

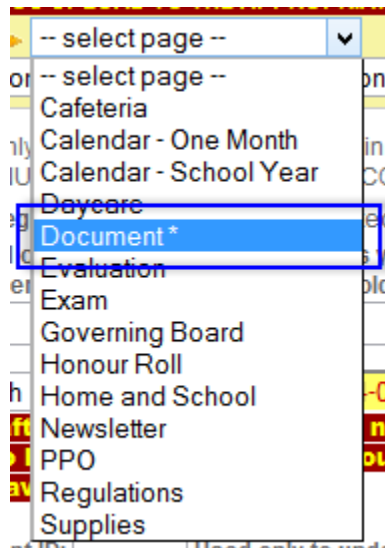
Adding a link to an uploaded pdf document in a custom page


Normally you use Upload Newsletters Etc.. to upload a pdf document to a page. However you have no control over where the links will appear since these always display before your custom content.

This will show you how to link to a pdf document anywhere on the custom page.

Here are the steps:

1. Upload your document using the  Newsletter Etc. option
2. Select the Document * location.

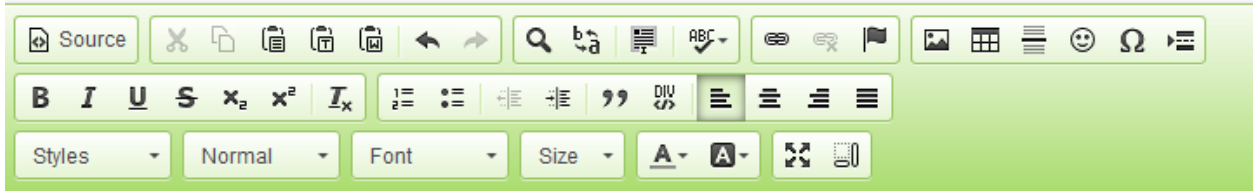


3. Make sure you select a Delete After date that corresponds to the date you want the document to expire.
4. Go to the Documents Section and  select the document you just uploaded.
5. Copy the Document URL

A screenshot of a document upload details form. The form has a light orange background. It contains the following fields and values: ID: 2614; Page: Document *; Title: Administrative_Functions_Edit_Staff (highlighted in green); Uploaded: 2013-10-22 07:00:10; Uploaded By: webmaster; Viewed: 0; Delete After: 2013-12-22 (with a calendar icon); Document: Administrative Functions Edit Staff URL: /pages/doc/pdf/administrative_functions_edit_staff.pdf (the URL is highlighted in blue); At the bottom are two buttons: Submit and Reset.

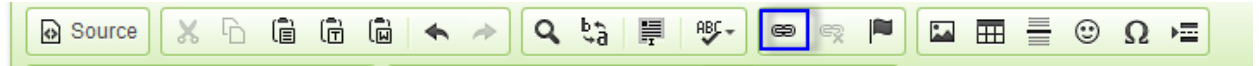
6. Open the Page Edit function  and select the page you need.

7. Type in the document title where you want the link to appear.

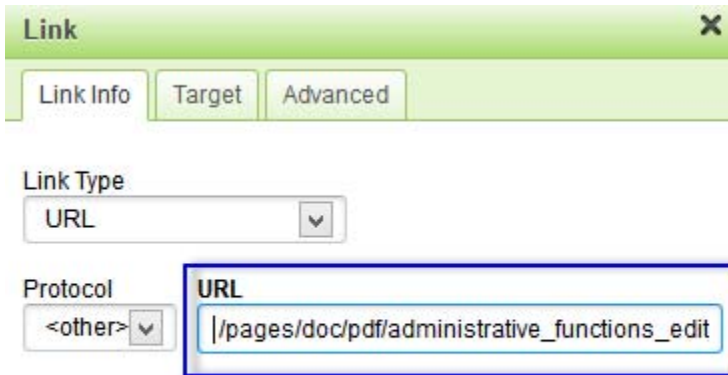


Document to link title

8. Highlight the title [Document to link title](#), now open the Link button



9. Paste the link as shown below.



10. Now save the Custom page.

This will display the link. You will have to make sure that you edit this page again to remove the link after the document has expired.

You can also use this method from step 8 onward to link to any document or photo.