

BLOGGIN'

Tips for blogging entrepreneurs

► CREATE A .PDF DOWNLOAD

How to create a .pdf download from
your WordPress Blog

7 KEY STEPS

to EASILY create your free giveaway link!

The simplest way to accomplish adding a download to a .pdf from your WordPress blog is to:

ADD IT TO YOUR MEDIA LIBRARY

1 From your Dashboard, hover over **Media** then **Click Add New**.

(Alternate: you can also click Media, then select Add New from either the left menu or the top button)

2 Click on the **Select Files** button to browse for the .PDF you want to link to.

(Alternate: you can also "drag and drop the files onto the screen by opening your File Explorer {PC} or Finder {Mac}.

3 **Find or browse** the .PDF you wish to upload from your computer folders. **Select it**, then **Click Open** to import it into your Media Library

4 **Locate your uploaded .pdf** file in your Media Library (it will be at the top left of all images) and **Single Click** on it to view its Properties.

The file's properties will be shown inside a window on the right side of your screen.

5 Find the **URL field** (first field) and **DOUBLE CLICK** inside this field to highlight the full URL address of the file. (If it's blue, it's highlighted)

6 With the URL field highlighted use **CTRL+C** from your PC to **Copy the entire URL address** (use Command + C on a Mac).

Close the properties window using the X on the top right of that window.

7 **Open** a Word, Note Pad or even a New Blog Post and **Paste the URL** there for later reference (Ctrl + P on PC or Command + P on Mac).

This is the link you will use as a hyperlink to allow your users to automatically download your PDF when they click on it.

8 When you are ready to **use this link inside a post or page**, you can either **add an image hyperlink** (like a call to action button "Download My .PDF") or **use a text hyperlink**.

LINKING YOUR .PDF

Linking to an IMAGE:

Click the image button or CTA image and **select the pencil edit icon** to open the edit Window.

Look for the **Link To field** and **click on the down arrow** to select the **Custom URL option**.

A URL field will become visible. **Paste the URL** (Ctrl + P on PC or Command + P on Mac) into the URL field and **Click Update** (bottom right button).

Linking to TEXT:

If you wish to add the .pdf hyperlink to text instead, create it like you would any other text hyperlink.

Highlight the desired text, **then Click on the paperclip** (hyperlink) icon on your menu (OR, **use Ctrl + K on PC** or Command + K on Mac) to open the hyperlink editor.

Paste (Ctrl + P on PC or Command + P on Mac) the URL inside the Paste URL or type to search field.

Click the blue enter arrow and your text should now be a hyperlink to your .pdf download!