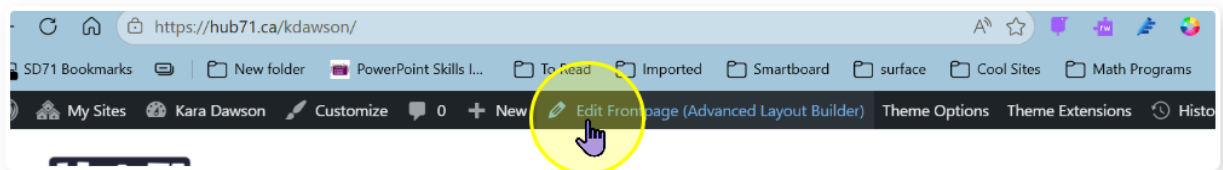


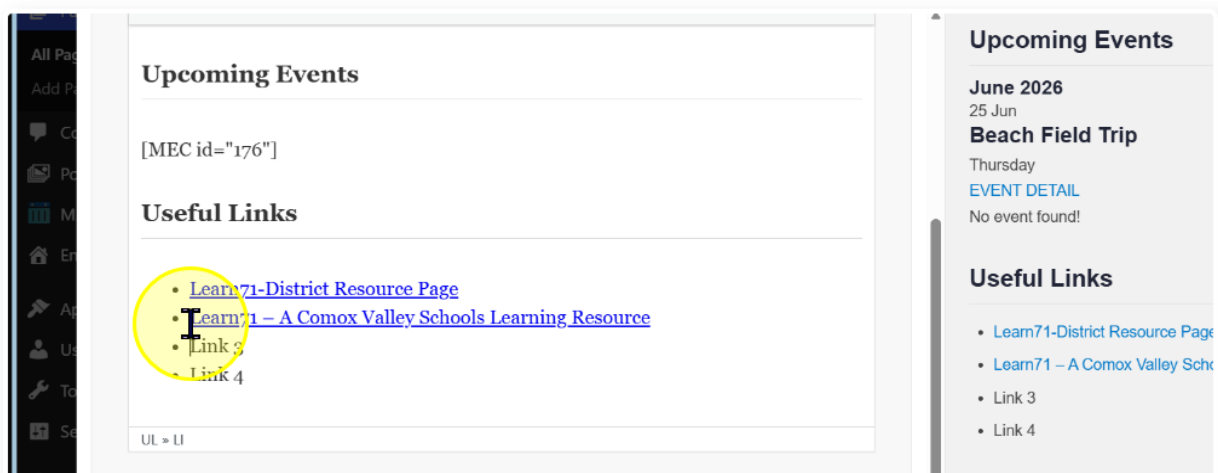
Inserting a Word Document or a pdf

You can place Word Documents and pdfs in your Media Library and have show a link to open them. If you would like people to be able to open their own copy of a word document to work on it, this is how you can put it on your site. If you do not need people to be able to open the document to edit it, it is often better to save it as a pdf. You will be provided a link to the file, not actually putting an image of the file on the page. If you would like the image, you can take a screen shot of it, insert the image and then make the image a link.

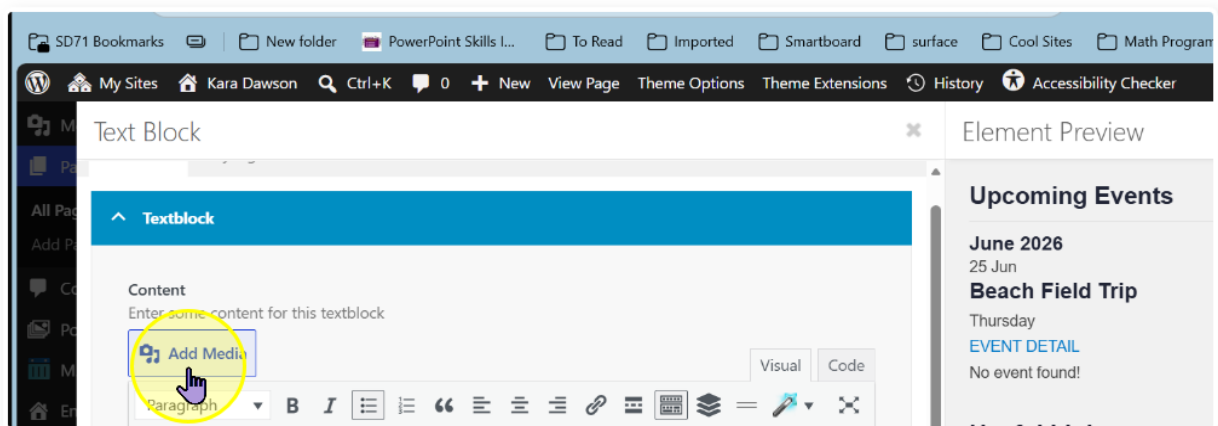
- 1 Sign in to your website and click **Edit**.



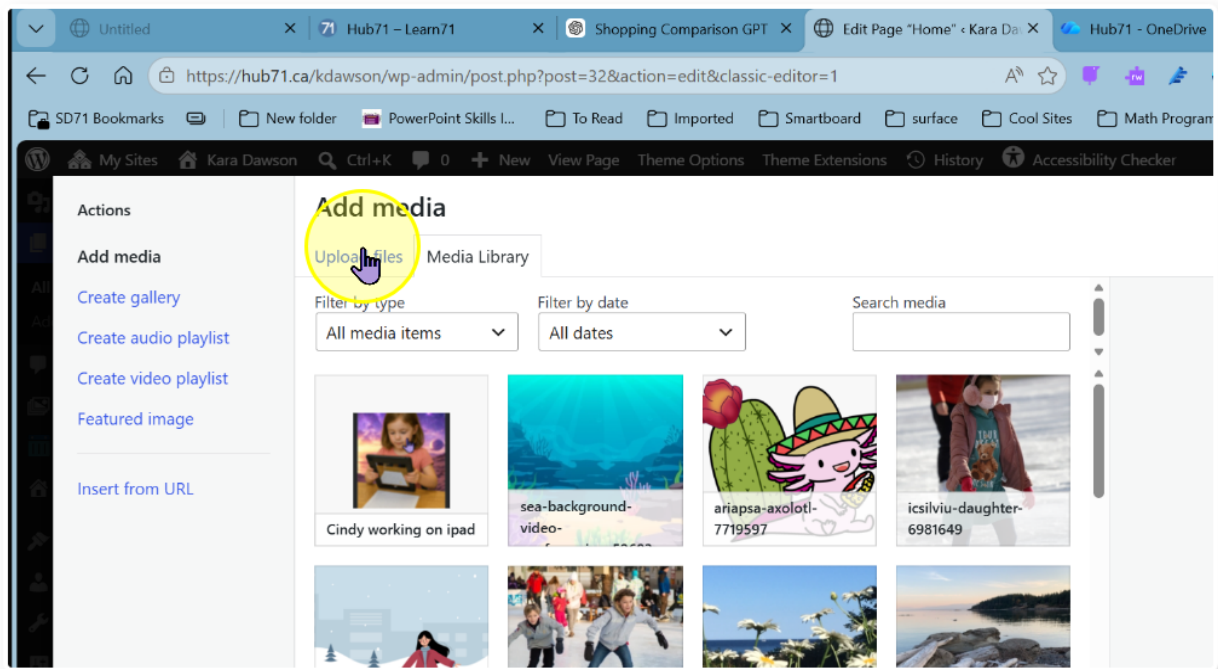
- 2 Open the block that you would like to add the document or pdf to by clicking on it. Click to position your cursor where you would like the link to the file to go.



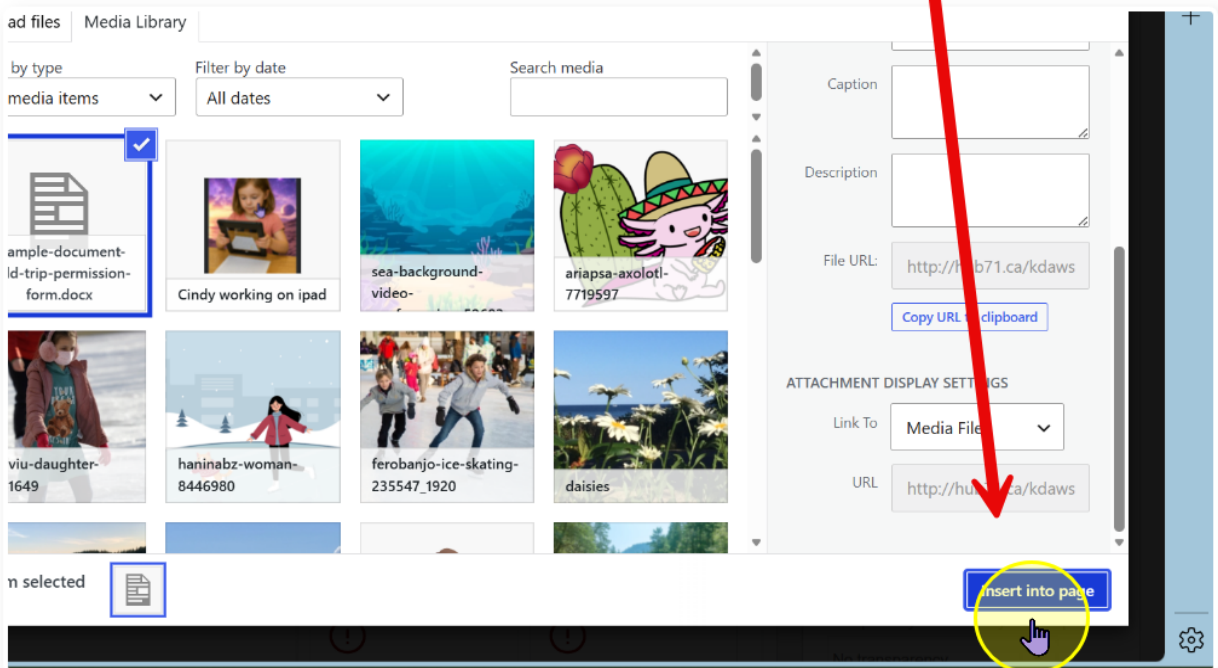
- 3 Click **Add Media**.



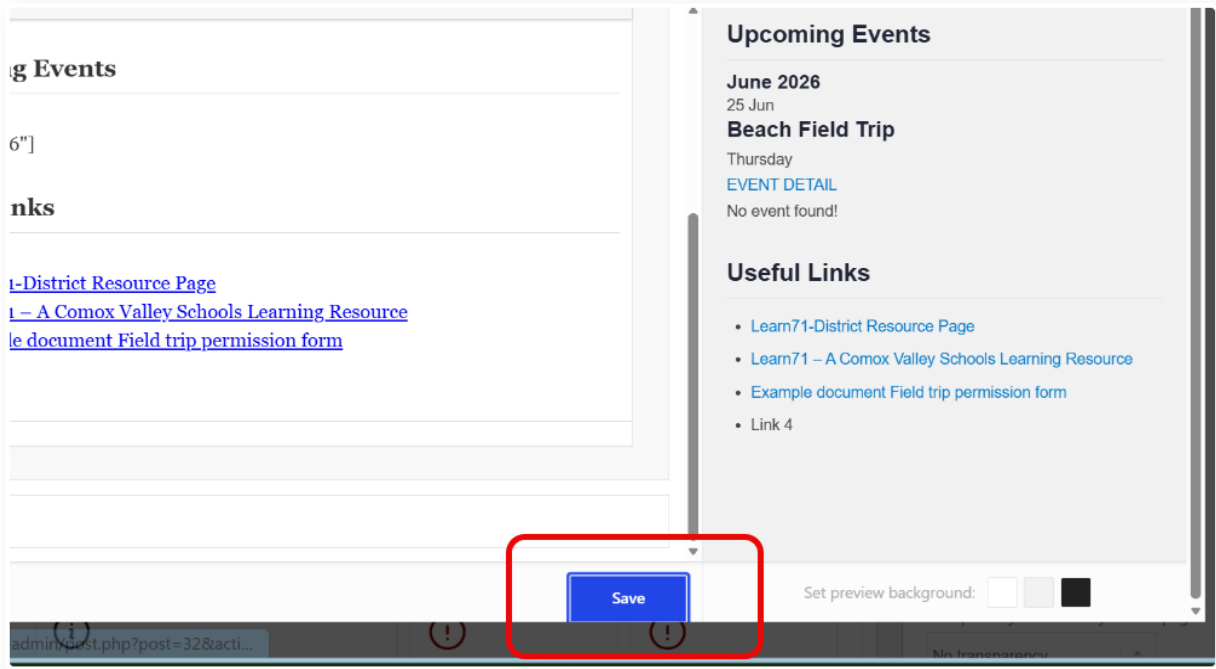
4 Click on **Upload files** and find the file that you would like to share.



5 Make sure that you have your file selected then click **Insert into page**



6 Save the the block you were working in.



7 Click Update to save your changes.

