**UPLOADING A PDF OR WORD FILE**

* On shortcut bar click **Add content**; then select **Document page**.
* Give your page a **Title**.
* In the 'Pdf or Word Document' box, browse to your document and **Upload**.
* **Save**.

**HOW TO COPY THE ADDRESS OF YOUR FILE**

* On your page, click **Edit.**
* Under 'File information', right-click on the file name and **Copy Link Location.**
* Return to normal screen.

*This copies the address of the* ***actual pdf or Word file****, so you can link it directly to menus, blocks or other pages.*

**LINKING THE FILE TO A MENU TAB**

* Go to Menu bar > Gear wheel > List links > **Add link**.
* Type in a Menu link title.
* Paste the Link location into **Path** box (Control-V).
* Select Parent Link.
* **Save**.
* You're back on Main menu screen. If wanted, adjust position of item using crosses.
* **Save configuration**.

**ADDING THE FILE TO A BLOCK**

* Hover over title of block. Click Gear wheel > **Configure block**
* 'Block Body' shows its contents. Choose your place and type in a title for your item.
* Highlight your title. Then click on link icon (third from right, middle row).
* Paste the Link location in URL box (Control-V).
* **OK**.
* **Save**.

**INSERTING A LINK TO THE FILE FROM ANOTHER PAGE**

* Go to page where you want to put it; click **Edit**.
* In 'Body' choose your place and type in a title for your item.
* Highlight your title. Then click on link icon (third from right, middle row).
* Paste the Link location in URL box (Control-V).
* **Save**.