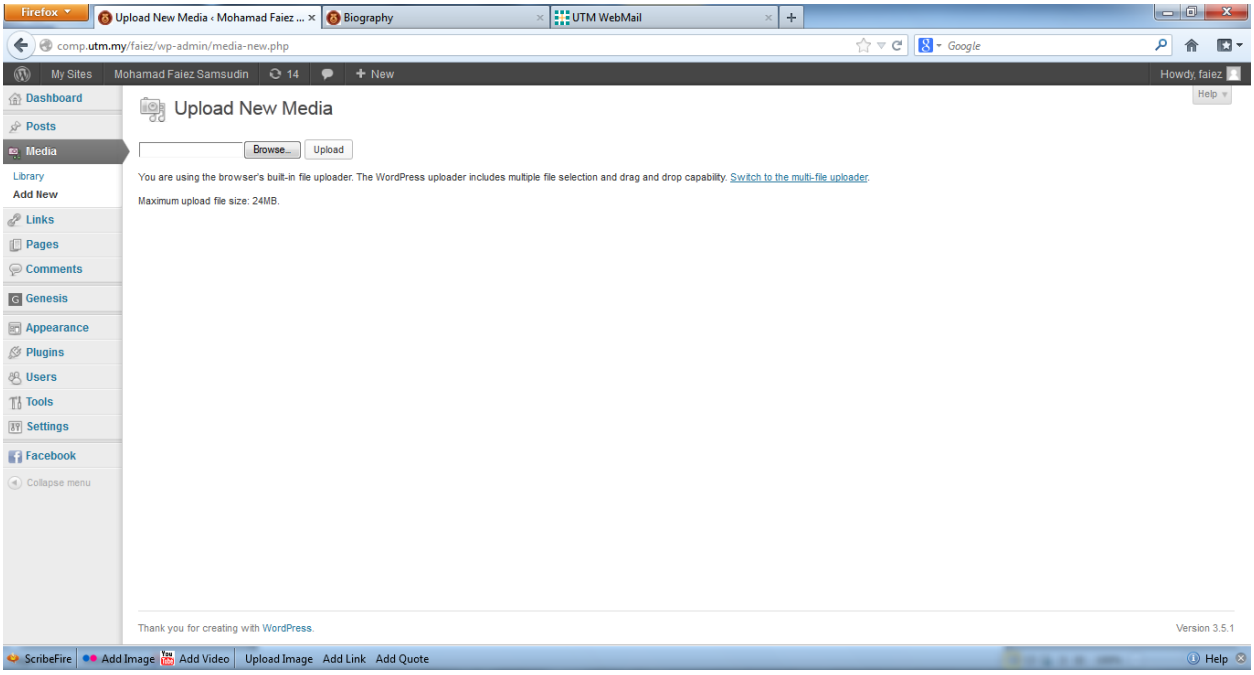
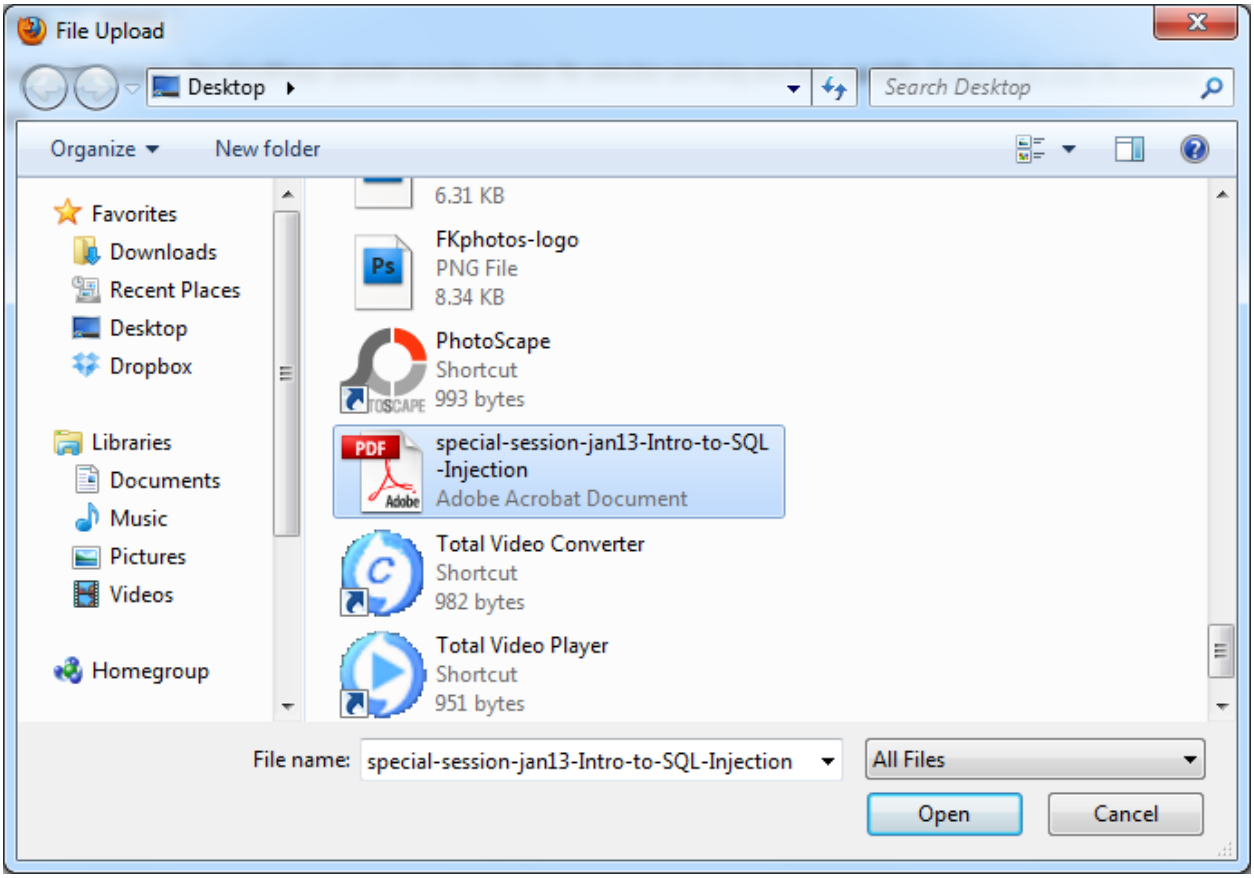
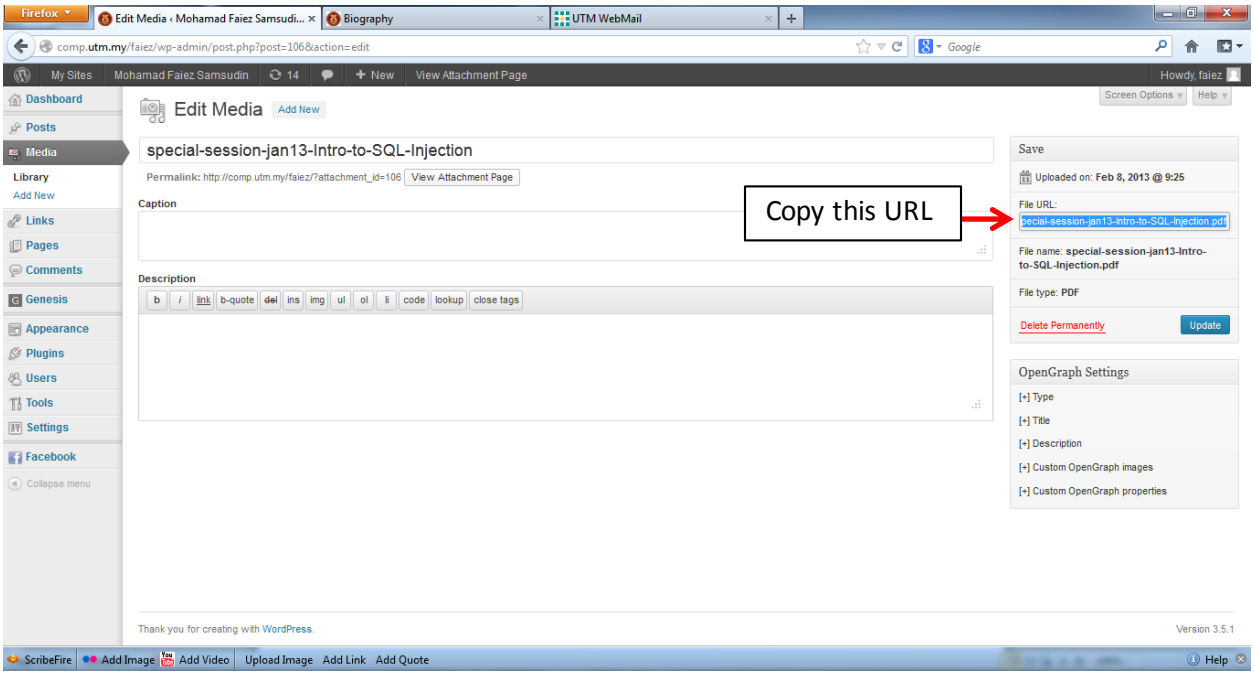
How to Upload and Shared Pdf File

1. Go **to Media > Add New > Browse >** (Choose your PDF file) > **Upload**

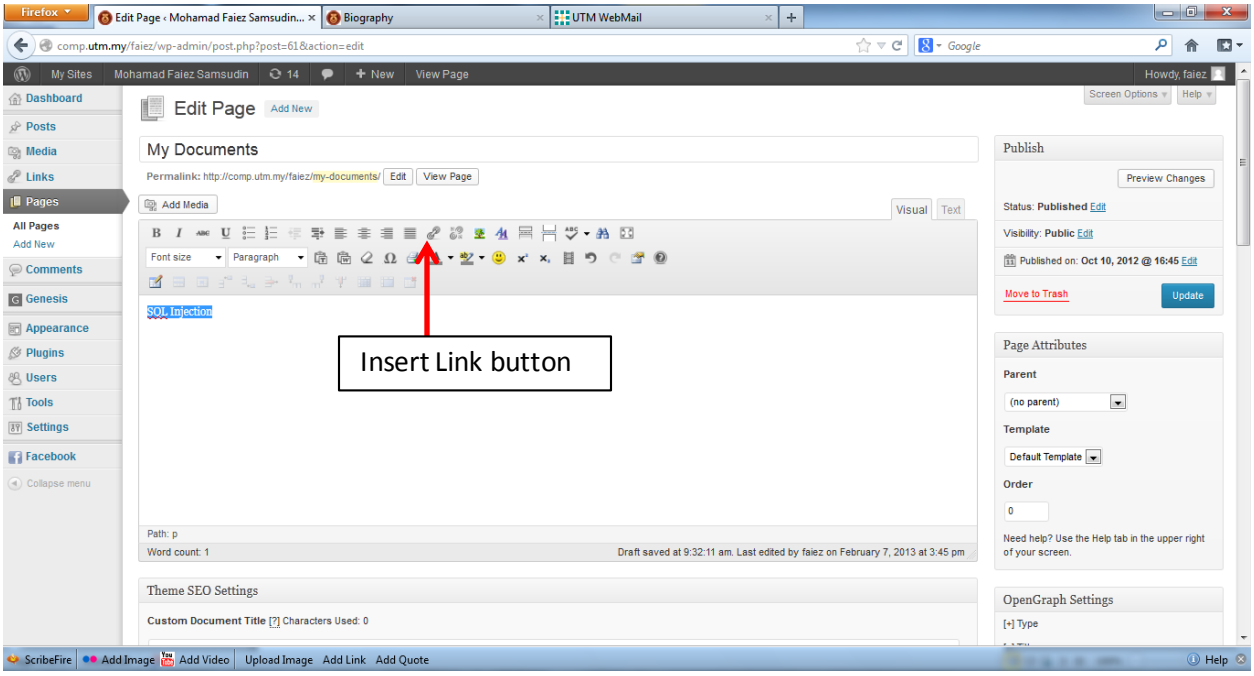


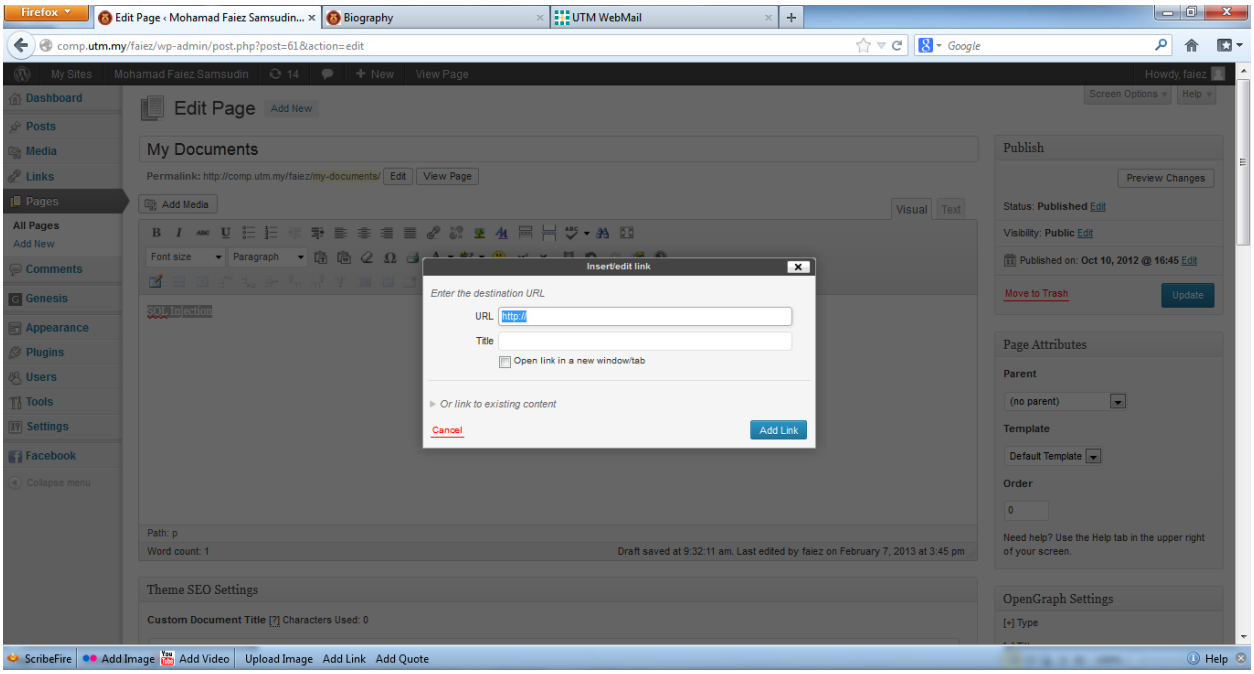


2. Click on the PDF file, then copy the URL from the right sidebar.



3. After that, go to the content where you want to put this link(**Posts** or **Pages**). In this case, find a **Pages** call **My Document** or **Document**. Type the file name, highlight the file name you typed, choose **Insert Link**, insert the URL, click **Add Link**, then click **Update** or **Publish**.

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