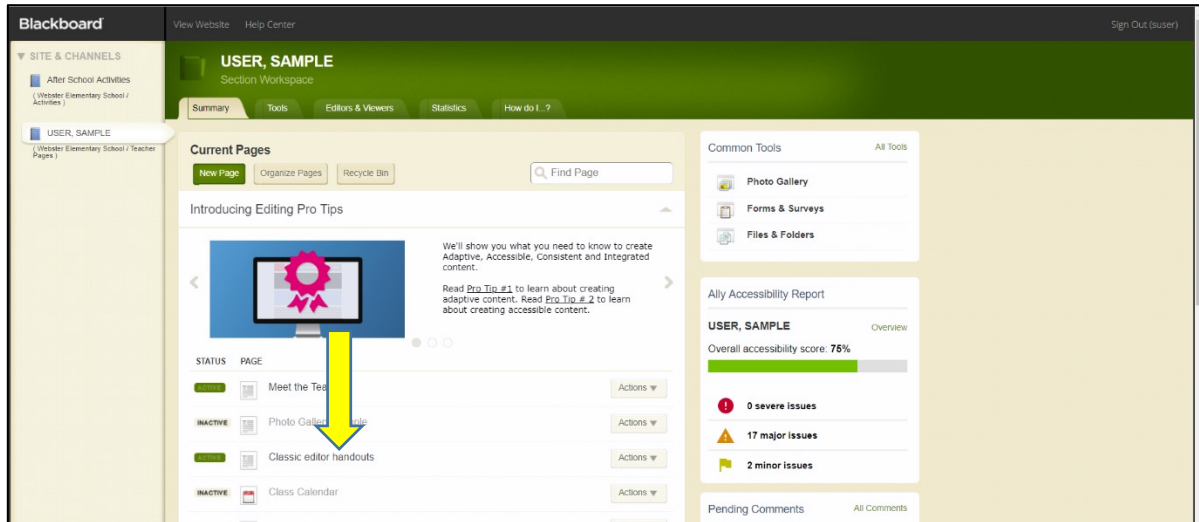
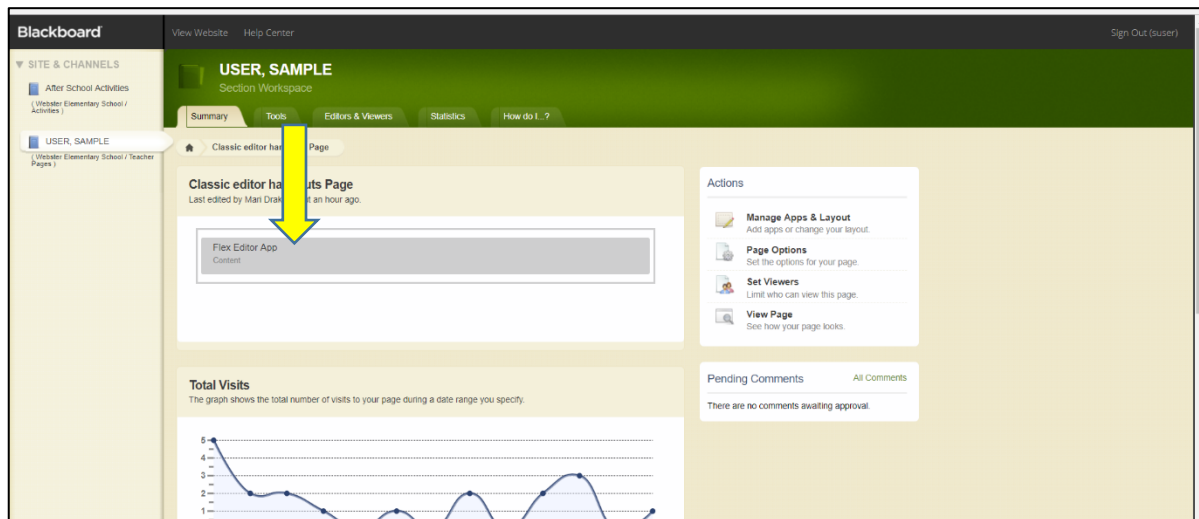


How to insert a link to a PDF

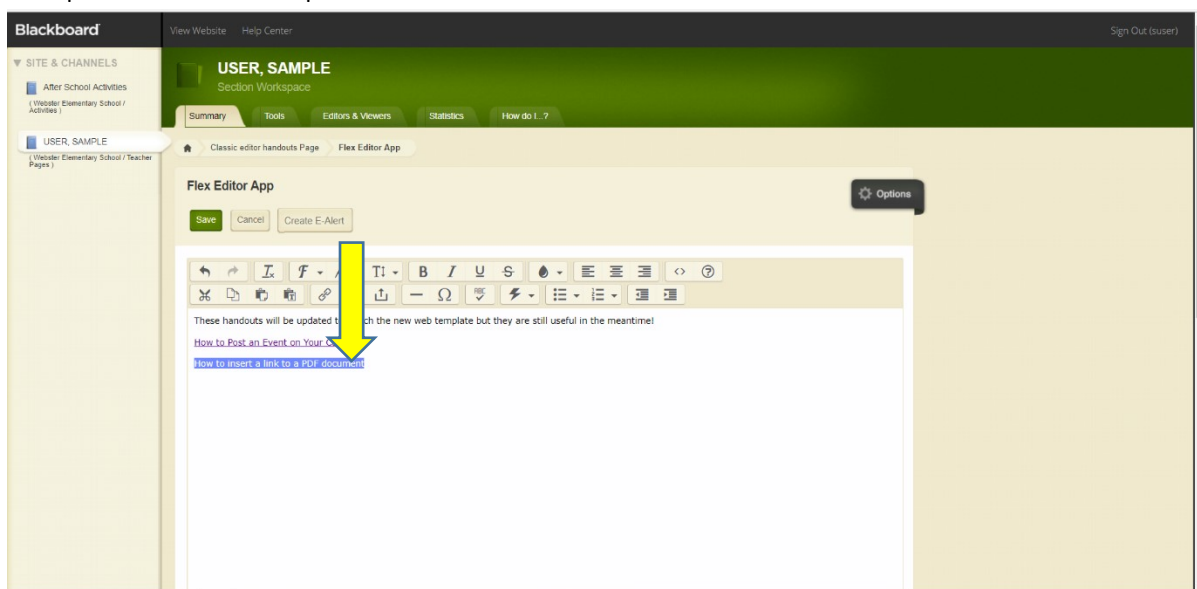
1. Navigate to the workspace containing the page on which you would like to insert a link to a PDF. Click on the page.



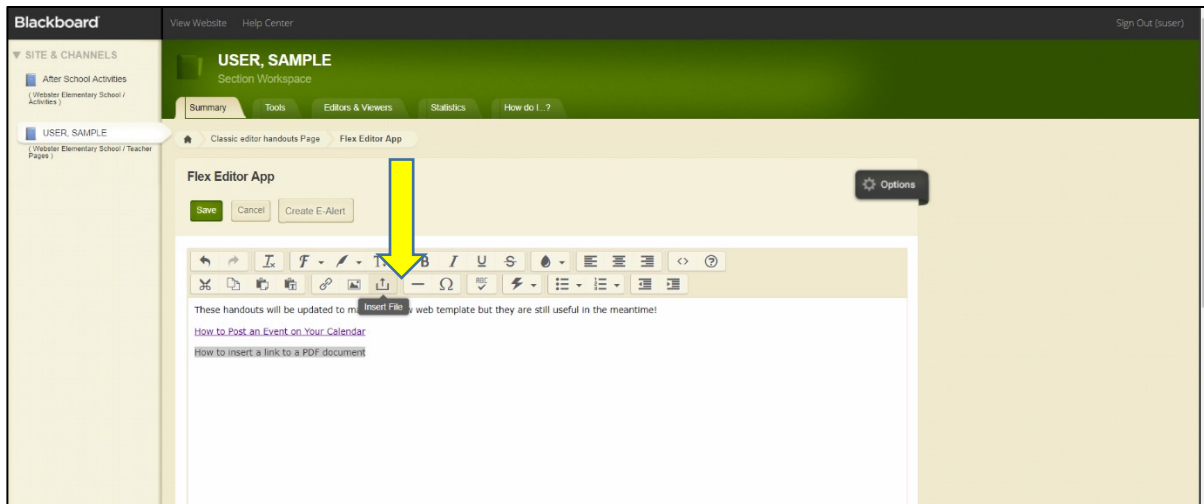
2. Click on the gray area to open the app on to which you want to insert the PDF file.



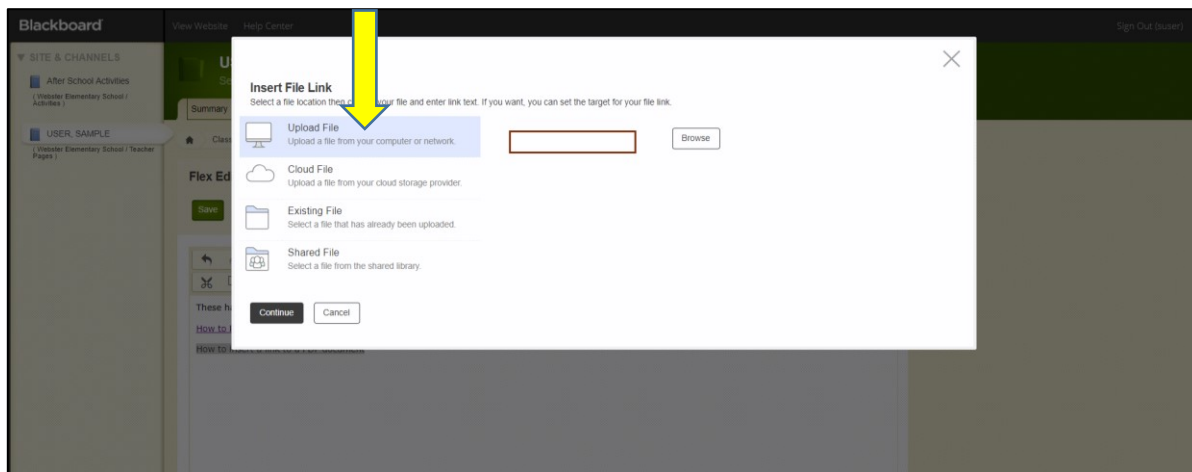
3. Type in the name of the document you want to insert and copy it. Do not use click "here." The link must use a longer name description to meet ADA requirements.



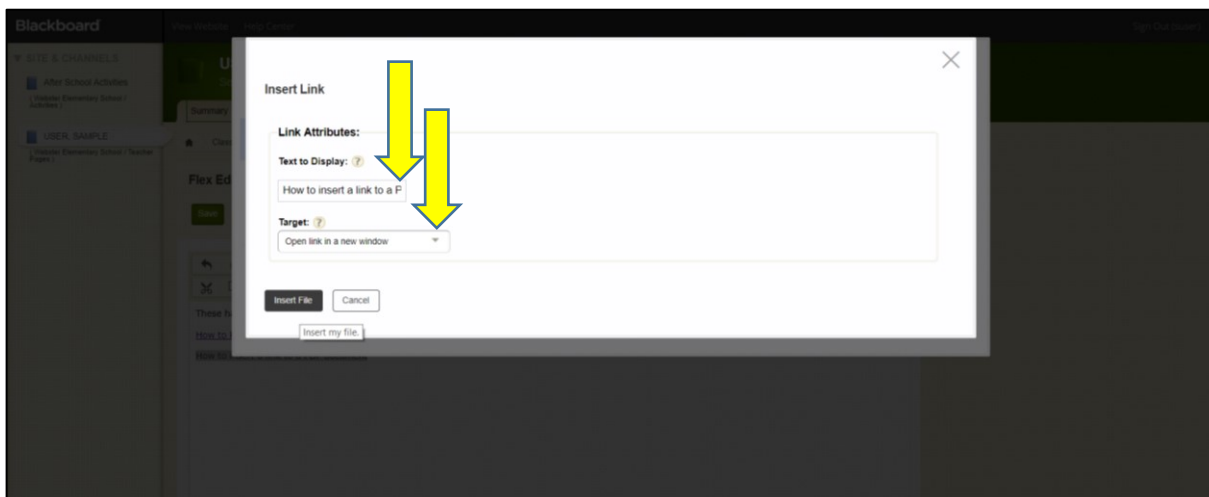
4. Click on the INSERT FILE icon.



5. A separate Insert File Link window will open. On the left, choose where you will find the PDF you are uploading. (If it's on your computer or network choose UPLOAD and if it is in Google choose Cloud File) Then click BROWSE.



6. Click CONTINUE. The LINK ATTRIBUTES window will open. Under Text to Display, either paste the name of the document here or fill in the word/s you want to appear as the link on the website. Under Target choose OPEN IN NEW WINDOW. Then click on INSERT FILE.



7. Click on SAVE. Then navigate back to your public facing page, and click on the PDF to open and verify it.

Let me know if you have any further questions or if you have suggestions that would make this handout more helpful. mdrake@isd622.org.