

How to Add a PDF to a Page or Post

Use these easy-to-follow instructions to add a .pdf to a page or post.

1. Add a block by clicking the plus (+)
2. Under Common Block Elements select **File**
3. To Upload a file, click Upload, highlight the PDF and click Open.
4. If the PDF file is already in your Media Library, click Media Library.
5. Once the file is in your media library, edit the title in the attachment details sidebar. Click the pencil to edit the title
6. Change the title field to "How to add a PDF to a post".

NOTE: The text in the *Title* field will display on the page. If you want to display a different title, edit it before you insert the PDF into the page

1. Click select
2. In the right sidebar under "Text Link Settings" click link to "Media File".
3. Select the Download Button to show beside the text – if you want a download button.

A link to the PDF file will be inserted into the page content along with a download button

When a visitor clicks on your link, the PDF file will open in Adobe Acrobat.