

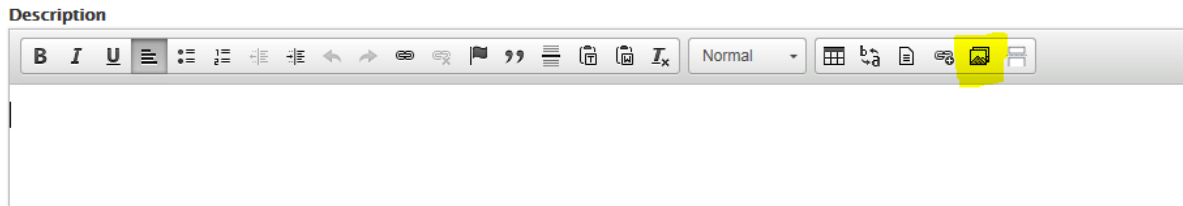
## Adding a pdf

These notes explain how to add a pdf to a page/event or news item on the website.

If you have any further queries about this please email [web.support@law.ox.ac.uk](mailto:web.support@law.ox.ac.uk)

Other guidance notes for using the website can be found at: <https://www.law.ox.ac.uk/guidance-notes>

1. To add a pdf to your event/page/ news item, select the add media button in the body/event description field, as below:



You can then either upload a new file or link to one which is already in the library. To upload a new file select a file from your computer, using the upload option:



When you add an item it will appear in the site wide library so it needs to be named appropriately. If you are adding an event related pdf use the prefix **Event-** and if you are adding a Discussion Group related item use **DG(name of group)-** e.g. for a paper uploaded by the Jurisprudence Discussion Group you can use the prefix **DG(JDG)-**

e.g.

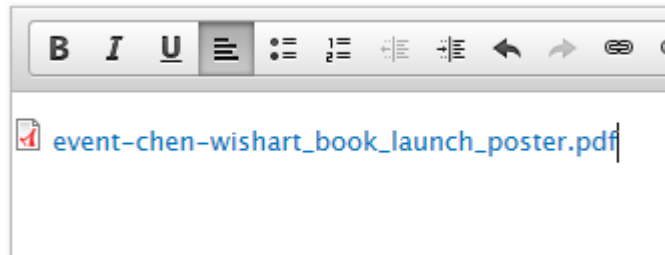
**Name \***

**Description**

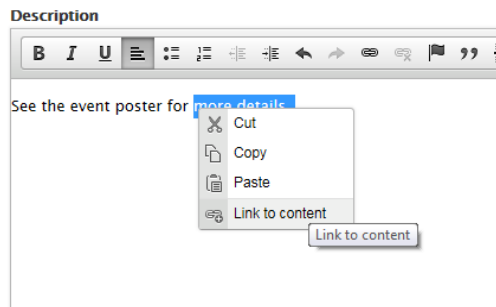
Once you have uploaded the pdf it will appear in the description text.

## Adding a pdf

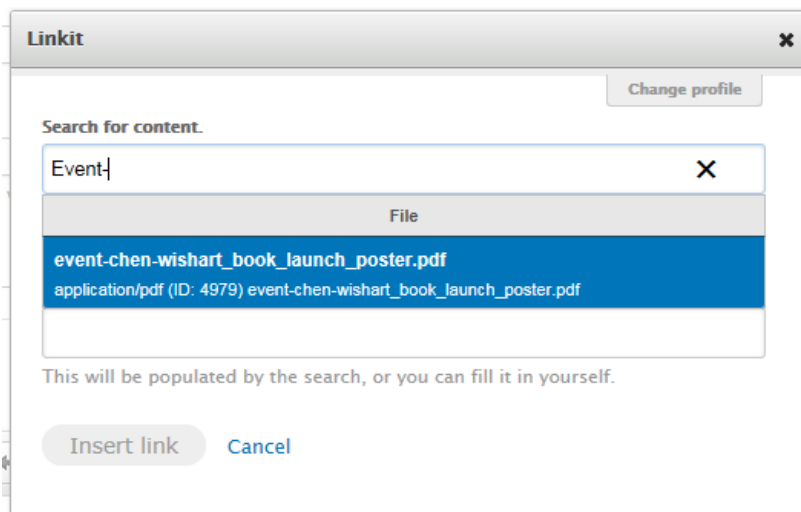
You can now delete this link and type the text you wish to link to. Select the relevant piece of text,



right click and select 'link to content':



Type your document name in the 'search for content' field and then select it from the drop down menu and then click 'Insert link'.



The text will now be linked straight to the pdf:

