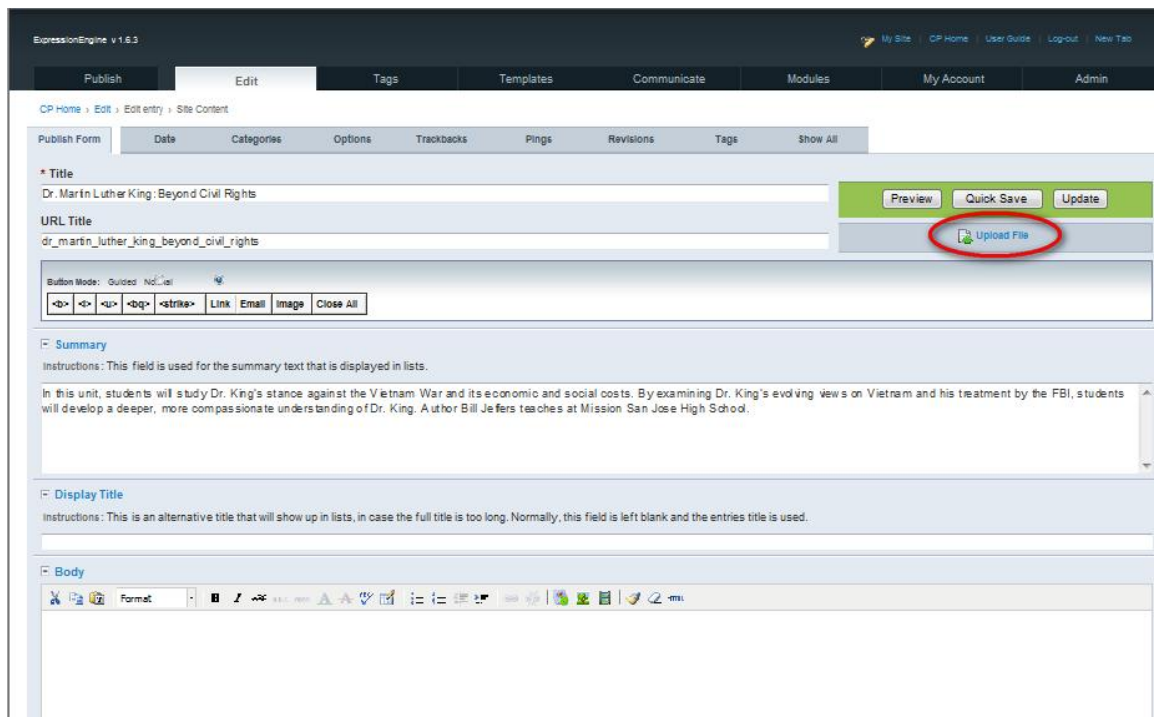


How to add a link to a PDF (or other file) in the Body section of a entry

Suppose you want to create a link to an external file in a CMS Entry. For example, your link might look something like this:



1) Upload the document to the desired directory, by clicking on the “Upload” link:



Click the “Browse” button to find the file you want to upload, and choose the desired upload directory:

- Site pages: for general web site related files
- Resources: for King Institute resources (images, documents, etc)
- Primary Documents: for OKRA PDF files

File Upload

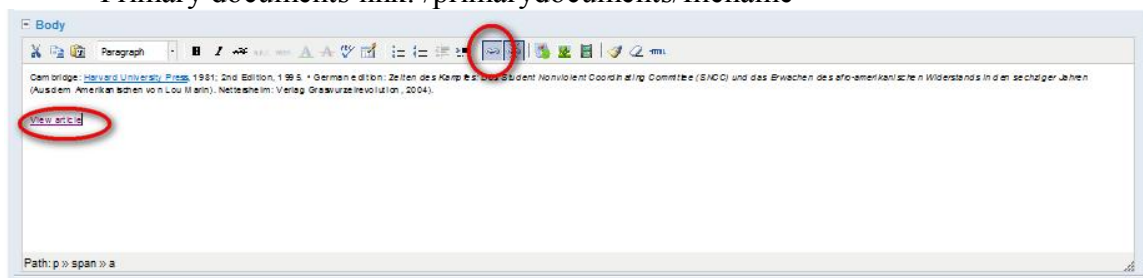
C:\Users\ryanb\Document

Select a destination directory

Resources

2) Once the document has been uploaded, you can add a link into the body section of your new entry and set the link to point to your file.

- Resources link: /resources/uploads/filename
- Site content link: /sitepages/files/filename
- Primary documents link: /primarydocuments/filename



Insert/edit link

General Popup Events Advanced

General properties

Link URL

Anchor

Target

Title

Class