

Uploading and Linking to a PDF Document on your website

This is an example document to show a pdf and a link to it on an Office Live Small Business Website.

Uploading a PDF

To upload a pdf file and link to it on your site, click on Website and then Document Gallery in the left menu. Upload your pdf file in the Document Gallery.



Creating a Link to the PDF Document

On the page you want to provide a link to your document, select the text or image you want to link to the pdf file. Click on hyperlink in the top menu and select My Documents. A list of all your Documents will be displayed to choose from. Select the one you want and click OK. Be sure to click save to save the changes to your site.

That's it!

