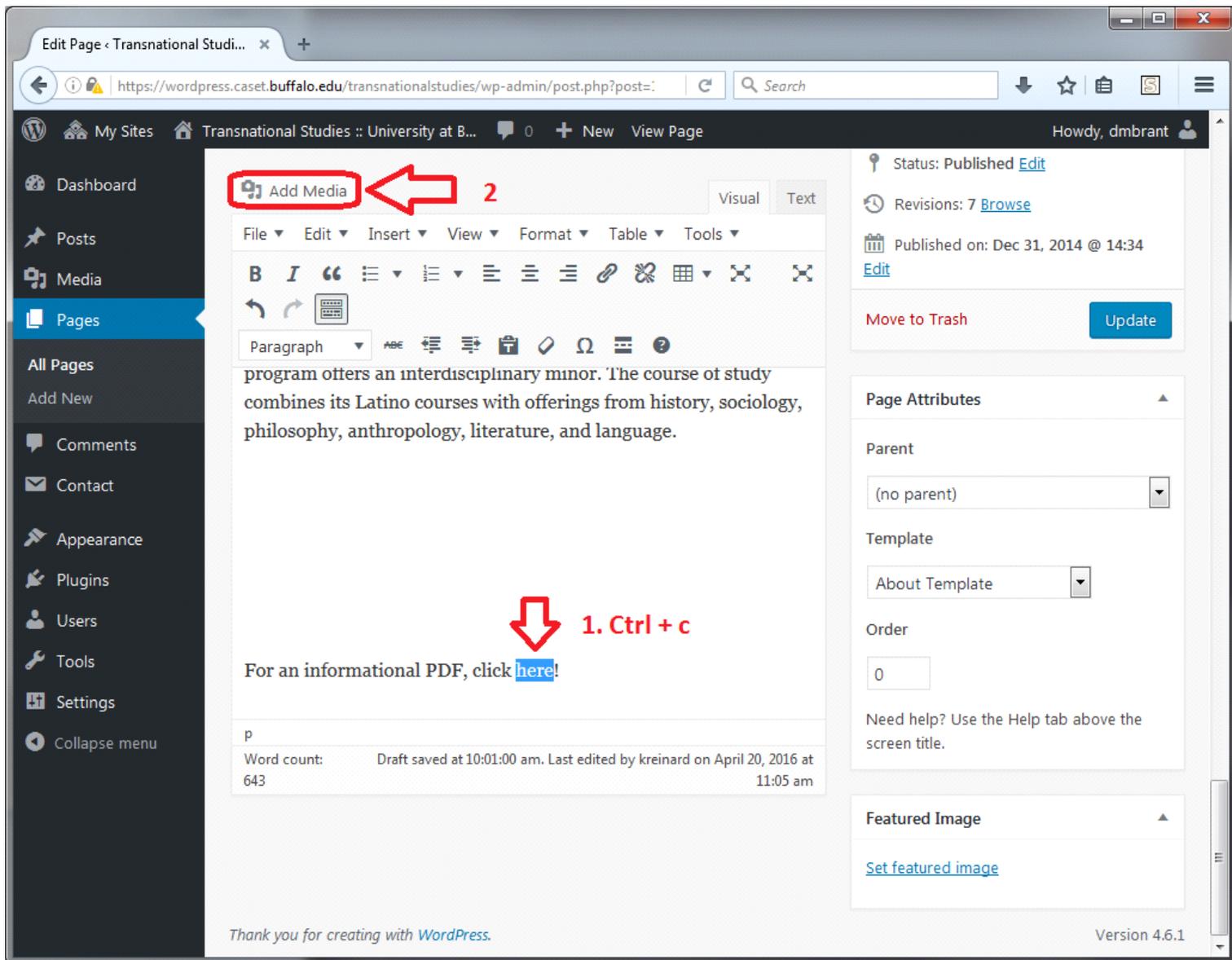


WordPress Guide - Linking PDFs



1. Find the text that you would like to link to a PDF document. Select and copy(ctrl + c) that text.
2. With the text still selected click on the "Add Media" button in the upper left-hand corner.

Insert Media

Create Gallery

Featured Image

Insert from URL

Insert Media

Upload Files | Media Library

All media items | All dates | Search

TNS-Gradhandbook-8-1-2016.pdf

TNSAcademicAdvisor-Committee.pdf

TNS_teachingInterests.pdf

TNS_GradForms_outsidecourse.pdf

TNS_GradForms_indep_study_directed-reading.pdf

TNS_GradForms_comp-exam_recommendations.pdf

TNS_GradForms_compexam_fields_DG Sapproval.pdf

TNS_GradForms_compexam_fields_approval.pdf

TNS_GradForms_approvalofdefense.pdf

1 selected
Clear

ATTACHMENT DETAILS

TNS-Gradhandbook-8-1-2016.pdf
September 6, 2016
2 MB
Delete Permanently

URL: http://wordpress.caset.buffalo.edu

Title: TNS Gradhandbook- 8-1-2016

Caption

Description

ATTACHMENT DISPLAY SETTINGS

Link To: Media File
http://wordpress.caset.buffalo.edu

Insert into page

Thank you for creating with WordPress. Version 4.6.1

3. If the PDF is not already in the Media Library you will need to upload it from the "Select Files" button on the "Upload Files" tab. Once the document is uploaded, select it from the "Media Library" tab and click the "Insert into page" button.

The screenshot shows the WordPress admin interface for a page titled "Transnational Studies". The main content area contains a paragraph: "program offers an interdisciplinary minor. The course of study combines its Latino courses with offerings from history, sociology, philosophy, anthropology, literature, and language." Below this paragraph, a link to a PDF document is highlighted with a red box. A tooltip shows the link text: "wordpress.caset.buffalo.edu/.../TNS-Gradhandbook-8-1-2016.pdf" and an "Edit" button (pencil icon). The right sidebar shows page attributes: Status: Published, Revisions: 7, Published on: Dec 31, 2014 @ 14:34, and Page Attributes: Parent (no parent), Template (About Template), Order (0). The bottom of the page shows "Thank you for creating with WordPress." and "Version 4.6.1".

4. You'll notice that the link text within the content has changed to the title of the document. This is why we copied the desired text earlier! Click on the link and then click on the "Edit" (Pencil) button.

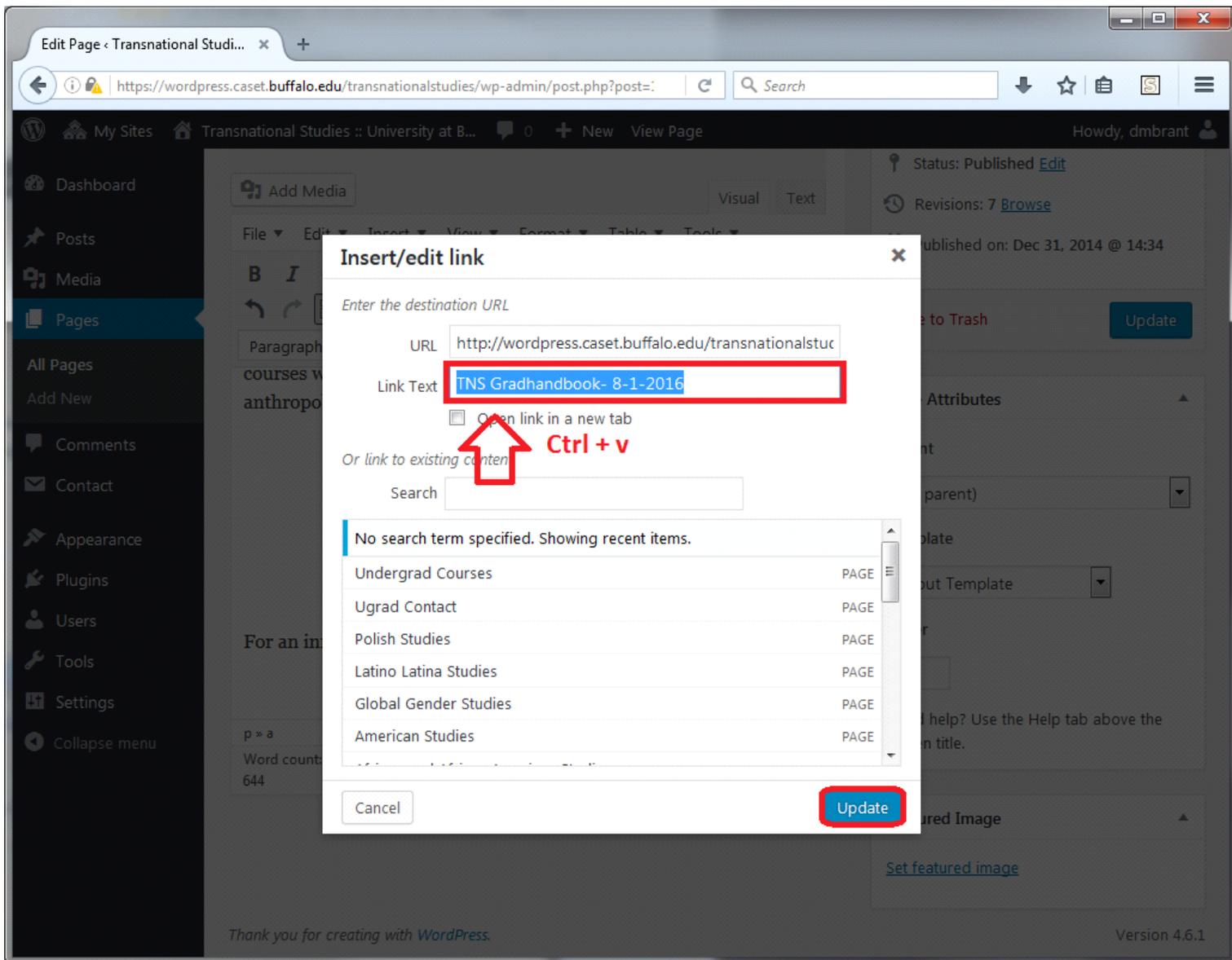
program offers an interdisciplinary minor. The course of study combines its Latino courses with offerings from history, sociology, philosophy, anthropology, literature, and language.

<http://wordpress.caset.buffalo.edu/transnational> 

For an informational PDF, click [TNS Gradhandbook](#)

Word count: 644 Draft saved at 10:09:33 am. Last edited by kreinard on April 20, 2016 at 11:05 am

5. Click on the "Link options" (Cog) button



6. Select the existing Link Text and paste(ctrl + v) the desired text that was previously copied and click the "Update" button.

The screenshot shows the WordPress admin interface for editing a page. The page content includes a paragraph about an interdisciplinary minor and a link to a PDF. The right sidebar shows page status (Published), revisions, and page attributes.

program offers an interdisciplinary minor. The course of study combines its Latino courses with offerings from history, sociology, philosophy, anthropology, literature, and language.

wordpress.caset.buffalo.edu/.../TNS-Gradhandbook-8-1-2016.pdf

For an informational PDF, click [here!](#)

Word count: 643 Draft saved at 10:09:33 am. Last edited by kreinard on April 20, 2016 at 11:05 am

Status: Published [Edit](#)

Revisions: 7 [Browse](#)

Published on: Dec 31, 2014 @ 14:34 [Edit](#)

Move to Trash [Update](#)

Page Attributes

Parent: (no parent)

Template: About Template

Order: 0

Need help? Use the Help tab above the screen title.

Featured Image: [Set featured image](#)

Thank you for creating with WordPress. Version 4.6.1

7. That's it! Just remember to click the "Update" button on the page to save your changes.