



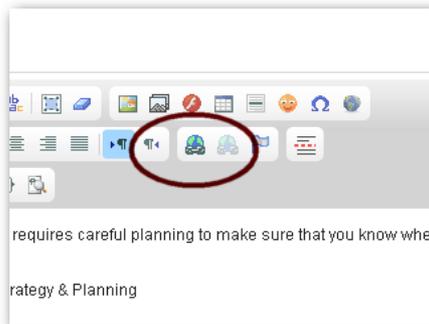
**KLIXO**  
Business Web Services

## How to link to a PDF in the body of your node

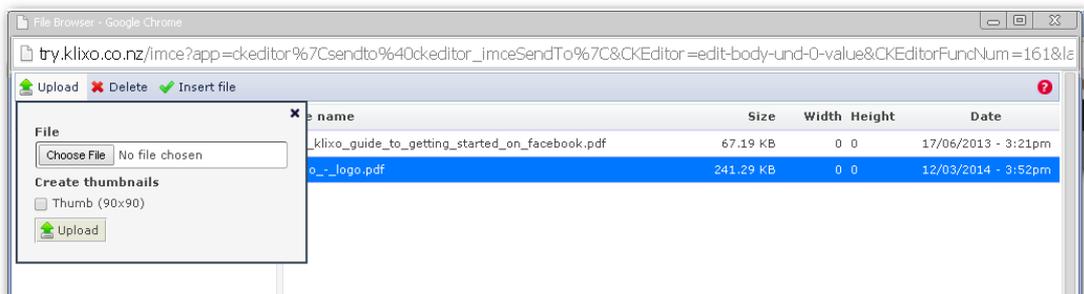
The following article is a guide to linking to a file (e.g. PDF) in the body of the content when creating or editing a node.

After logging in to your site and choosing 'Edit' for the content you'd like to add the link to:

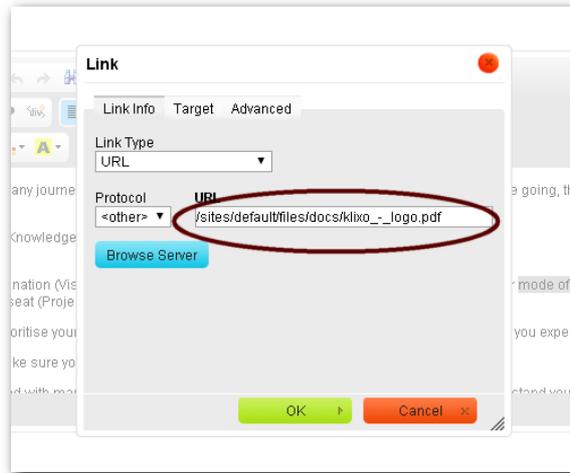
1. Type text you would like to turn into a link - *try to use a descriptive phrase rather than "CLICK HERE"*
2. Select the link text
3. Click the hyperlink button from the editor tool bar - world with a chain on it.



4. Under the URL Field click the "Browse Server" button - this will open the "File Browser" window
5. Select the "docs" folder from the left menu area
6. Upload a document using the 'Upload' button at the top left (if you are not linking to a file that has already been uploaded to your website)



7. Click on the file name in the right hand box
8. Click the "Send to CKEditor" or "Insert File" link in the top menu - *this will close the "File Browser" window, and display the URL for the uploaded document in the URL field of the Link box*



9. In the 'Link' box , choose the 'Target' tab and select 'New Window (\_blank)' – *this is important as you want the PDF to open in a new tab or window so that people don't have to use their browser's 'Back' button to get back to the page of your website they were reading when they clicked on the link*
10. Still in the 'Link' box, choose the 'Advanced' tab and add an Advisory Title – *try to make this a useful description of the PDF, as this will appear when readers hover over the link*
11. Click OK
12. Your text should now appear as a link in the body of the content