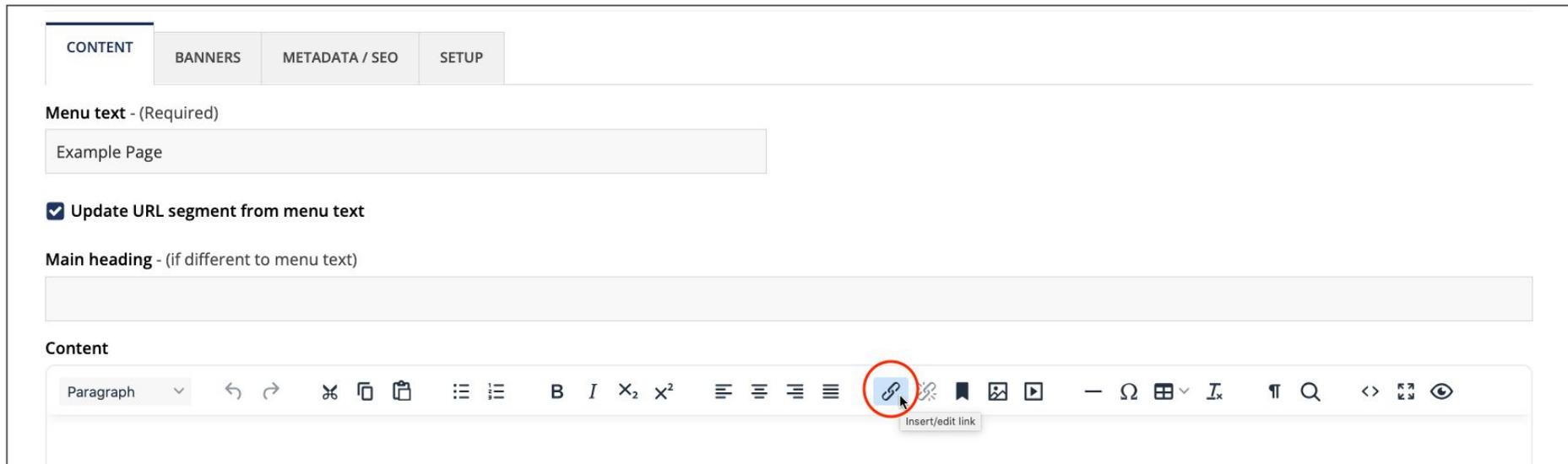# LINK TO A FILE

1 If you want to add a link to a file or website URL, follow these simple steps:
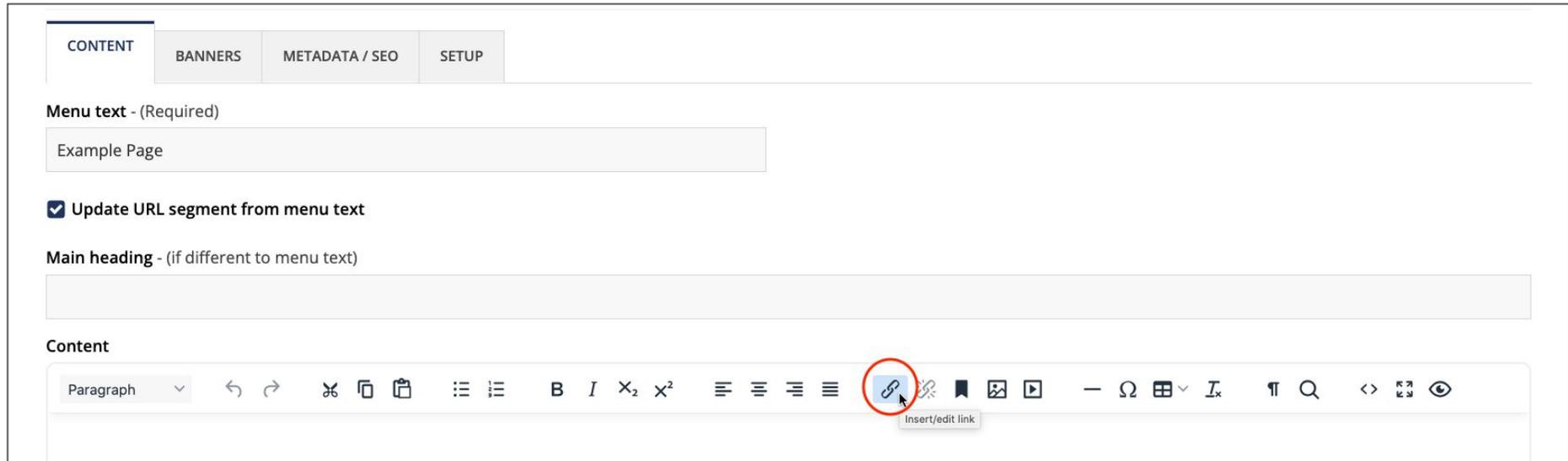
Go to the page where you want to add the link or button.

Locate the link tool, usually represented by an icon resembling a chain link. You should find it in the toolbar of your editing area. Here's what the link tool icon looks like below:

2 Now, return to your websites admin panel. Go to the page where you want to add the link or button.

Locate the link tool, usually represented by an icon resembling a chain link. You should find it in the toolbar of your editing area. Here's what the link tool icon looks like below:
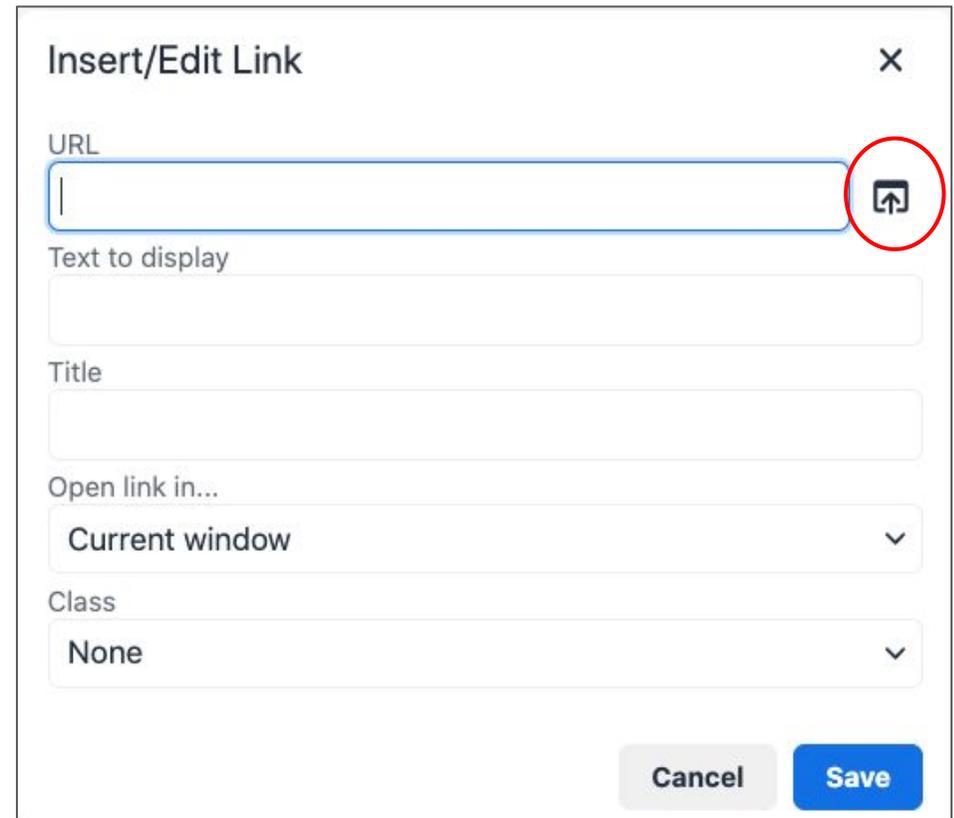

Once you spot the link tool, click on it to open a pop-up window with several options.

activehost

3 **To link to a file:**

Within the pop-up window, locate the URL field at the top. Next to it, you should see an icon (usually shaped like a file or folder). Click on the icon circled in red.

Insert/Edit Link ✕

URL

Text to display

Title

Open link in...

Current window ⌄

Class

None ⌄

Cancel **Save**

activehost

4 Choose the option that says '**Upload New File**.' You can then select the file you want to use from your computer or choose from the files displayed. Alternatively you can also select from the files already displayed below.
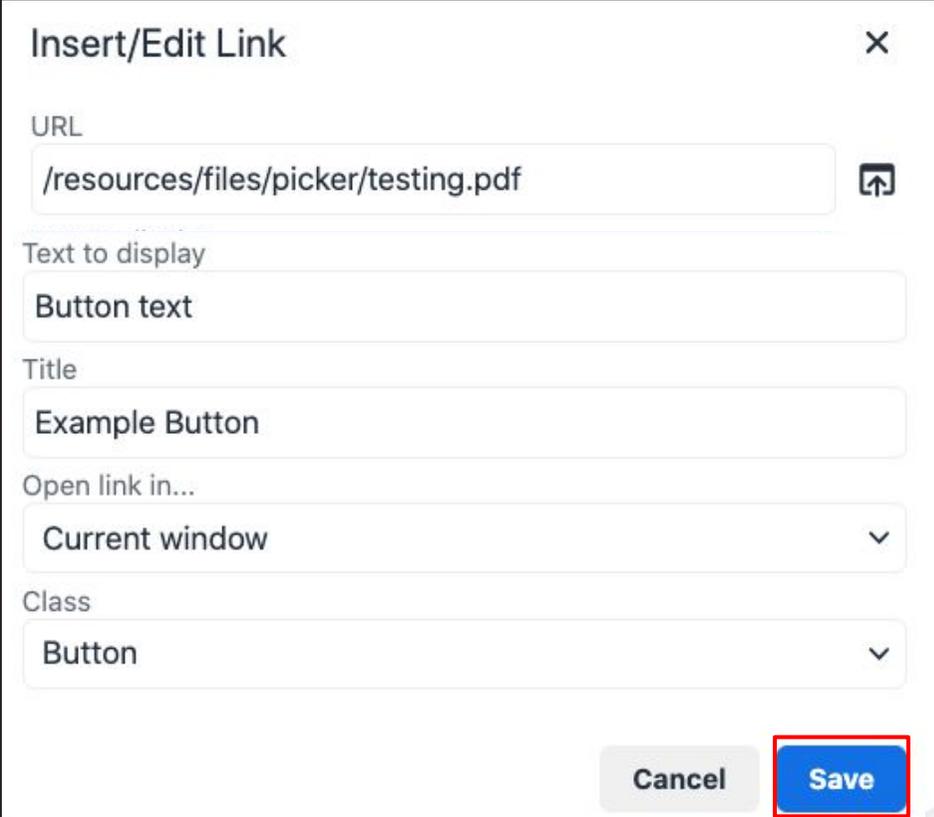
5 Once you've made your selection, the URL field should now look like this:

• **Text to Display:** enter the text you want to appear on your button or as the clickable link text. This is what people will see and click on. If it's a button, this text will be displayed on the button.

• **Title (Optional):** This for your reference and doesn't appear anywhere on your website. It can be useful for keeping track of your links.

• **Open Link in:** Choose how the link opens in the dropdown menu, you can specify whether the link should open in a new tab or the same window or tab. Choose the option that suits your needs.

• **Class:** If you want to style your link differently, you can use the "Class" drop down menu. It allows you to define how your link will display. For example, you can make it look like a button.

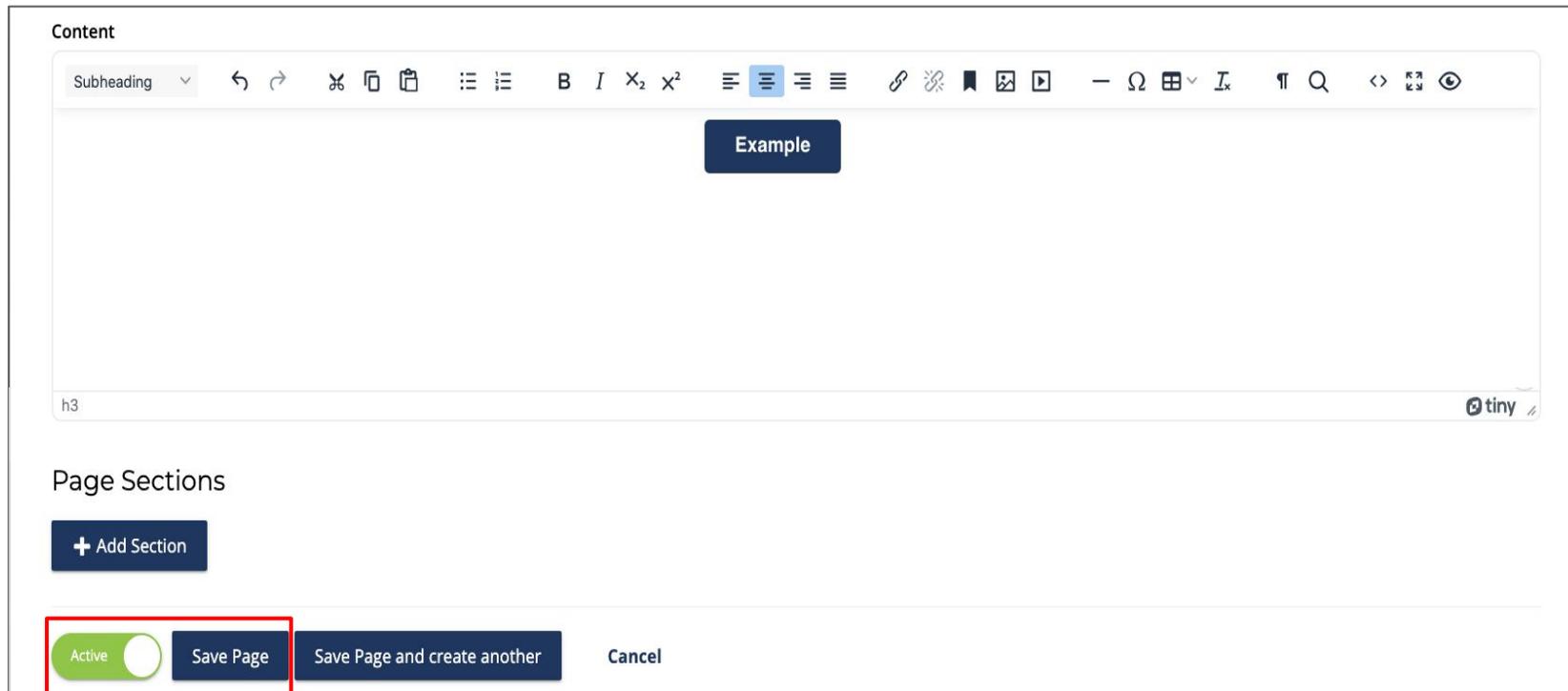Once you're satisfied with your choices, click the '**Save**' button within the pop-up window.

Insert/Edit Link   ✕

URL

/resources/files/picker/testing.pdf   ⬆

Text to display

Button text

Title

Example Button

Open link in...

Current window   ⌄

Class

Button   ⌄

Cancel   **Save**

activehost

❺ To apply the changes to your page, don't forget to click the '**Save Page**' button at the bottom of the page.

That's all there is to it! You've successfully created a link to a file within your website.

This is what a typical button will look like on your live website.

ActiveHost is the dedicated website hosting subisdary of Activate.