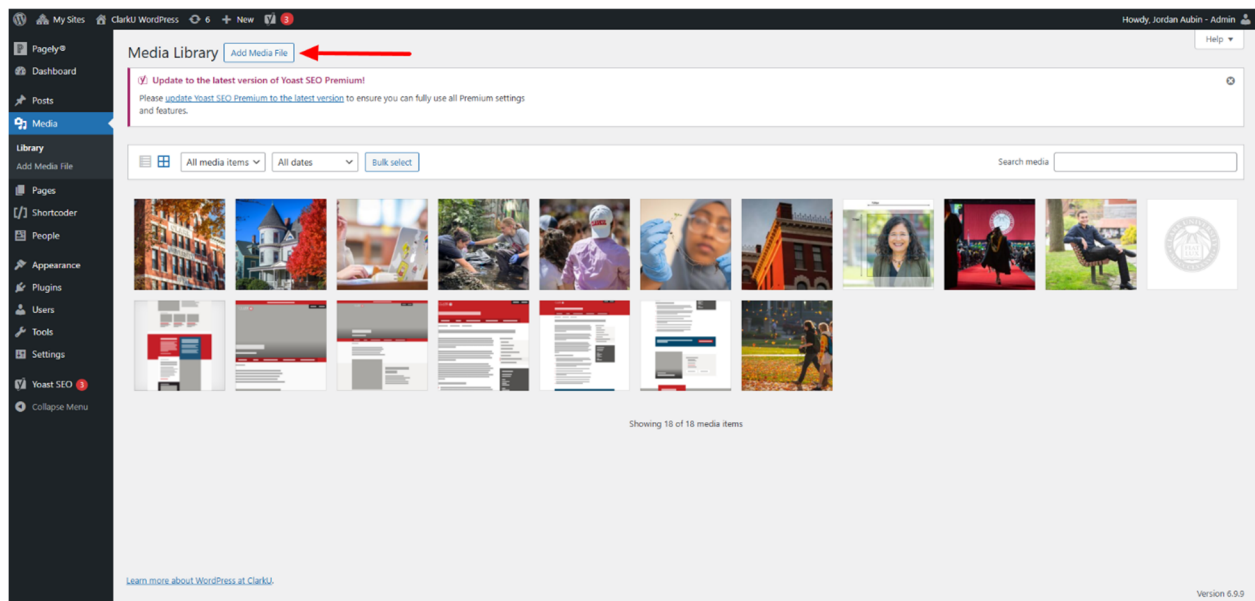


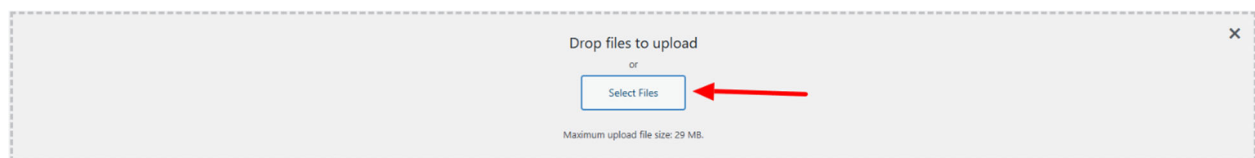
Uploading and linking a PDF in WordPress

Connecting a PDF to a link takes two steps. First, the PDF must be uploaded to the media library. Then, you must copy its URL and paste it in the appropriate location.

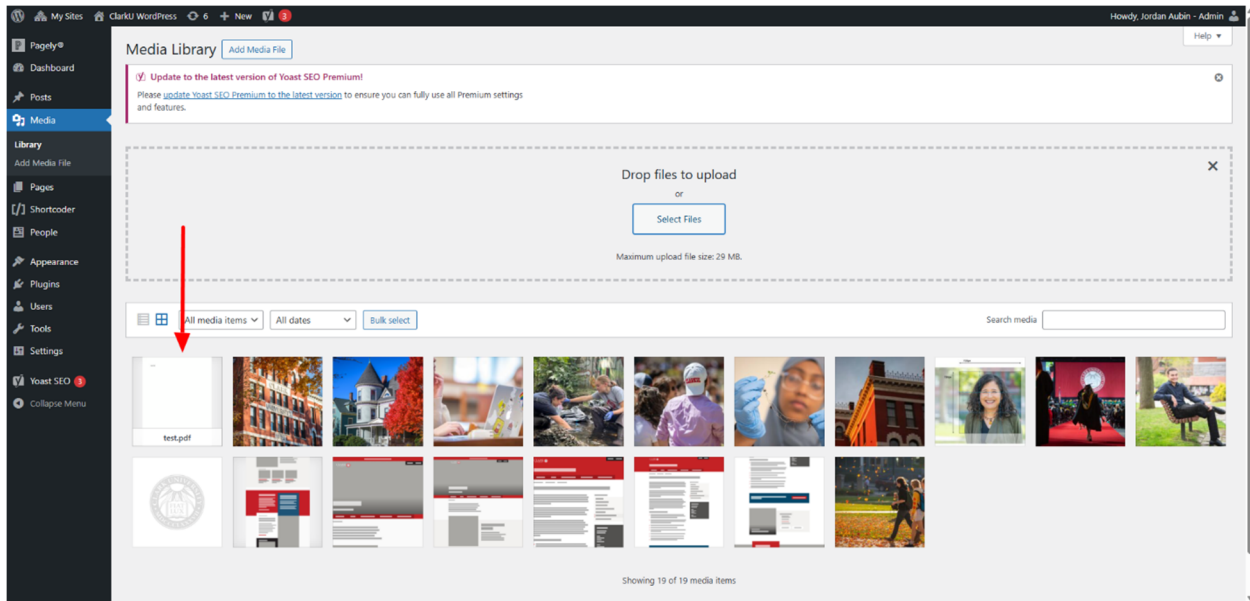
To upload a PDF, first navigate to the Media Library on the left-hand sidebar. Once there, you'll see a button at the top that says "Add Media File."



From there, you can either click "Select Files," which will prompt you to select the file from your computer, or you can drag and drop it into your browser.



Your file will be uploaded and should appear as the first (top left) item in the media library. Select it, and then use the “copy URL to clipboard” button on the subsequent screen.



Title:

Caption:

Description:

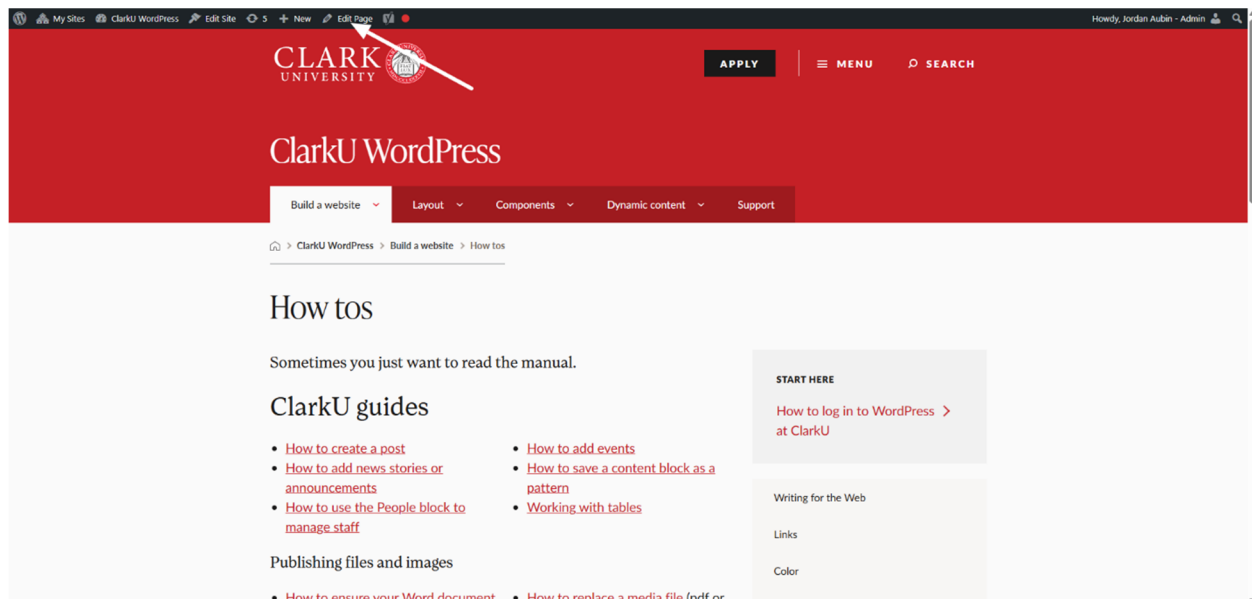
File URL:

Required fields are marked *

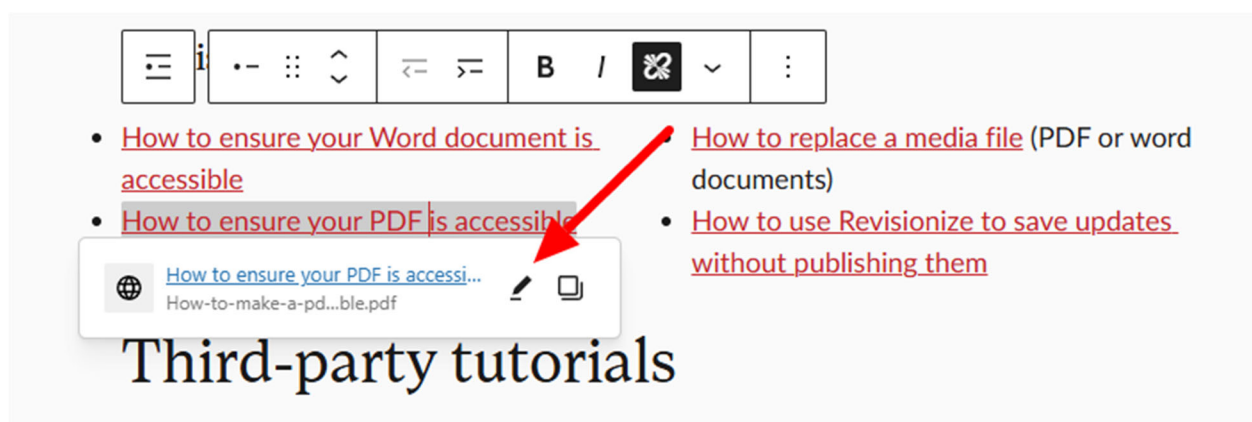
Replace media:

To replace the current file, click the link and upload a replacement file.

Then, in a separate tab, navigate to the page where you want the link to appear. Select “Edit Page” from the top of the screen.



On the edit screen, locate where you want to add the link. If it's an existing link that you want to update, click anywhere in the link area and use the pencil icon to edit the link. Paste the URL from your clipboard and click “Apply.”



• How to ensure your PDF is accessible

TEXT

How to ensure your PDF is accessible

LINK

<https://www.clarku.edu/wordpress-training/wp-conti>

 <https://www.clarku.edu/wordpress-train...> link

Press ENTER to add this link

> Advanced

 **Apply**

If you're adding a new link, you'll need to add the text that you want to link to the PDF. This text should describe what users should expect to see when they click the link. Input your text, highlight it, and then use the paper clip icon to paste the URL from your clipboard.





































- How to ensure your Word document is accessible
- How to ensure your PDF is accessible
- Uploading and linking PDFs
- How to replace a media file (PDF or word documents)
- How to use Revisionize to save updates without publishing them

Similar to above, click "Apply" after the link is pasted. Finally, scroll to the top of page and hit "Save." Congrats, you've successfully uploaded and linked a PDF file!