

## How To Add A PDF

### *Preparing The PDF*

Before you can add a PDF there are a number of steps you must first follow:

1. Rename the PDF you want to add with no upper-case characters or spaces, for example **file-name.pdf** instead of **File Name.pdf**, and for ease save the file on your desktop.
2. In Joomla go to the **Media Manager**, a shortcut is on the administration area home page or you can select this from the drop-down menu under **Site**.
3. In the Media Manager select **stories** from the list of files.
4. You can now upload the PDF to this folder. Select **browse** under **Upload File** at the bottom of the page, select the PDF from your desktop, click open and then click **start upload** back on the Joomla page.
5. It is worth noting down the file name of the PDF for later, for example **file-name.pdf**.

### *Adding The PDF*

To add the PDF to your web page, follow these instructions:

1. From the main navigation select **Content** and then **Article Manager** from the drop down menu.
2. Select the page you want to add the PDF to, whether this be an existing or new article.
3. In the text body of the article type the link text of the PDF, for example **Click Here**. Now **highlight** this text with your cursor.
4. In the **text editing toolbar** above the text body click on **Insert/Edit Link** (the small link symbol on the middle line). A new window will appear on your screen.
5. In the **Link URL** field type **/images/stories/** then the name of the PDF you noted down earlier. This is the location of the PDF, for example **/images/stories/file-name.pdf**.
6. In the **Target** field select **Open link in a new window** from the drop down list.
7. In the **Title** field you can type anything to name the file, for example **File Name**.
8. You do not need to select anything in the **Class** field.
9. Finally click **Insert**, this will close the Insert/Edit Link window.
10. Click **Save** on the Joomla screen then check that the PDF link is working on the web page.

If you experience difficulty during any stage of the process please contact us for assistance and we'll be happy to help.