

Adding your current flyers:

Upload the PDF:

- Go to "Pages" and open the "Promos" page
- Delete the text: "Check back for current promotions!" and place your cursor below the "Current Promotions and TV Ads" header (this is where your PDF will upload)
- Click "Add Media" above the text editor.
- Click "Upload Files" and locate your previously saved PDF in your computer files or desktop.

The screenshot shows the WordPress admin interface for the website 'Marshall's'. The user is logged in as 'Howdy, project.team'. The page being edited is 'Promos', with a permalink of <http://www.marshallfurniture.net/promotions/>. The page title is 'Current Promotions and TV Ads'. The content area contains the text 'Check back for current promotions!'. Below the text is a row of four promotional images: a living room with a red play button, a man in a brown shirt with a red play button, a man in a brown shirt with a red play button, and a white van with a red play button. The 'Add Media' button is highlighted with a red box. The right sidebar shows the 'Publish' section with 'Status: Published', 'Visibility: Public', and 'Published on: May 2, 2016 @ 14:50'. The 'Page Attributes' section shows 'Parent: (no parent)' and 'Template: RIGHT SIDEBAR'.

- Once uploaded, it will join your media library and a check mark will appear to indicate that it has been selected.
- In the right sidebar, you will see a “Link to” field. Select “Media file” from the dropdown. You will also want to give the file a name in the title field. This is what you will see linked in your text editor and what will be visible to users once the page or post is published. I suggest: **Download Our Current Flyer**
- In the right sidebar, click “Insert into Page.”
- The text will automatically link to the PDF

Insert Media ✕

Upload Files Media Library

All media items All dates Search

1 selected

ATTACHMENT DETAILS

Web-Development-Proposal-1Fee.pdf
June 24, 2016
2 MB
[Delete Permanently](#)

URL

Title

Caption

Description

ATTACHMENT DISPLAY SETTINGS

Link To

Add the Flyer Image:

- After you've inserted the PDF link, hit "Return" to move to a new line
- Click "Add Media" above the text editor.
- Click "Upload Files" and locate your previously saved flyer image in your computer files or desktop.
 - The minimum image size recommendation is 900px wide / maximum is 1500px wide
- Once uploaded, it will join your media library and a check mark will appear to indicate that it has been selected.
- In the right sidebar, you will see "Attachment Display Settings"
 - Link To: Select **Media File** (this will allow it to open in a lightbox preview)
 - Size: Select **Full Size**
- In the right sidebar, click "Insert into Page."

The screenshot shows the WordPress 'Insert Media' interface. On the left, there are navigation options: 'Insert Media', 'Create Gallery', 'Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and has two tabs: 'Upload Files' and 'Media Library'. Below the tabs, there are filters for 'All media items', 'All dates', and a search bar. A grid of media items is displayed, with one item selected, indicated by a blue checkmark. The selected item is a flyer for Marshall's Furniture & Flooring. The right-hand sidebar shows the 'Attachment Display Settings' for the selected image. The settings include: URL (http://www.marshallfurnit...), Title (home-furniture-flyer-dece...), Caption, Alt Text, and Description. The 'Attachment Display Settings' section includes: Alignment (Left), Link To (Media File), URL (http://www.marshallfurnit...), and Size (Full Size - 900 x 947). At the bottom right of the sidebar, there is a red 'Insert into page' button. At the bottom left of the media grid, it says '1 selected' and 'Clear'.

