.PDF file into File Vault

**Thursday, July 18, 2013 at 1:23 PM - Response #7**

If you want the image to display on your page, it cannot be a PDF and must be an image format of jpg, gif, or png. You can link to PDF files once your PDF has been uploaded to your file vault.

The steps that I send out for adding links to PDF files is as follows:

Uploading a non image document to the File Vault...

To upload a non image documents to the File Vault, locate any page that has an Editor Window, such as by going to Edit Site Pages > Edit Page next to Homepage.

1. What I typically do first is decide on where my link will be and what my link phrase will say. Type the link phrase into the editor window and use your cursor to highlight the phrase.

2. On the Editor Window, look for the icon in the second row of buttons that is about 2/3 to the right that looks like a globe with a chain link, this is the Insert / Edit Link button. Click this button and a small window will appear. Click the Browse button and locate your file on your machine. Once selected, press the Open / Select button and then you will need to click the Upload button to the right. The window should close, leaving your link phrase blue and underlined. This means that it is linked, however to test the link you must save the page and go to the actual page of the site to click the link.

If you are creating the link on a page of your site, you should be done at this point. However, if you are creating the link in an email, there is one more step.

3. For links in email, you need to modify the link slightly. Highlight the link phrase and click the Insert Link button again. When the Link window opens, locate the form field for URL. It will have a link path that looks similar to this: /000/0/2/8/8820/userfiles/file/NameOfYourDocFile.doc (note the doc type will depend on what you are linking to.). At the beginning of this URL link path, you need to add your domain name. The final URL needs to look like this: [http://www.yourDomainName.com/000/0/2/8/...ameOfYourDocFile.doc](http://www.yourdomainname.com/000/0/2/8/8820/userfiles/file/NameOfYourDocFile.doc)

4. To test the link, send yourself a test message from the system and click the link. You should be prompted to download / or save / or open your document depending on your browser.