

# INSTITUTE WRITING PROGRAM

## THE WRITING CENTER

### Embedding Documents

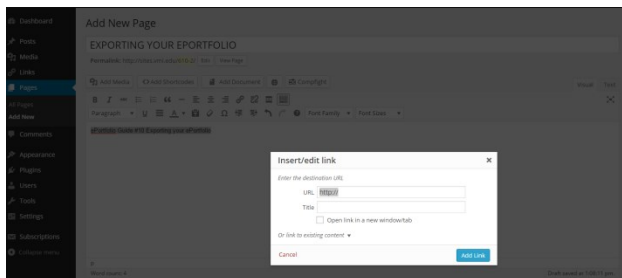
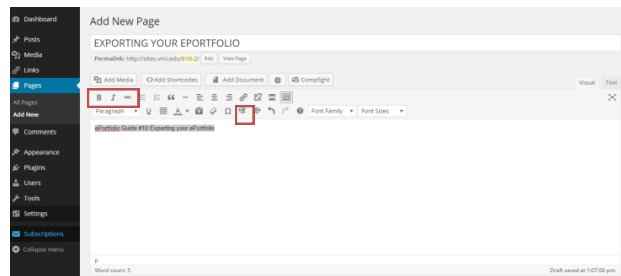
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#### To embed a document as a hyperlink:

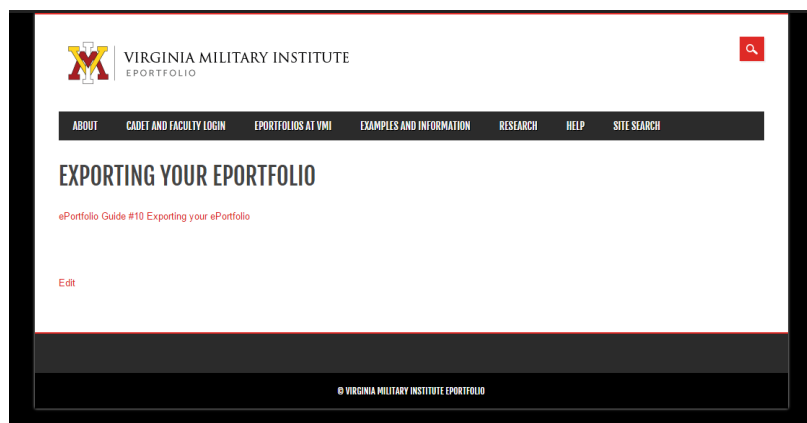
1. Write your text in the **Page** or **Post** editor.
2. Click on **Add Media** above your editor.
3. Either chose the media you previously uploaded and look to the right side for the URL: copy it.

OR upload your file, look to the right for the URL and copy it.

4. Close out the screen by hitting the X in the upper right hand corner.
5. Highlight the word(s) you want the document to link to.
6. Click on the paperclip image in the editor's area above your text box.
7. Paste the URL of the document you want to insert.

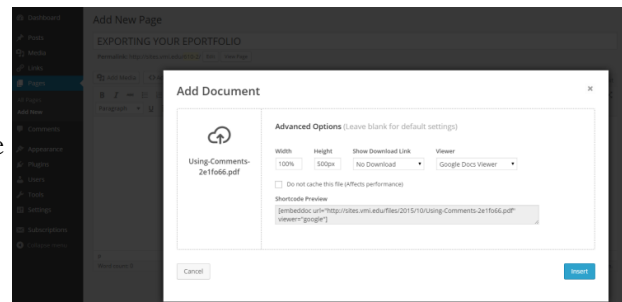
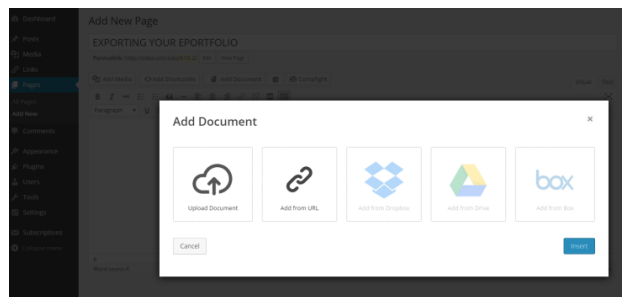
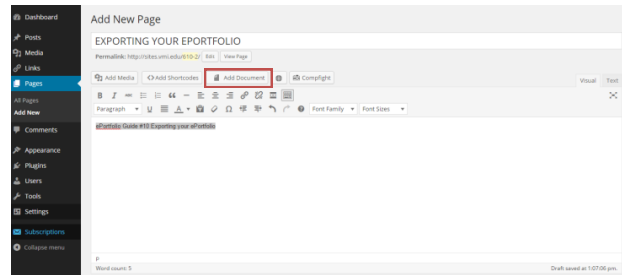


#### The result of the published Page or Post will look like this:



## To embed a document as a live PDF view:

1. In the Dashboard, click on **Plugins**.
2. Scroll down to find **Embed Any Document**.
3. Click **Activate**.
4. Write your text (if any) in the **Page** or **Post** editor.
5. Click on **Add Document** above your editor.
6. Choose your source option.
7. Click **Insert**.
8. Chose the download option of your choice (No Download, For All Users, or For Logged-in Users.)
9. Click **Insert**.



Note: The document will appear as code in your editor, but will appear “live” on your site when you **Save & Publish**.

## The result of the published Page or Post will look like this:

