

How to Add a PDF to Your Webpage

1. Make sure to click the "Edit" button at the top of your webpage to bring up the WYSIWYG editor.



2. Go to the section where you'd like to add the PDF. Make sure to highlight the text if are attaching it to text.

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Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.



3. Now, you'll go to the top navigation of WYSIWYG editor, and click on the "Insert/edit Link" button on the left.

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4. A new feature will pop-up, where you will get an option to add an "internal" or "external" link. The "external" link option will allow you to add a link to another site by entering the full URL. The "internal" link will allow you to link to another page within your website (such as the index/homepage) or a PDF file.

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a. To add a PDF file, click on the "Link Source" button.



- 5. This will allow you the option to upload a new PDF file. Make sure that you approve the name of the file and choose the placement folder. Remember, it is recommended that you place all images and PDF files in the "Documents" folder in your CMS.
 - a. Once you complete these tasks, make sure to click "Choose" on the top right.

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6. Now, you should be brought back to this pop-up screen. Make sure to click the "Ok" at the bottom on the box.

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- 7. Now, you should see the text you highlighted active. You can make changes to this link by going back into the "Insert/edit Link" option.
 - a. Make sure to "Submit" and "Publish" the page to make the page live for other people to view.

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