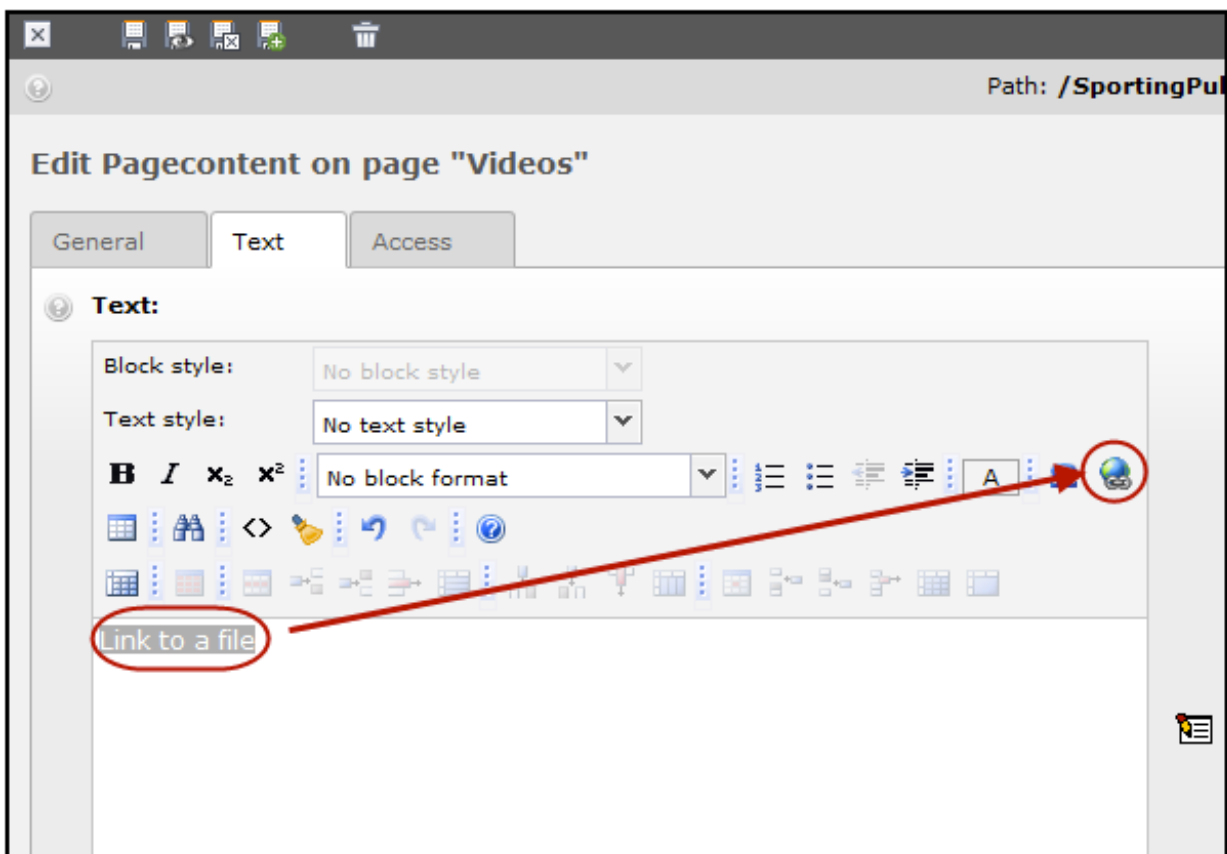


Linking to a file

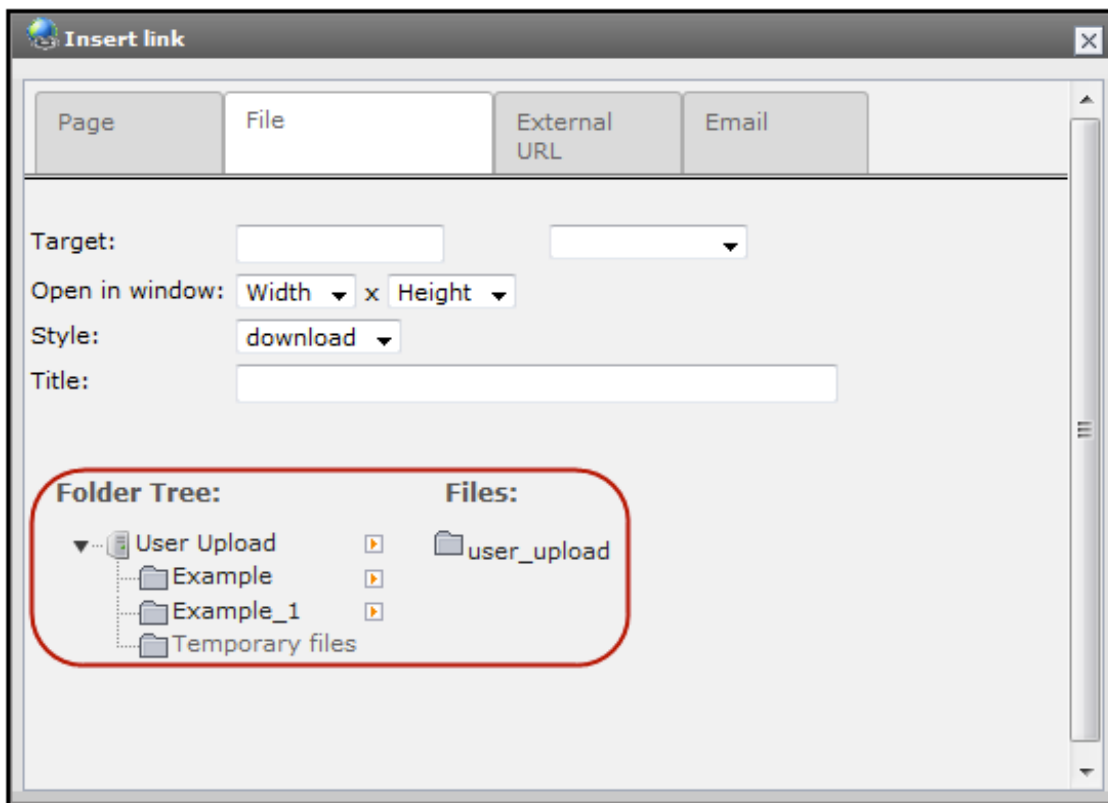
Last Modified on 11/11/2015 8:19 am AEDT

To insert a direct link to a file, follow the steps below:

1. From the text editor, highlight the text/image you want to link to the file, then click the 'Insert Web Link' icon.



2. Select the 'File' tab, then click the title of the user_upload folder.



3. Select the file you want to link to.

The text editor will automatically place a link image in front of the link - click on this and press delete to remove it.

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