

## How to add a downloadable PDF file to your WordPress website

Turn your document into a PDF file.

Sign into the dashboard of your website.

Click on the Media area of your dashboard.

Click on Add New in the media area of your dashboard.

Click on Browse and find your PDF file.

Once you've found your PDF and you can see the file in the Browse area, click on Upload.

*Congratulations! Your PDF is now on your website.*

Use a link to add it to a page or post. You'll find the URL to make the link under File URL on the Edit Media page where your PDF has been uploaded to.

Copy the link.

Using your sites dashboard, go to the page or post where you want the PDF link to be.

Add your text for the link on the page where you want the PDF to be.

Highlight the text for the link and click on the link button on the toolbar at the top of the page.

In the URL area of the pop up box that pops up paste the URL.

In the title area of the pop up box type add a short description of the PDF document. Click Add Link.

Go to the front of your website and click on your PDF link to make sure your PDF link works.

*Congratulations! You've just added a downloadable PDF to your website.*