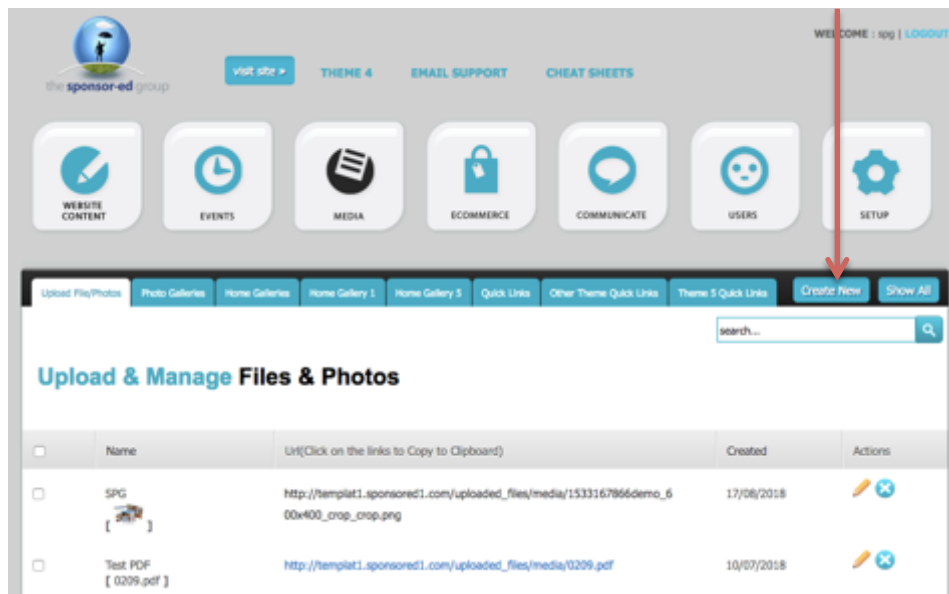
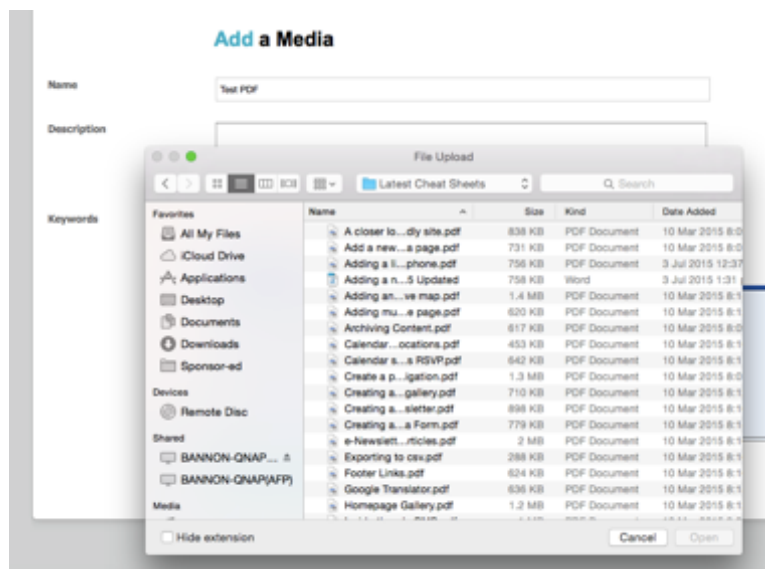


# Add a PDF/Newsletter to a Page

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 Media Page.

# Add a PDF/Newsletter to a Page

**Add a Media**

Name:

Description:

Keywords:

**UPLOAD** | EXTERNAL LINK | EMBED CODE

Browse for a file and save to upload.

**Browse...** Adding a link to your website on your phone.pdf

Permitted filetypes are gif,jpg,png,avi,mp3,wav,doc,txt,pdf.

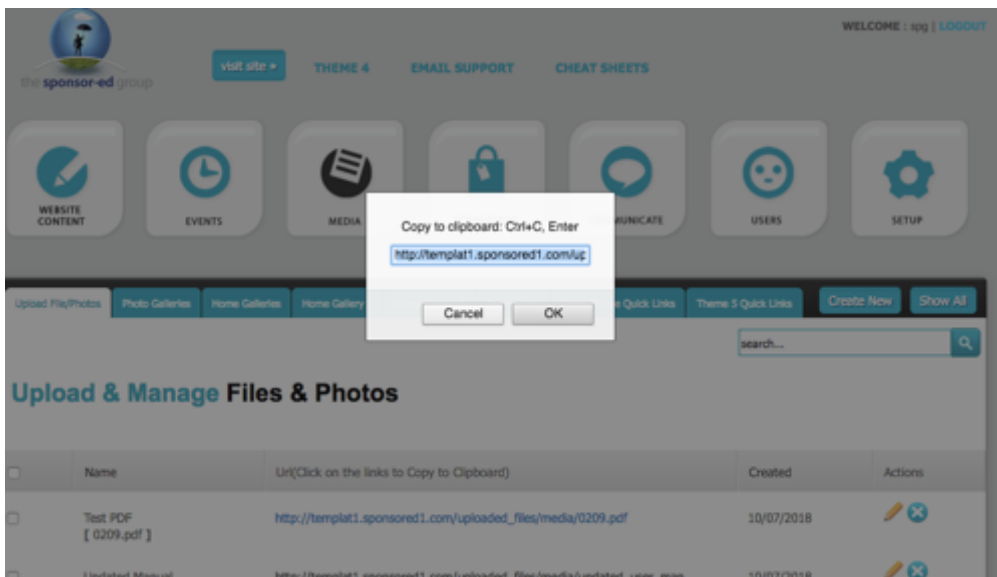
6. In **MEDIA**, click on URL of the file that you just uploaded.

**Upload & Manage Files & Photos**

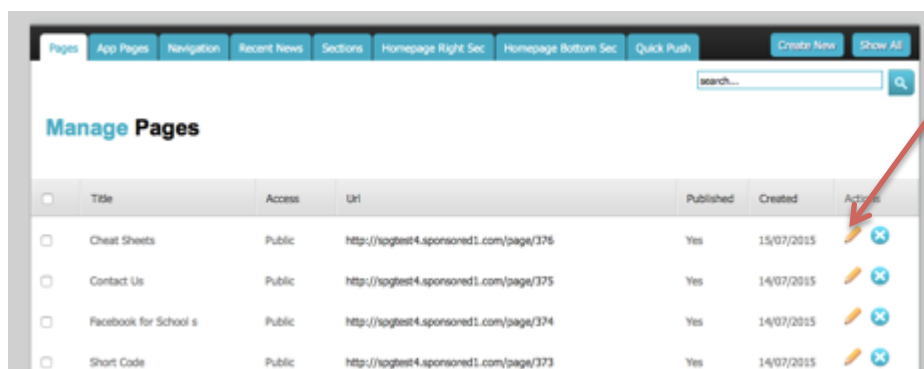
<input type="checkbox"/>	Name	Url(Click on the links to Copy to Clipboard)	Created	Actions
<input type="checkbox"/>	Test PDF [ 0209.pdf ]	http://templat1.sponsored1.com/uploaded_files/media/0209.pdf	10/07/2018	

# 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.

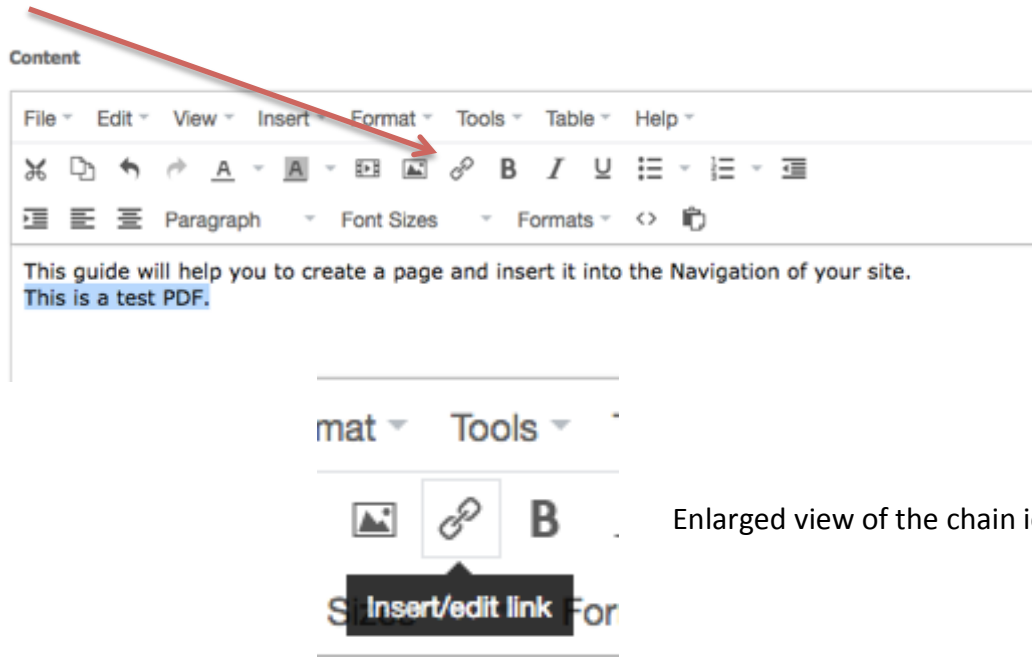


8. Go to **WEBSITE CONTENT** and find the page you wish this media to land. Click on the **PENCIL** icon to edit this page.



# 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 link).



Enlarged view of the chain icon.

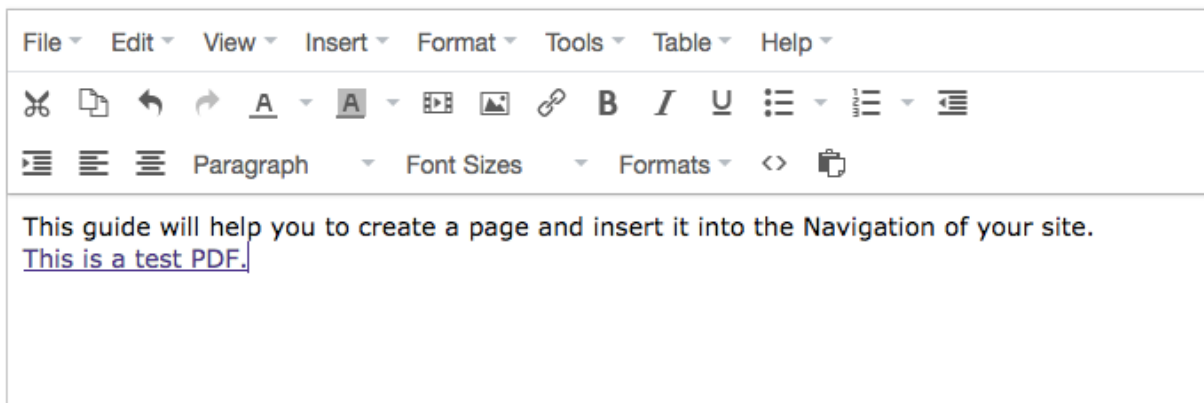
10. Paste the URL that was copied to your clipboard into the **LINK URL** box. Click on **INSERT**.

The image shows a dialog box titled "Insert link" with a close button (X) in the top right corner. The dialog box contains four input fields: "Url", "Text to display", "Title", and "Target". The "Url" field contains the text "rsored1.com/uploaded\_files/media/0209.pdf" and is highlighted with a red arrow. The "Text to display" field contains the text "This is a test PDF.". The "Title" field is empty. The "Target" field is a dropdown menu with "None" selected. At the bottom right of the dialog box, there are two buttons: "Ok" and "Cancel".

# Add a PDF/Newsletter to a Page

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

## Content



The screenshot shows a rich text editor interface. At the top is a menu bar with options: File, Edit, View, Insert, Format, Tools, Table, and Help. Below the menu bar is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and list creation. The main text area contains the following text: "This guide will help you to create a page and insert it into the Navigation of your site. [This is a test PDF.](#)"

12. Visit your site to view your new link!

## CREATING A PAGE

This guide will help you to create a page and insert it into the Navigation of your site.

This is a test PDF.

