**How To Add a Link to a Document in Sites**

There are several ways of adding a document link to a page within Sites, but here is the way I prefer because it avoids having to re-type the words to which the document links.

1. On the left-hand side of the dashboard, click on Media 🡪 Add New
2. Click on “Select Files” to import the document
3. Go to the page you are building, and click “Edit Page.” Click on “Add Media” and click on the document you wish to link within your page. When you do, information about the document will appear on the right. Beneath the Attachment Display Settings header, you’ll see a URL. This is the permanent URL to your document. Copy that URL and close the window by hitting the X in the upper right hand corner.
4. On the page you’re building, highlight the text you wish to link to the document.
5. Click the link icon in the toolbar, and paste the URL into the URL destination field at the top.
6. Click Add Link and you are done.