

Linking to Files within the CMS

To link to files (PDFs, etc., for users to view/download) in a Body or other Text Editor field (see [Archive Using the Text Editor](#)):

1. Click the [Insert/edit external link](#) button
NOTE: Even though the files will be located in the CMS, they are not considered 'Internal' content to be linked to, so you must use the 'External' linking method
2. In the pop-up window, click the small icon to the right of the **Link URL** box
3. A [File Browser](#) pop-up window will appear, showing your sub-site's available documents
* If your file has not been uploaded: click **Upload** and browse for the file

See [File Browser](#) for more info, including how to **replace existing files**

Remember, files may not be larger than 8 MB.

4. Select the desired file and click **Insert file** to close the File Browser pop-up
5. The Link URL field will be populated with the URL to the file

Do Not Edit the Link URL

Once you have selected the file from the File Browser window, do not edit the Link URL field. Doing so may result in a broken link.

6. Complete the link info (Title, Target, etc.) and click **Insert** (or **Update**, if editing existing link)

See Also:

- [External Links](#)
- [File Browser](#)
- [Adding Images](#)
- [Archive Using the Text Editor](#)