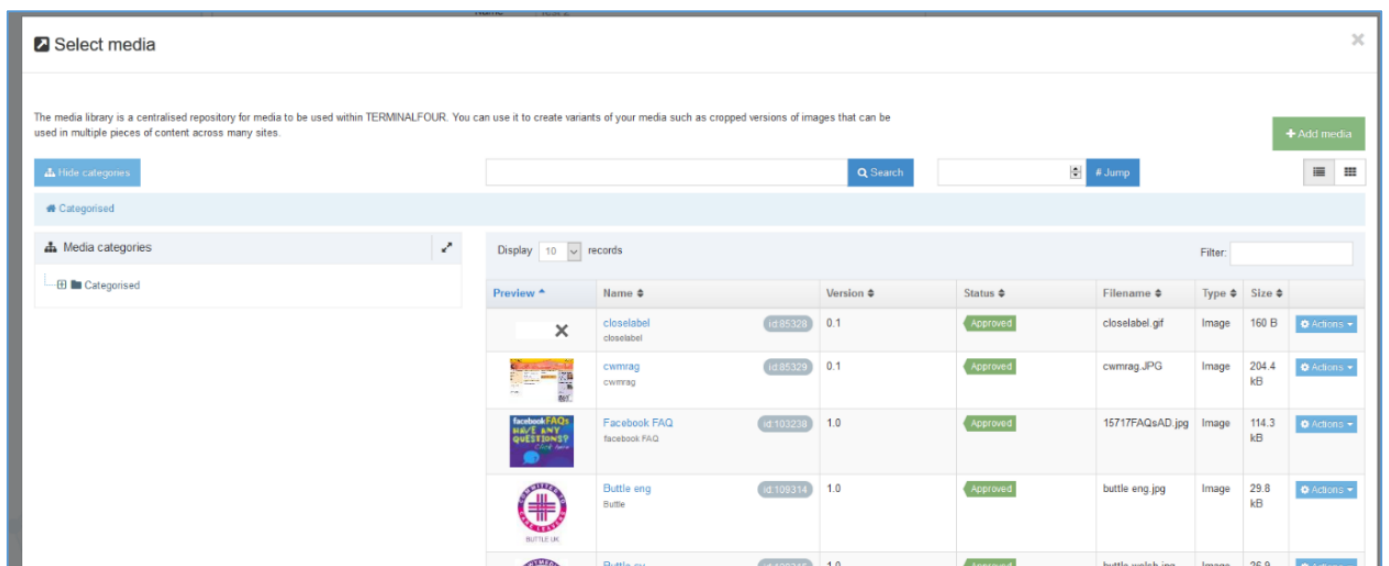


4.5. Editing Content – Inserting Links to Documents





Note: Before inserting a link to a document, it must be in the Media Library. If you want to use a new document that is not already in there, see [Information Sheet 7](#) for details of how to upload an document to the Media Library.

1. Place your mouse in the position on the page where you want the link to the document to be.
2. Click on the Insert from Media button:
3. The Select media window pops up:



4. Browse through the categories on the left to find the appropriate area of the Media Library. Most departmental documents are stored within the appropriate section under the 'Departmental' category.

5. Before selecting your document, check that it has a description. This will be displayed underneath the name of the document in the Name column:

Preview ▲	Name ⇅	Version ⇅
	10773-Parent's-E-book-Amended-03.10.pdf Open Day: A Parents' Guide (PDF)	id:89715 9.0
	psychology-brochure.pdf Psychology at Aberystwyth Brochure (PDF)	id:89716 3.0
	T4 V7 Change Guide.pdf Site Manager Version 7 Change Guide (PDF)	id:109451 4.0
	InfoSheet1.0v7 (PDF)	id:137491 4.0
	InfoSheet2.0v7	id:137492 4.0

Note: If the document you insert doesn't have a description, the link will not work - see [Information Sheet 7](#) for more information on adding description text to media items.

6. Click on the item and a link to the document will be inserted in your page.

7. The link to the file will now be displayed in the Content Editor page, using the description as the link text.