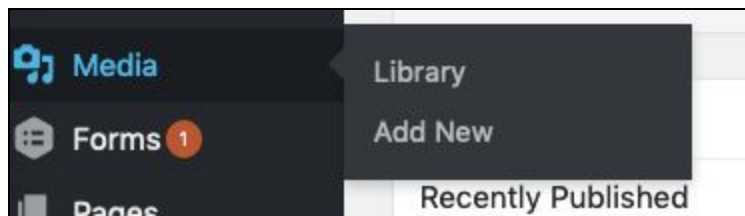


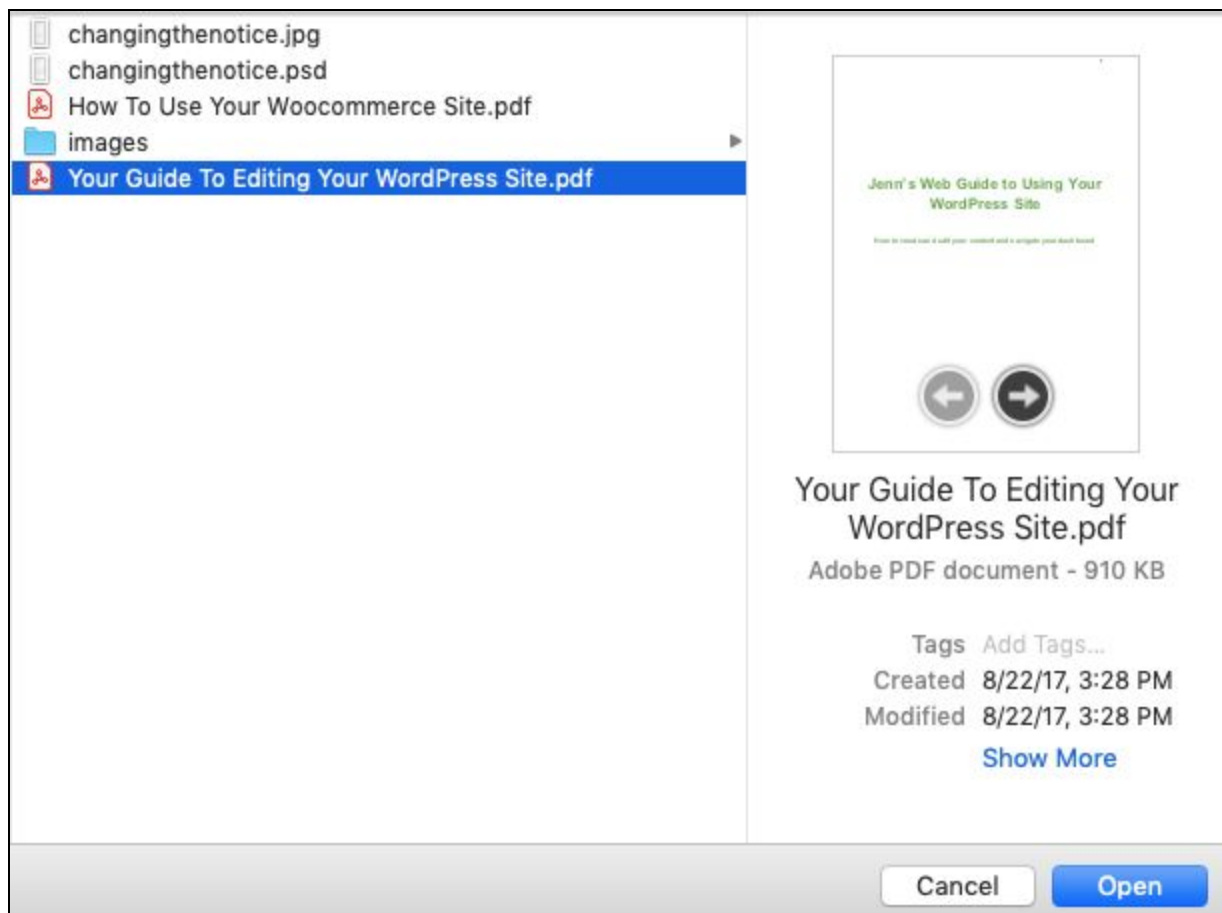
## How to Create a Link to a Word Doc or PDF File in WordPress

If you are looking for a way to link text, an image, or a button, to a pdf or Word document on your WordPress site, then this is a tutorial for you. Basically, a Word document or pdf file is viewed by WordPress the same as any image file, but the process of creating the link to that file on a page involves a little behind-the-scenes business.

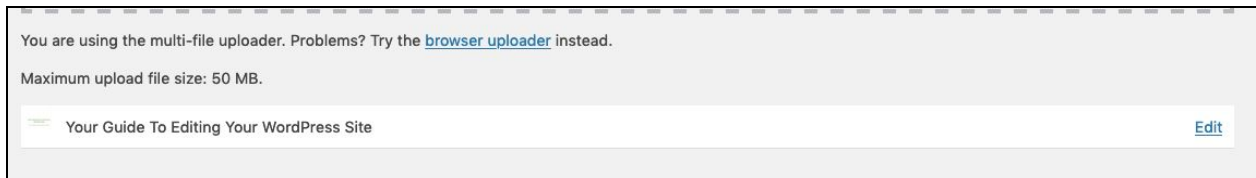
**Step 1:** Upload your file to the Media Library by going to Media in the dashboard sidebar and click **Add New**.



**Step 2:** Browse to the pdf or Word doc you want to put on your site and click **Open** to upload it to the site.



**Step 3:** When the file has been uploaded, it will look like this:

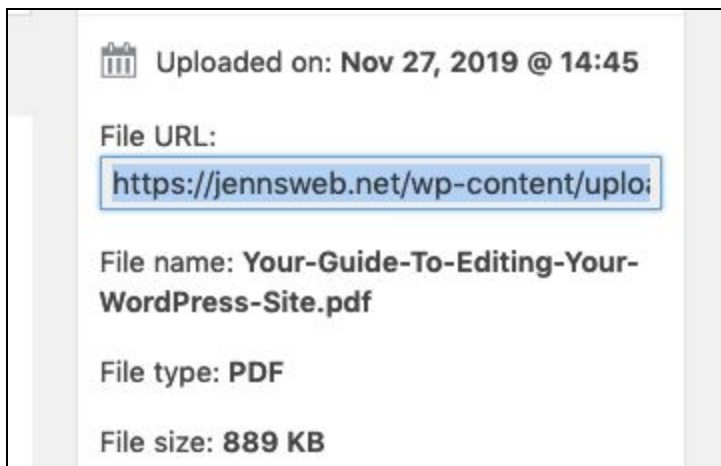


Now, just click **Edit**.

**Step 4:** Get the link for that uploaded file in the next window. It's in the box underneath **File URL**.



**Step 5:** Select the entire link by clicking inside the box and then pressing either Command + A on a Mac or CTRL + A on a PC.

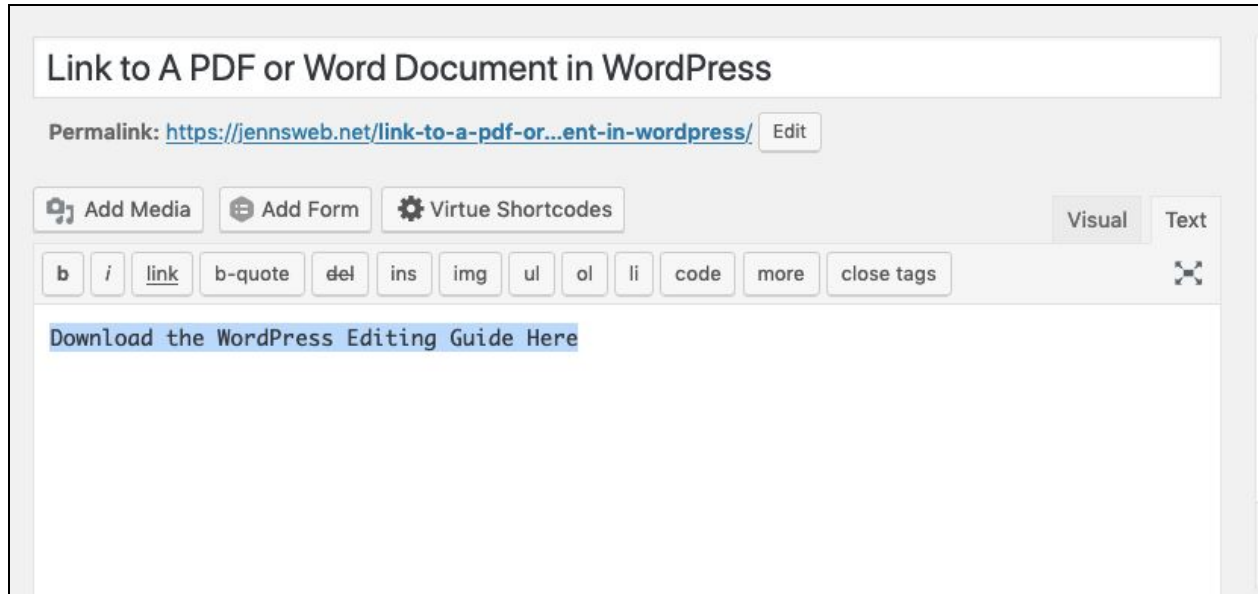


Once the entire link is selected, click Command + C (Mac) or CTRL + C (PC) to copy that link.

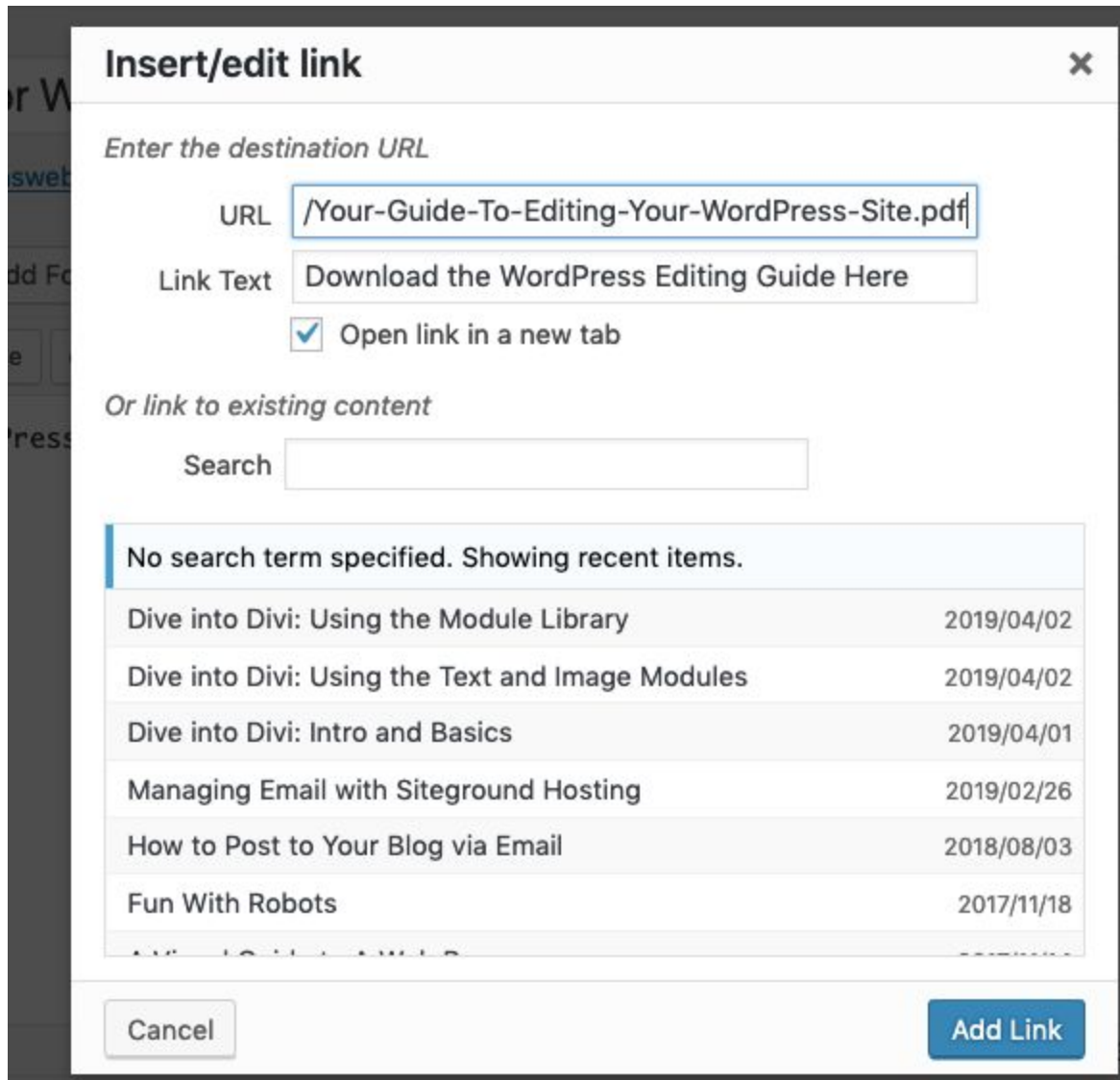
**Step 6:** With the url of your file copied, go to where you want to create the link on your site.

It could be a button, or a in a widget, or just text on a page like the example below. Any way you want to put the link there, it's basically the same process.

Highlight the text you want to be the link. Then, click the **Link** icon or button in the editing toolbar.



**Step 7:** In the popup window, simply paste your link in the top field by clicking inside it and then click Command + V (Mac) or CTRL + V (PC).



You can choose to open the link in a new tab but you can also open it on the same tab.


With the link pasted in, just click the **Add Link** button.

**Step 8:** Click "Update" on the page you are editing to save your link and then give it a test run. Here's what you'll see on the back end: (in Text mode)

## Link to A PDF or Word Document in WordPress

Permalink: <https://jennsweb.net/link-to-a-pdf-or-word-document-in-wordpress/> Edit Get Shortlink

Add Media Add Form Virtue Shortcodes Visual Text

**b** *i* link b-quote del ins img ul ol li code more close tags 

```
<a href="https://jennsweb.net/wp-content/uploads/2019/11/Your-Guide-To-Editing-Your-WordPress-Site.pdf" rel="noopener noreferrer" target="_blank">Download the WordPress Editing Guide Here</a>
```

And, here's what a text link might look like on the front end:

## Link to A PDF or Word Document in WordPress

 by jennsweb |  posted in: Uncategorized |  0

### Download the WordPress Editing Guide Here

Here's what you should see if you click that link now:

