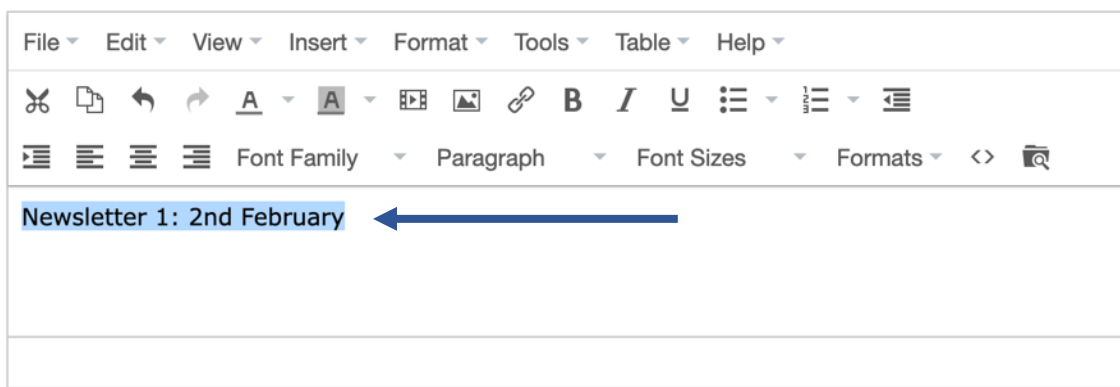


# Add a PDF to a Page Using In Page Media Uploader

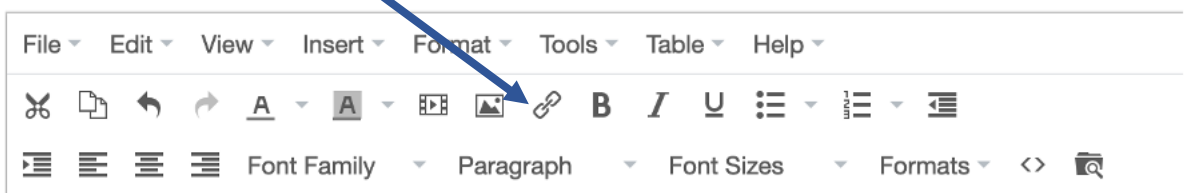
- Go to the page or article that you wish to upload your PDF to and click on the pencil icon to edit.
- Type the name of the PDF you wish to upload and highlight it

## Content

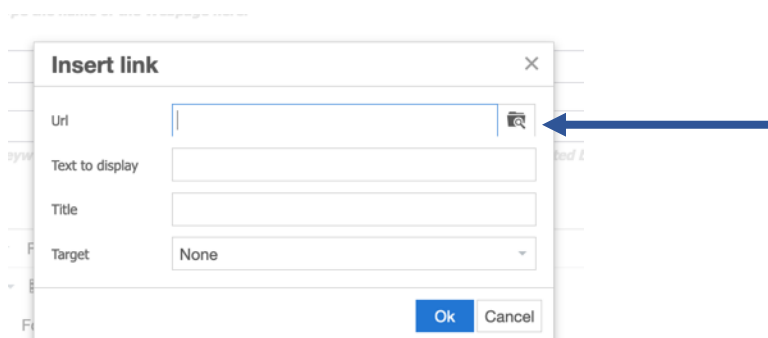


- Click on the Chain icon (insert/edit link)

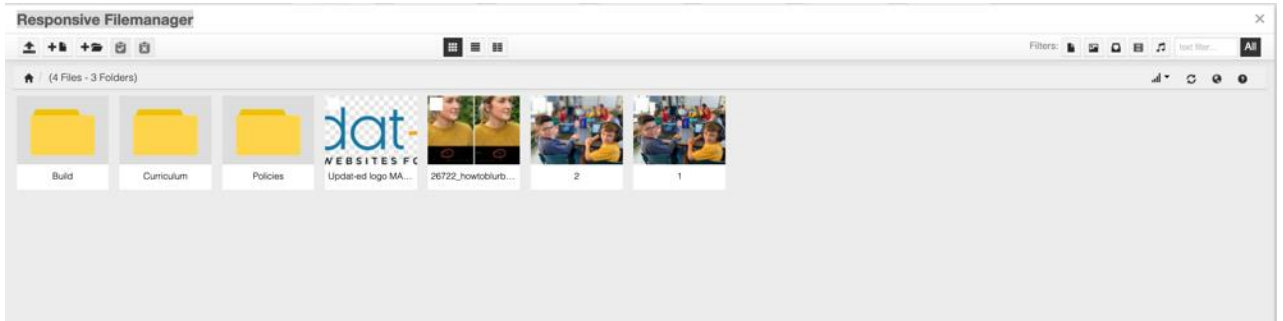
## Content



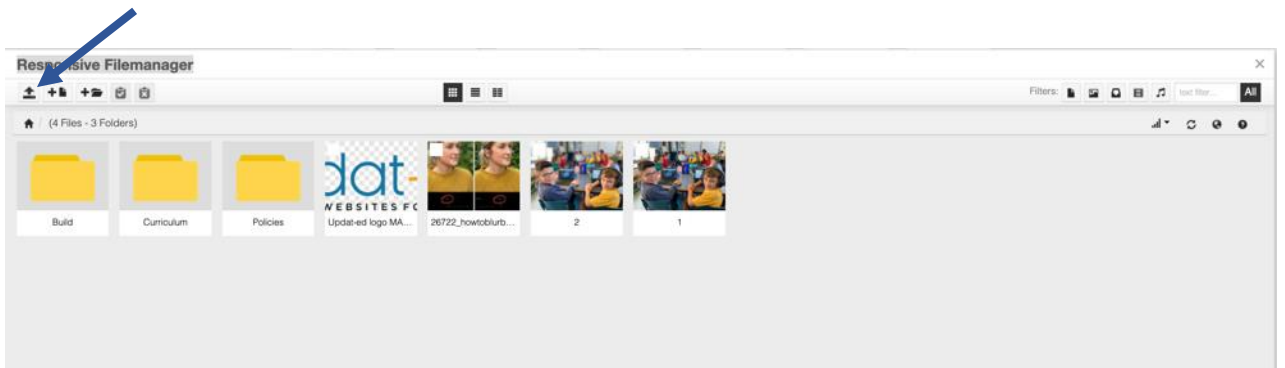
- The Insert Link pop up will appear, click on the icon to the right.



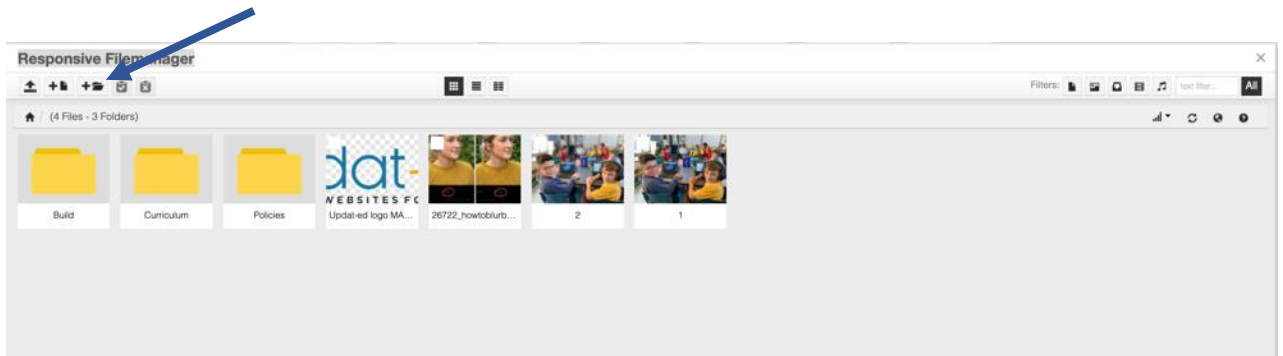
- The Responsive File Manager pop up will open and look similar to this.



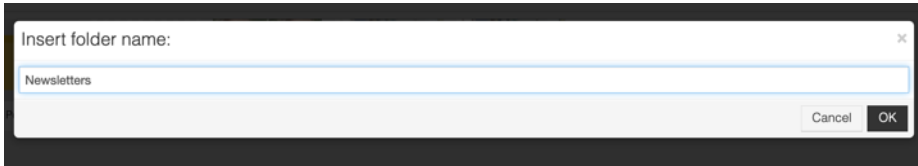
- To load content directly into this landing page you would click on Upload.



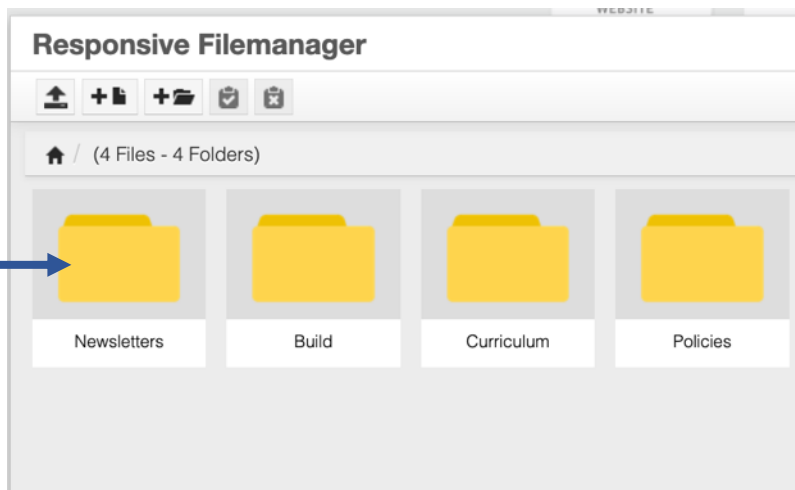
- You may like to create separate folders for your content to keep your Responsive File Manager organised. Please be mindful that the folder needs to be created before you upload your documents.
- Click on New Folder.



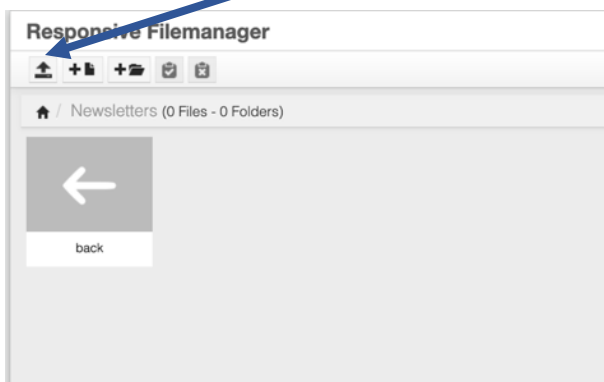
- Title your folder and click OK.



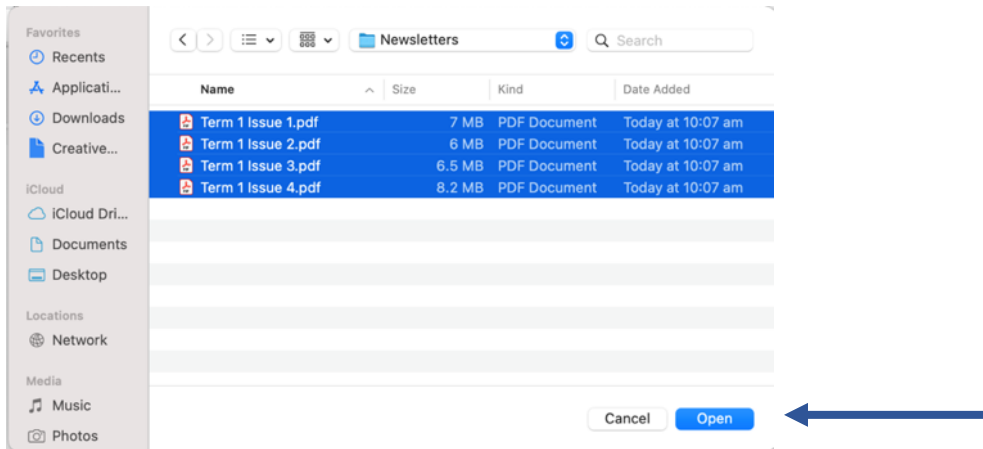
- Your new folder will be in the list of folders, you will need to double click on this folder to open it.



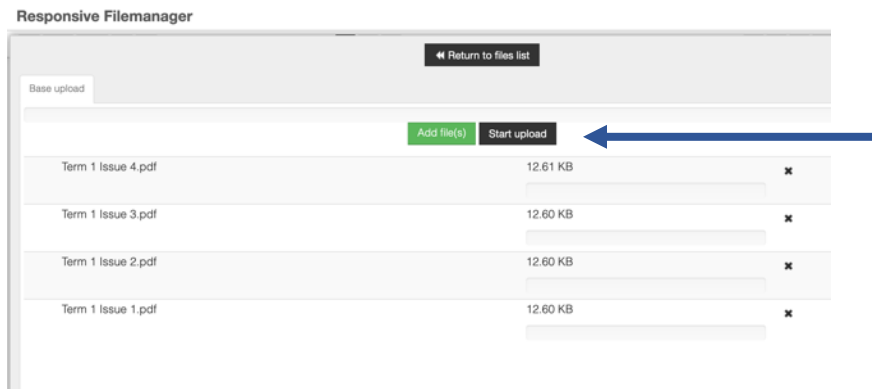
- You can now click on the Upload button to load your files into your new folder.



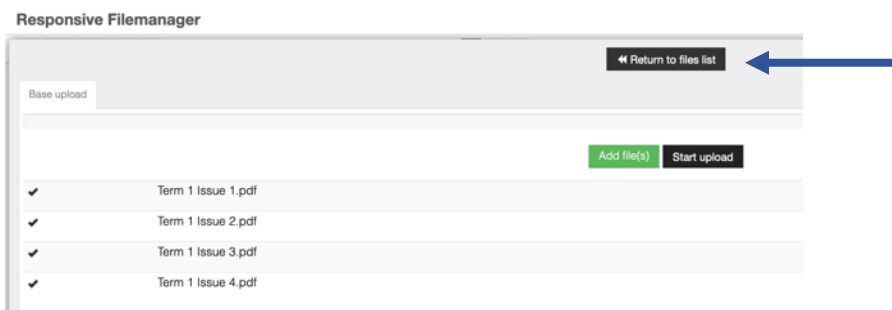
- Browse your computer for the file/s that you wish to upload. Select your file/s and then click Open.



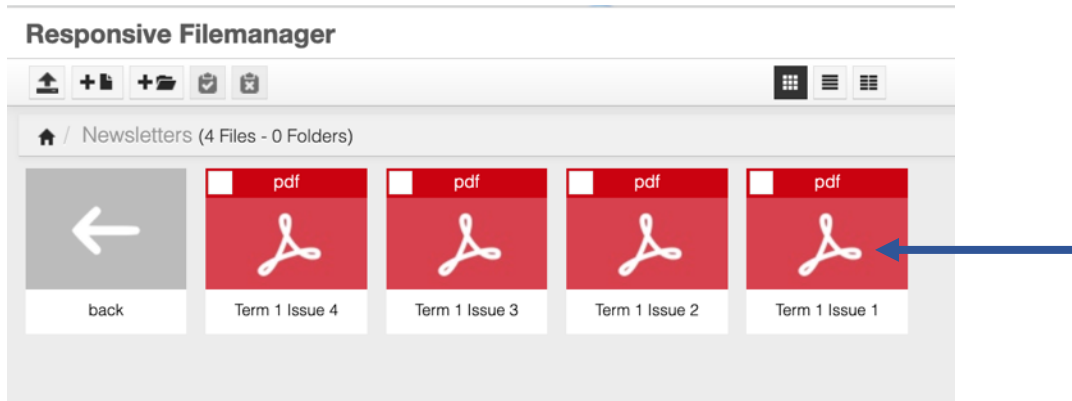
- You will land back in the Responsive File Manager. Click on Start Upload.



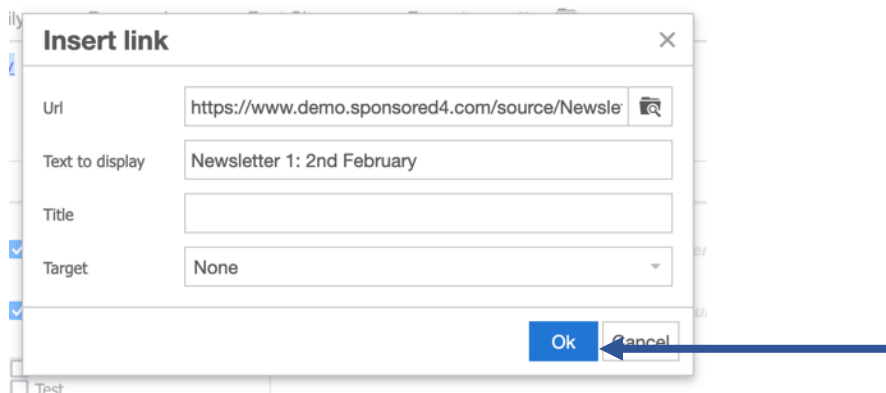
- When they are loaded there will be a tick to the left of the file name. Once all are loaded, click on Return to file list.



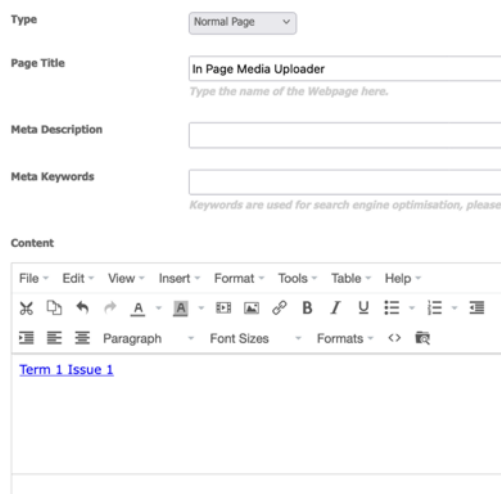
- Click on the first file you wish to load.



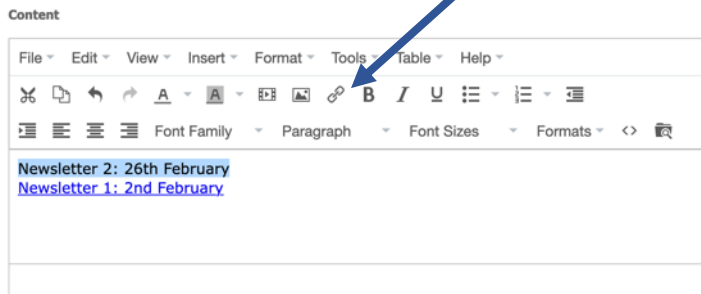
- In the Pop Up Window click OK



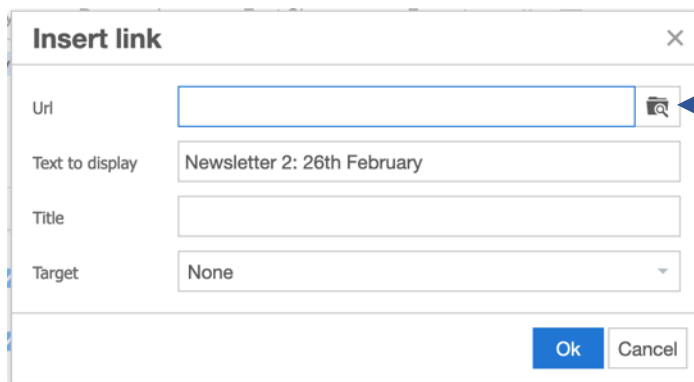
- Your first file has been loaded.



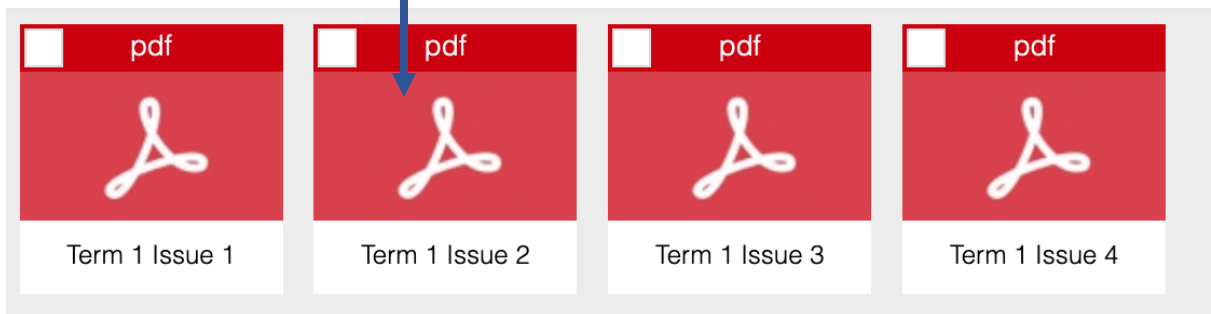
- If you wish to link the next file you uploaded onto the same page, type the next file name onto the page, highlight it and click on the hyperlink button



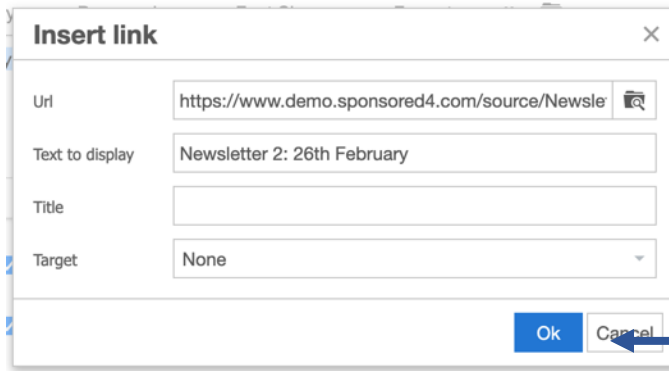
- In the Pop Up Window click on the folder icon on the right



- Click on your next PDF

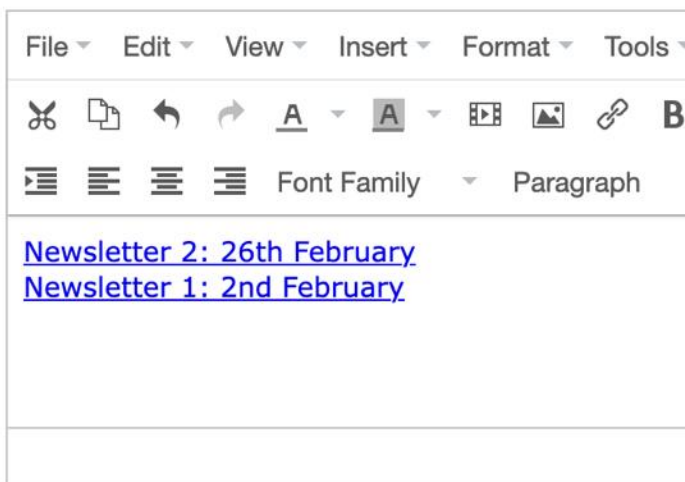


- Click OK in the pop up window



- Your second file has been linked.

#### Content



- Continue the process until all your files have been added, then Update your page!