Adding a Link to a PDF

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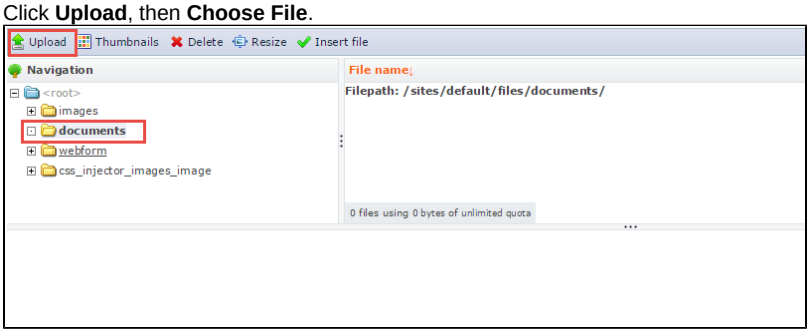
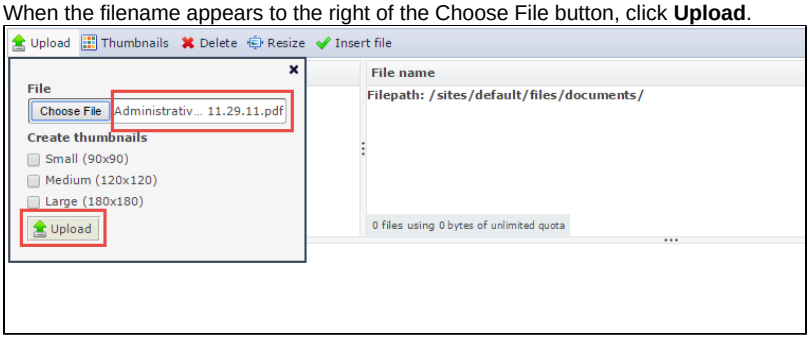
You can create a link to a PDF file which will open in the current browser tab. A PDF file, like an image, must first be uploaded to the Drupal server.

Uploading a PDF Document

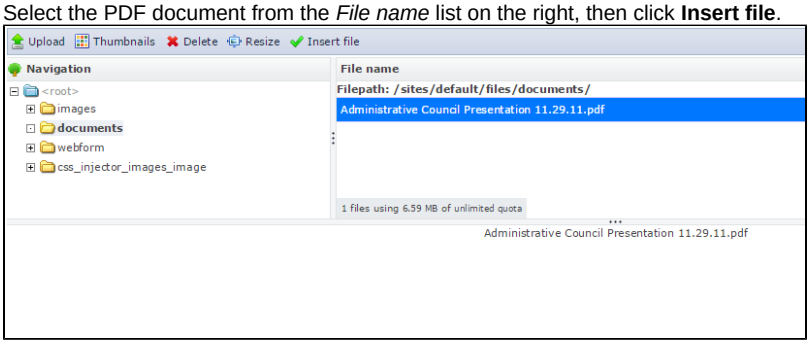
1. Select the link text or image (what the user will click on).
2. Click the **Link** icon in the toolbar. The Link window opens.
3. Click **Browse Server**. If your PDF document is already on the Drupal server skip to step #8.
4. Click *documents* in the **Navigation** list at the far left.
5. Click **Upload**, then **Choose File**.



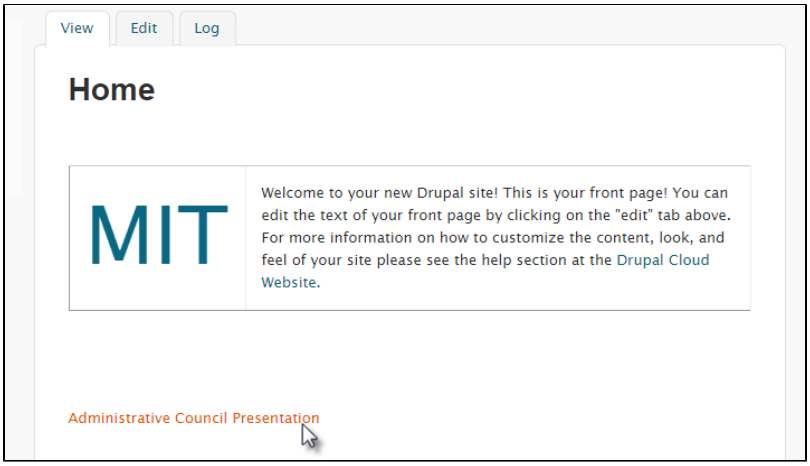
6. Locate your file, select it and click **Open**.
7. When the filename appears to the right of the Choose File button, click **Upload**.



8. Select the PDF document from the *File name* list on the right, then click **Insert file**.



9. Back in the Link window, click **OK**. Click **Save**, then test the link.



See Also

- Return to Drupal Cloud Landing Page