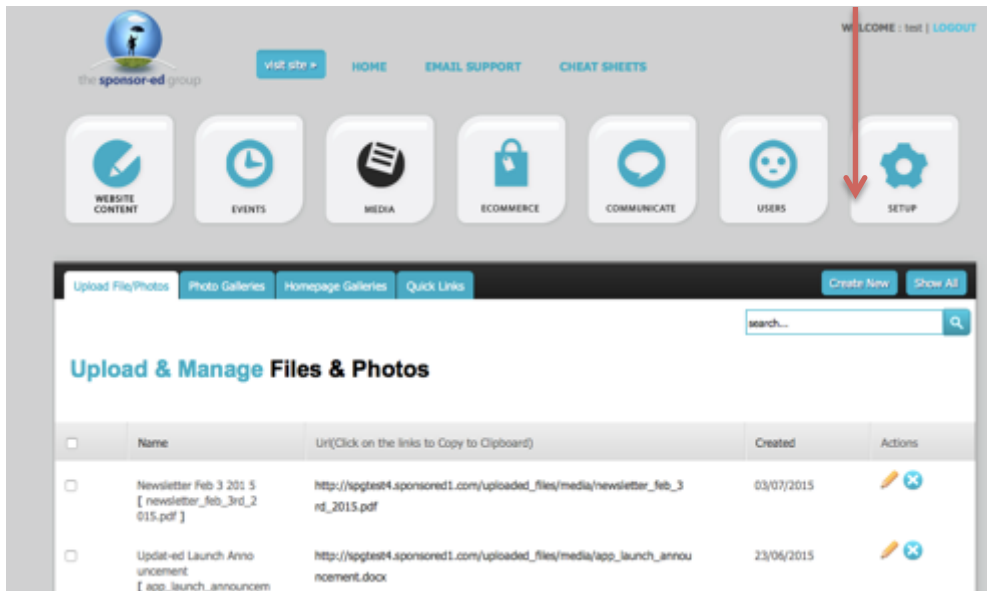
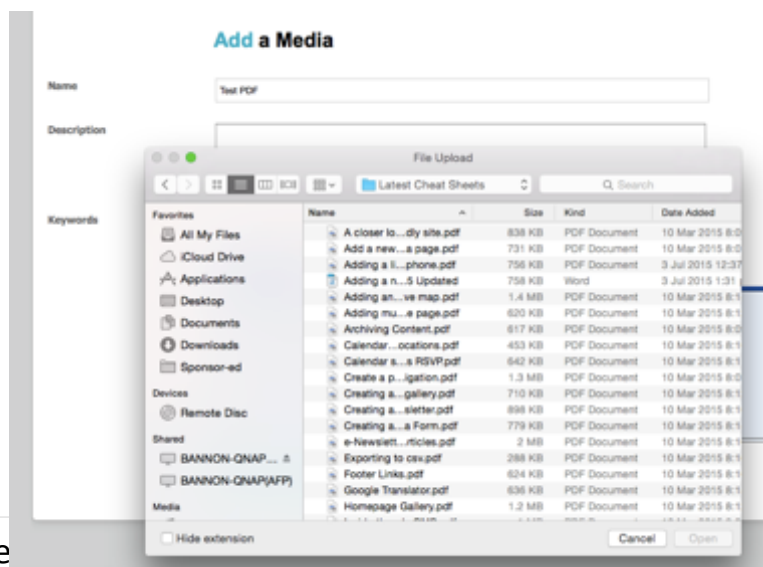


# Add a PDF/Newsletter to a Page

1. Go to the **MEDIA** section of your CMS.
2. In **Upload/Files & Photos** click **Create New**.

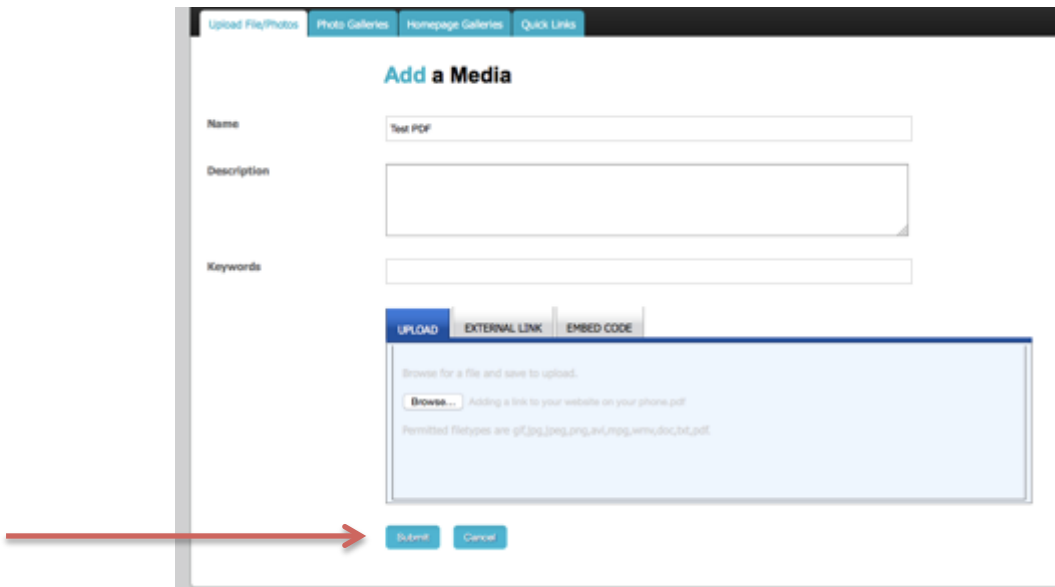


3. Give your media a title and click on **BROWSE**.
4. Browse your computer for the file that you want and click **OPEN**.
5. Once loaded click on **SUBMIT**.

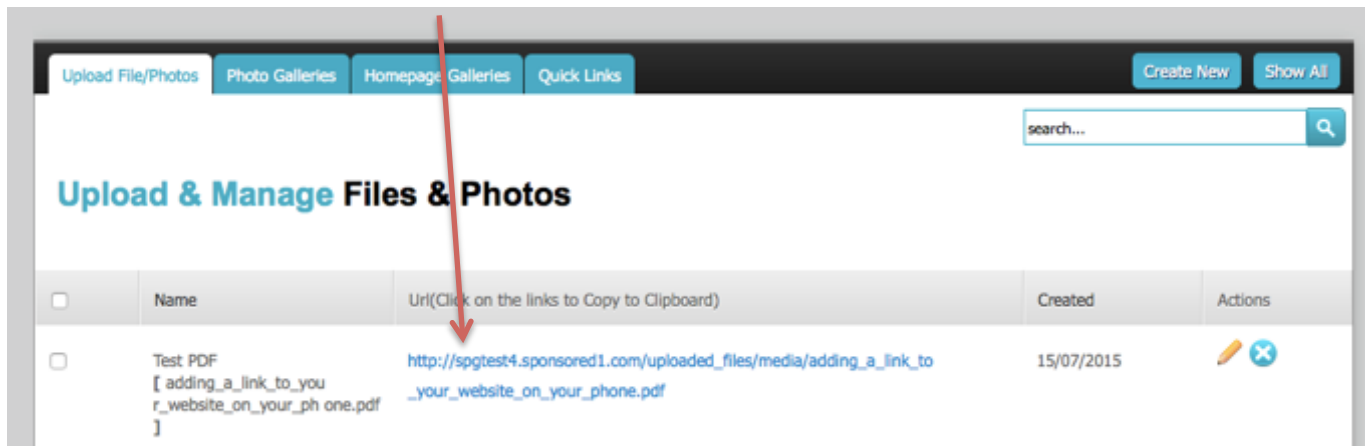


5. Submit your Me

# Add a PDF/Newsletter to a Page

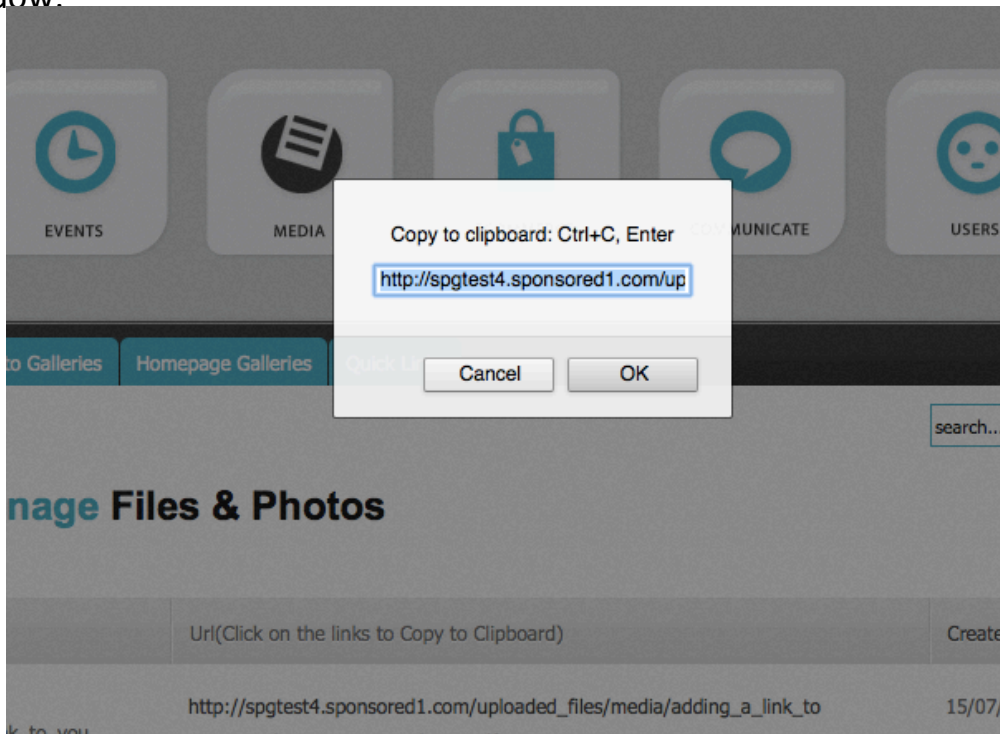


6. In **MEDIA**, click on URL of the file that you just uploaded.

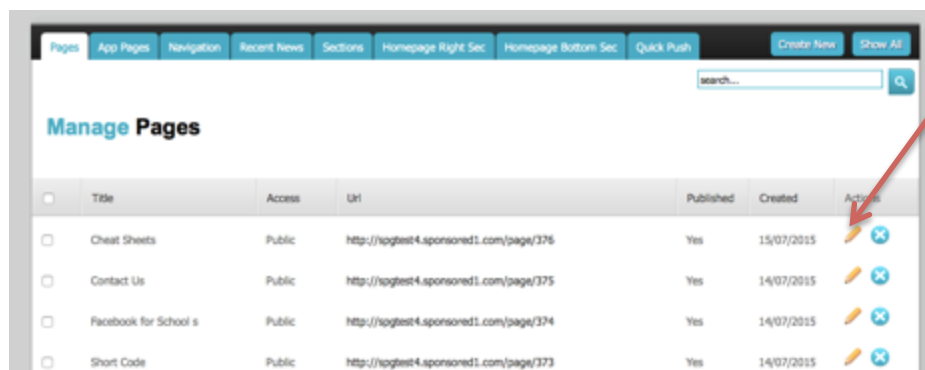


# Add a PDF/Newsletter to a Page

7. 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.



8. Go to **WEBSITE CONTENT** and find the page you wish this media to land. Click on the **PENCIL** icon to edit this page.

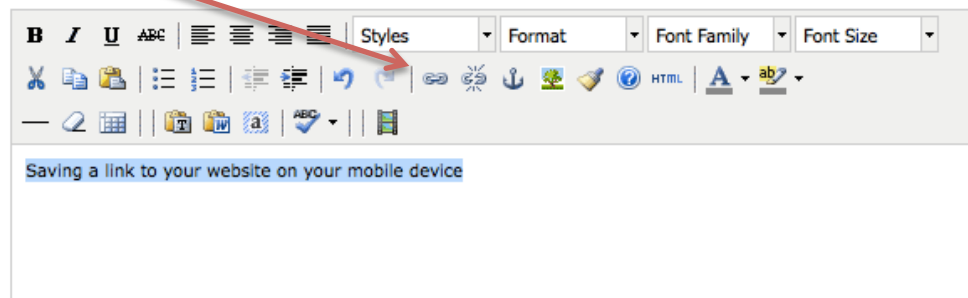


# Add a PDF/Newsletter to a Page

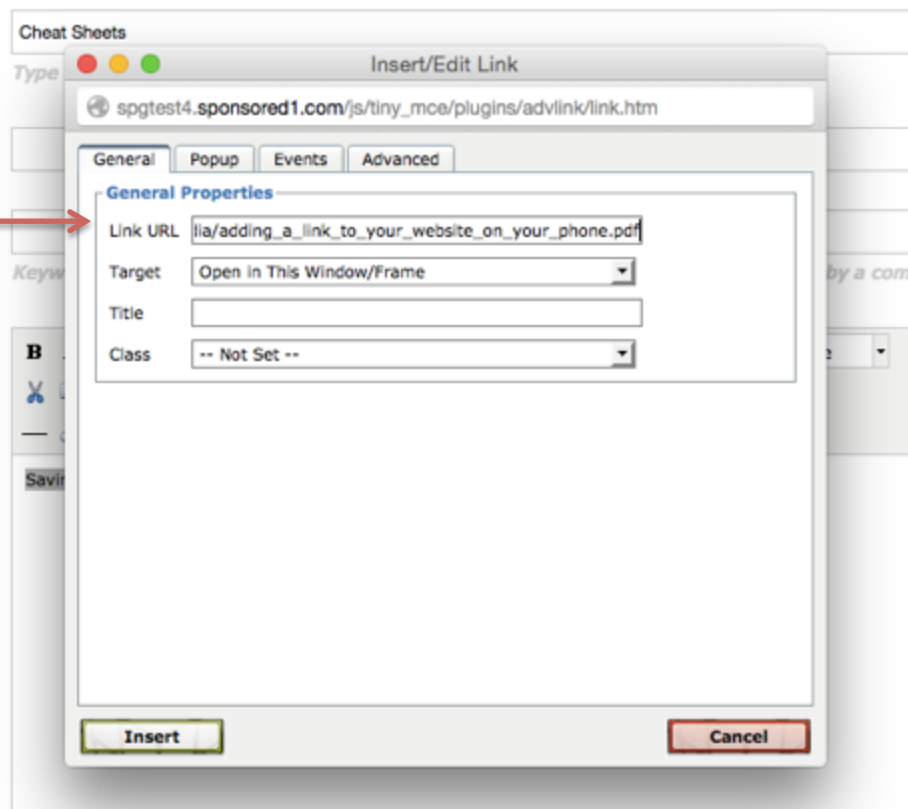
9. Type the name you would like to give your media and highlight it. Click on the **CHAIN** icon (insert/edit media).

*Keywords are used for search engine optimisation, please enter keywords separated by a comma.*

Content



10. Paste the URL that was copied to your clipboard into the **LINK URL** box. Click on **INSERT**.



# Add a PDF/Newsletter to a Page

11. Your media is now linked. Click on **UPDATE** at the bottom of the page.

Meta Description

Meta Keywords

*Keywords are used for search engine optimisation, please enter keywords*

Content



[Saving a link to your website on your mobile device](#)

12. Visit your site to view your new link!

