

**Summary:** Steps to add a document hyperlink inside a text window. These links can also reside in a table inside the Text window. *(This also works for events and news components).*

### Getting to the webpage:

Travel to the page you want to work on by clicking on the **Site Section** name then the red **Content Page** button. Find and click on the name of your page in the list.....

OR, if you have already visited the page, choose it from your dropdown on the Admin Home.

### Choose the component:

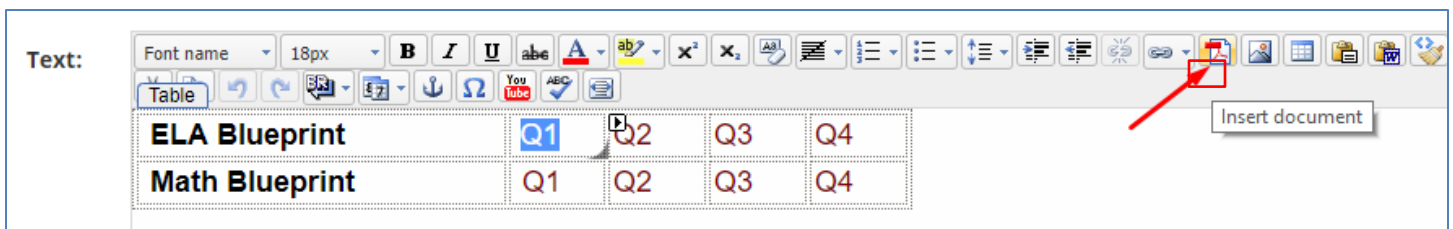
Find the **component** you wish to work on from either **Window #1** or **Window #2** and click the **green Edit button**

### Hyperlinking Steps

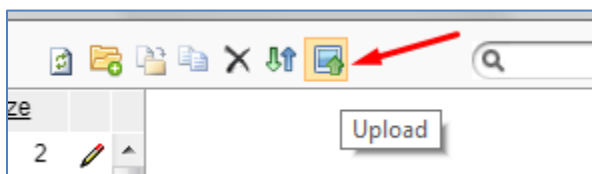
1. Inside the Text Window, **highlight the word(s)** you wish to use as your document hyperlink
2. If the word is already hyperlinked, highlight the word and choose to **remove** the link



3. Find the **Insert Document (pdf) icon** on the window toolbar and click it

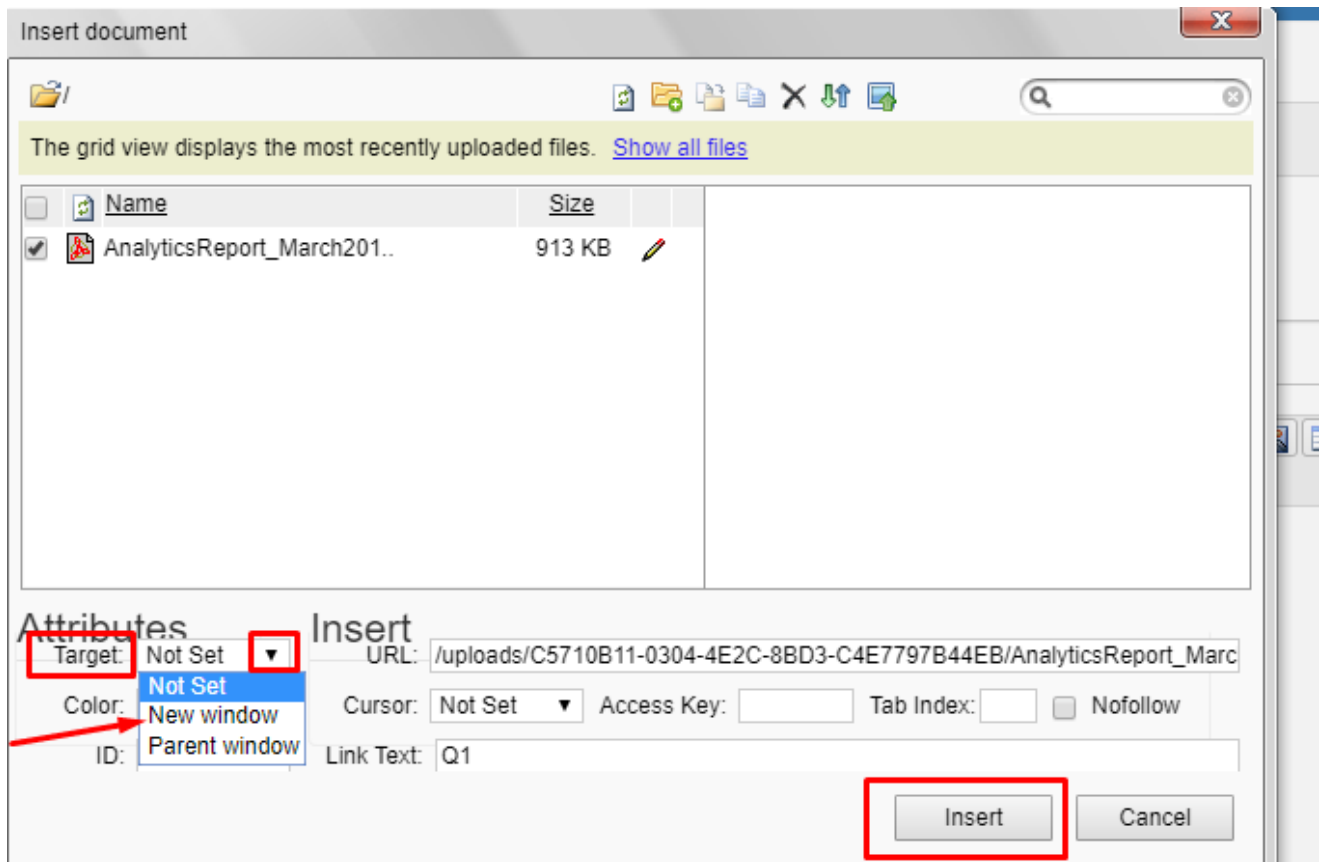


4. Click on the **Upload icon** at the top right of the Insert Document pop up window

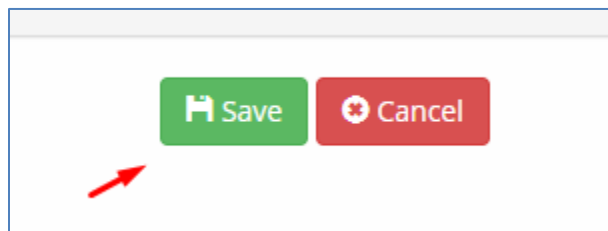


5. Click the **Please select files to upload** button and navigate to your document
6. Highlight the document and choose **Open**

- You will now see your document at the top of the Insert Document pop up window.
- You can choose here to have the document open in a new window if you like by clicking on the dropdown called **Target** (*it will open in a new window when viewers click on the document hyperlink*)
- Click **Insert**



- Click the green **Save** Button at the bottom of the page



### Important Note:

Leave all characters out of file names. Keep them only to letters, numbers and spaces. Odd characters in the filename will cause an error when uploading