# Upload PDFs, Powerpoint Slides and other Docs

Your online editor comes with the ability to upload and link to pretty much any kind of document (allowing site visitors to download it) or embed a document so it is directly visible on a page.

Using the FILE module

On the left hand side (the list of availble modules/elements), under the **"MEDIA"** heading, left-click and drag the **"FILE"** module over to the body of your web page.
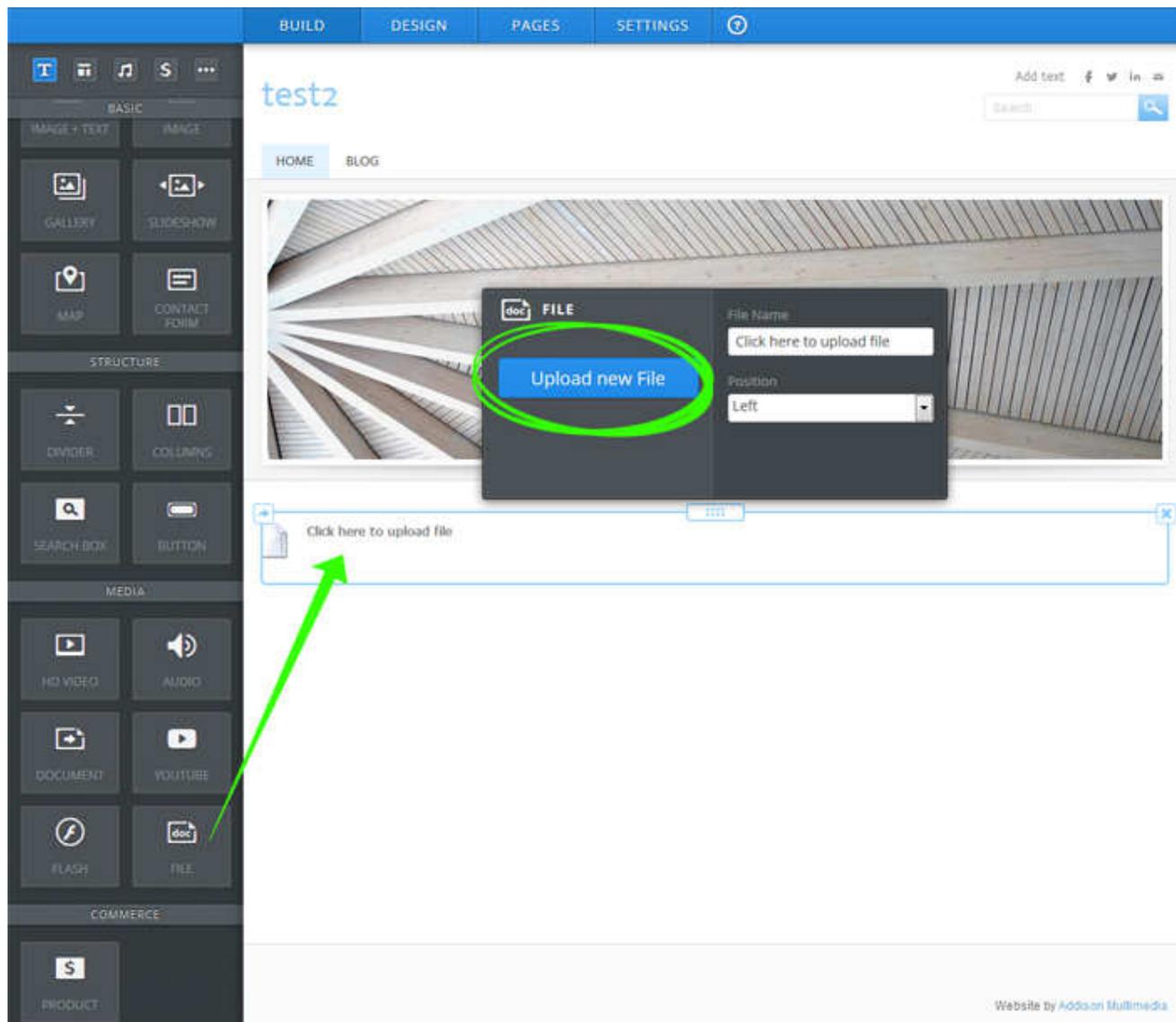
Click on the **"Click here to upload"** message.
Click the **"Upload New File"** button then click the **"Upload a file from your computer"** button to browse your computer for the file you would like to make available for download on your site.
After the file upload is complete you can change the **File Name** *(the title that is displayed)* for the file and the **Position** of the module *(left or right justified)*.

Be sure to click the "Publish" button when your file additions and website updates are complete to make your changes live.
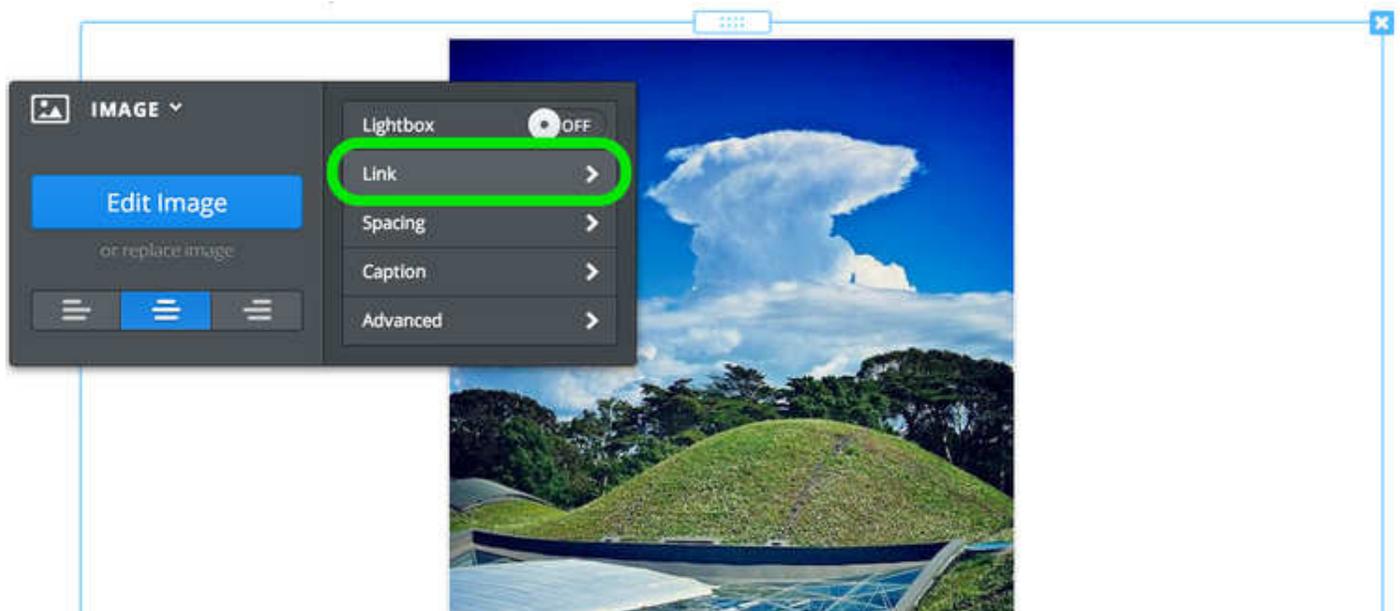
Link to a Document (or Other File)

You can create a link to a document either by highlighting the text you want to link or clicking on an image. Then selecting the appropriate link option for either.
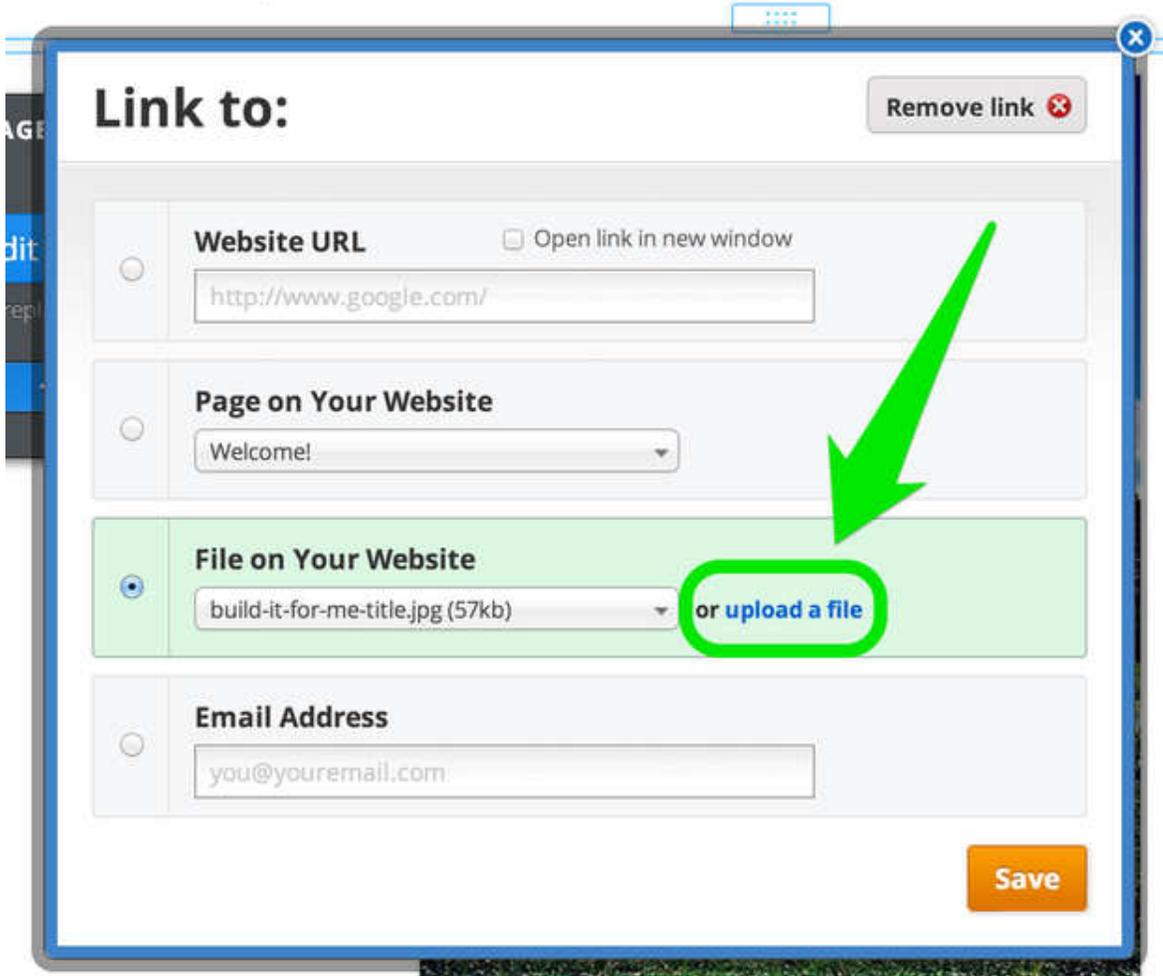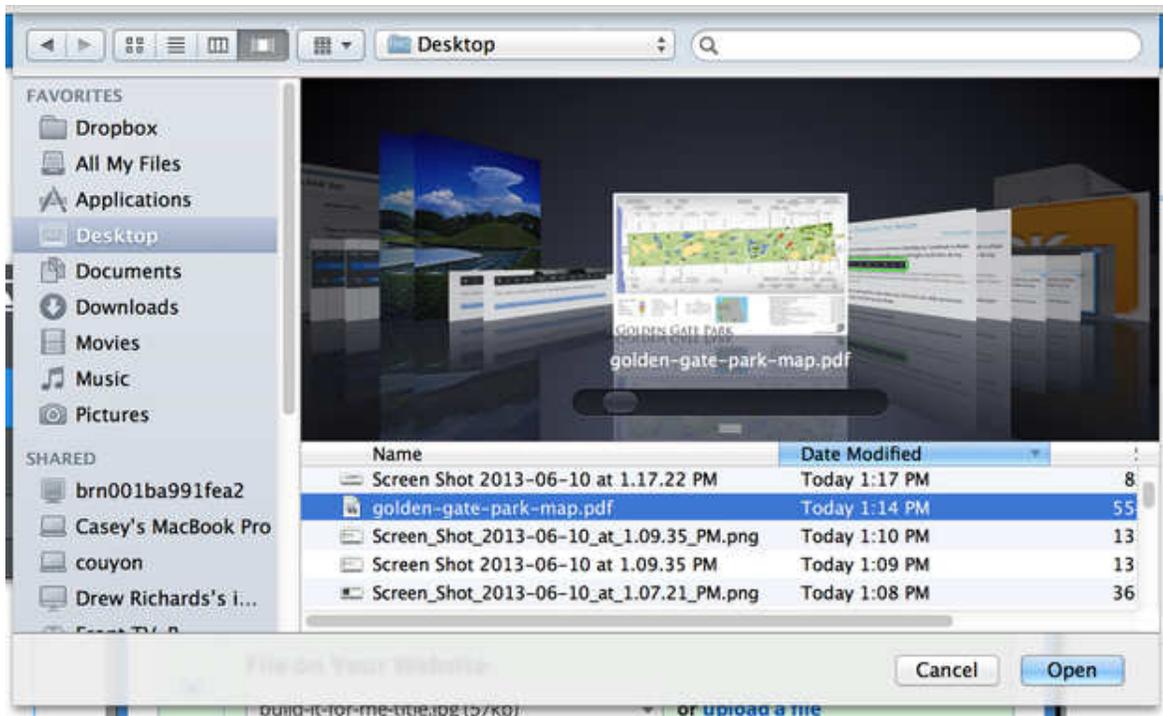
If you're linking text, it'll look like this:
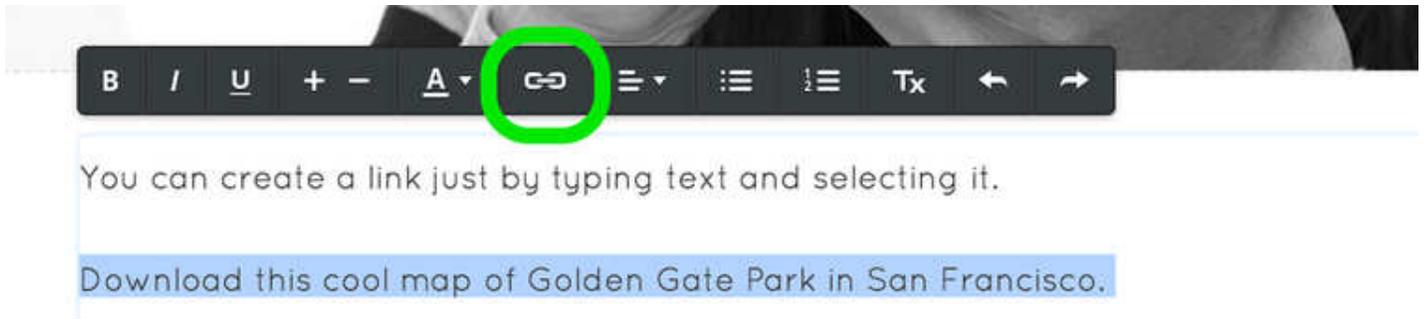
If you're linking an image, it'll look like this:

Either option will open a link dialog box from where you'll need to select the File tab on the left and then click the Upload a File button.

And then select the file you want to upload from your computer.

Then you're all done. The link will be live and clickable on your Published site and your visitors will be able to download the file directly to their own computers.

See the end results by downloading this PDF map of Golden Gate Park.

Embed a Document to a Page

You can also add a PDF, Word file, or other document directly to a page using our Embedded Document element (which is provided by Scribd, it's not actually something we've created). We do not recommend the use of this element; linking to the documents as described in the guide above is a much better way to provide access to them.
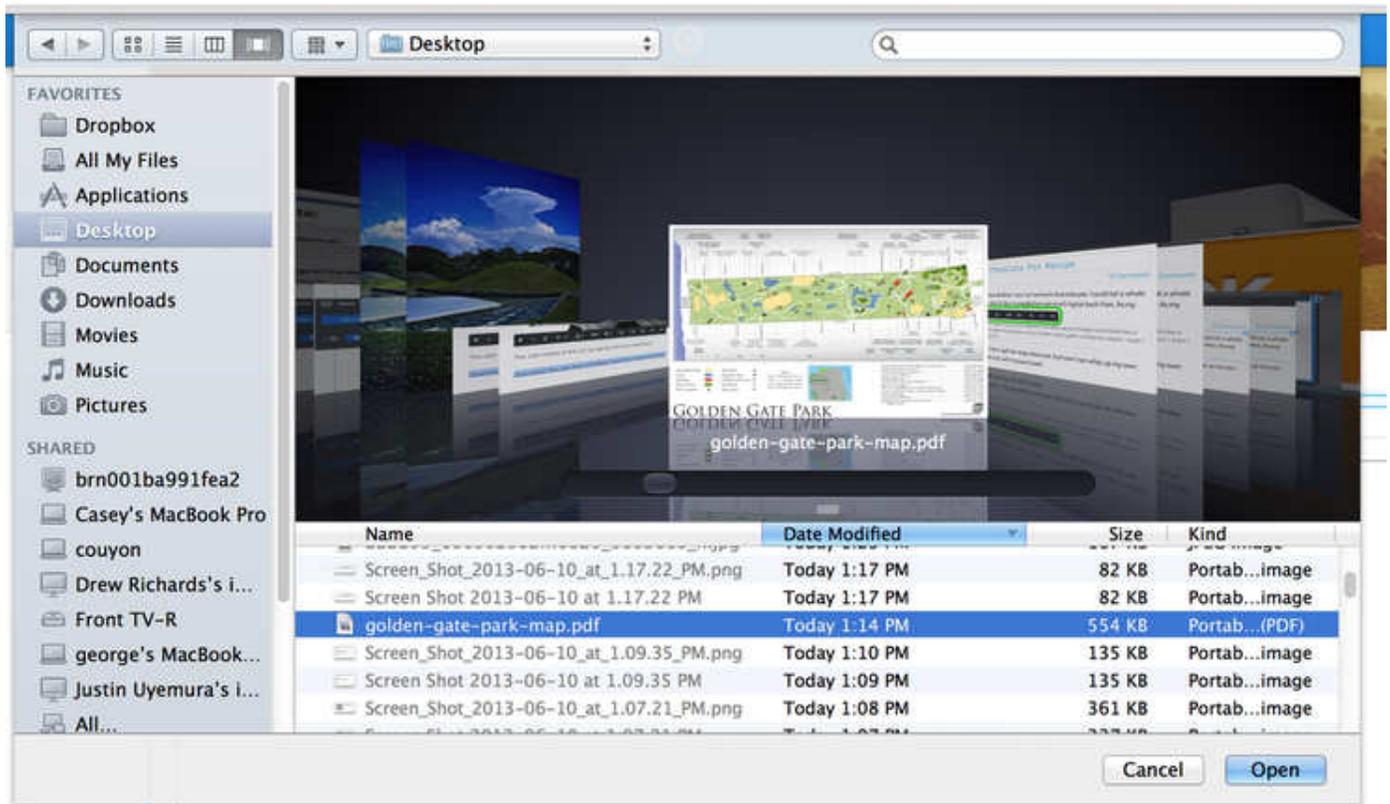
Drag the element to a page (you can find it under the Multimedia section of Elements):

Click the indicated area of the element and the select the Upload new File option from the toolbar.
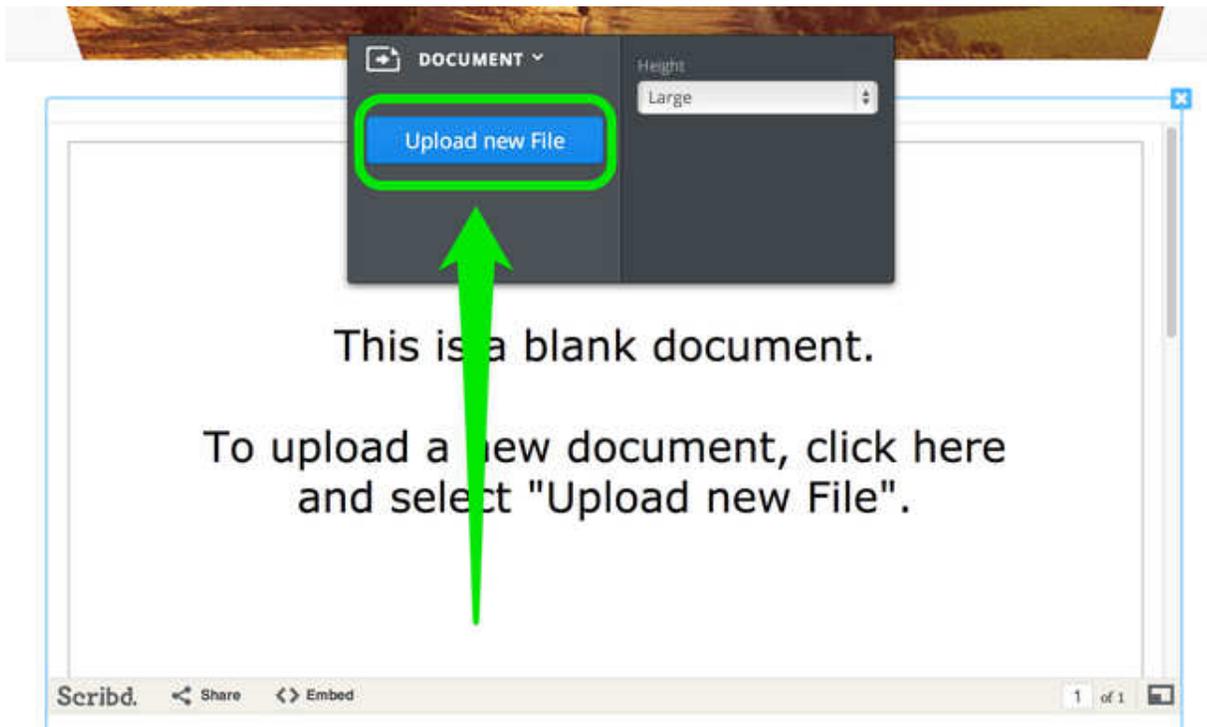
Then select the file you want to upload from your computer.

Give the file a little time to upload and you're all done! See the example below to get an idea of how it works.