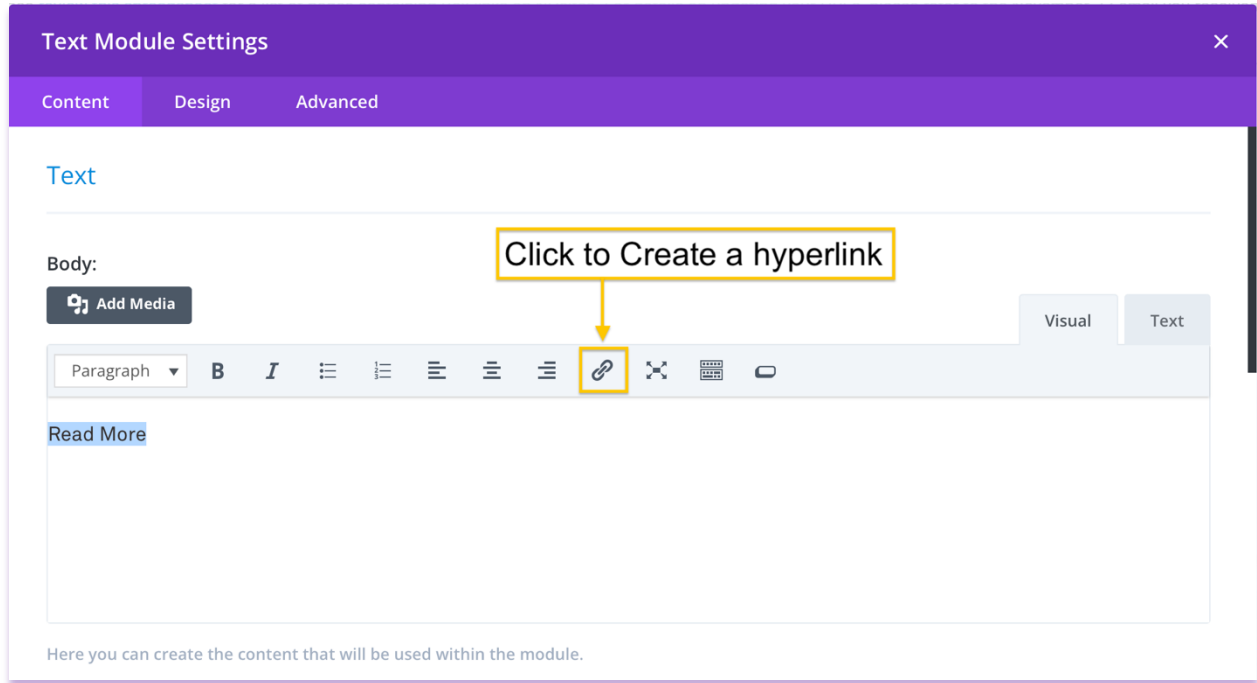



Creating a Link to your Document

To insert your uploaded document into the desired location, you must create a hyperlink.



For example, if you wanted to insert your document into the text that says “**Read More**” you will take the following steps:

1. Highlight the “Read More” text
2. Select the Insert/Edit Link icon
3. Copy the document URL
4. Paste the URL or type it into the link box
5. Then click the blue arrow to save the link 
6. Save the page you are working on

Body:

[Add Media](#)

Visual Text

Paragraph **B** *I*

Numbered list (^⌘O)

Contact information

Paste URL or type to search

Here you can create the content that will be used within the module.

Final Step: Save your Page

After you have created your link, make sure you save your page by hitting the blue **“Update Button”**.

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The Divi Builder

Save to Library Load Layout Clear Layout

Load From Library

Text

Text

Insert Module(s)

Add Row

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: 2 [Browse](#)

Published on: Jan 26, 2022 at 21:22 [Edit](#)

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Page Attributes

Parent

(no parent)

Template

Default template

Order

0