How to upload a PDF to WordPress (and link to it)

By Kelly Drewett   28th September 2019

Blogging, WordPress Images and Galleries, WordPress Posts and Pages

You've created (or been sent) a PDF. It is on your computer and you'd like to link to it from your website or blog. Here are step by step instructions to upload a PDF to WordPress and how to link to it from text or an image.

To start you need to upload the PDF to your host, using the *WordPress Media Library*.

Instructions to upload a PDF to WordPress

It is really easy to upload a PDF to WordPress – follow my instructions below and use the red arrows on the images for reference.

1. Log in to your admin area of the WordPress blog or website.
2. Click **MEDIA** using the menu on the left hand side.
You will find yourself in the media library. Here all the website photos, graphics and other assets are stored.
3. At the top of this screen, next to the title, click **ADD NEW**.
4. Now click **SELECT FILES**.
5. **Find the PDF** file on your computer, select it and click **OPEN**.
6. The file will upload into your media library.
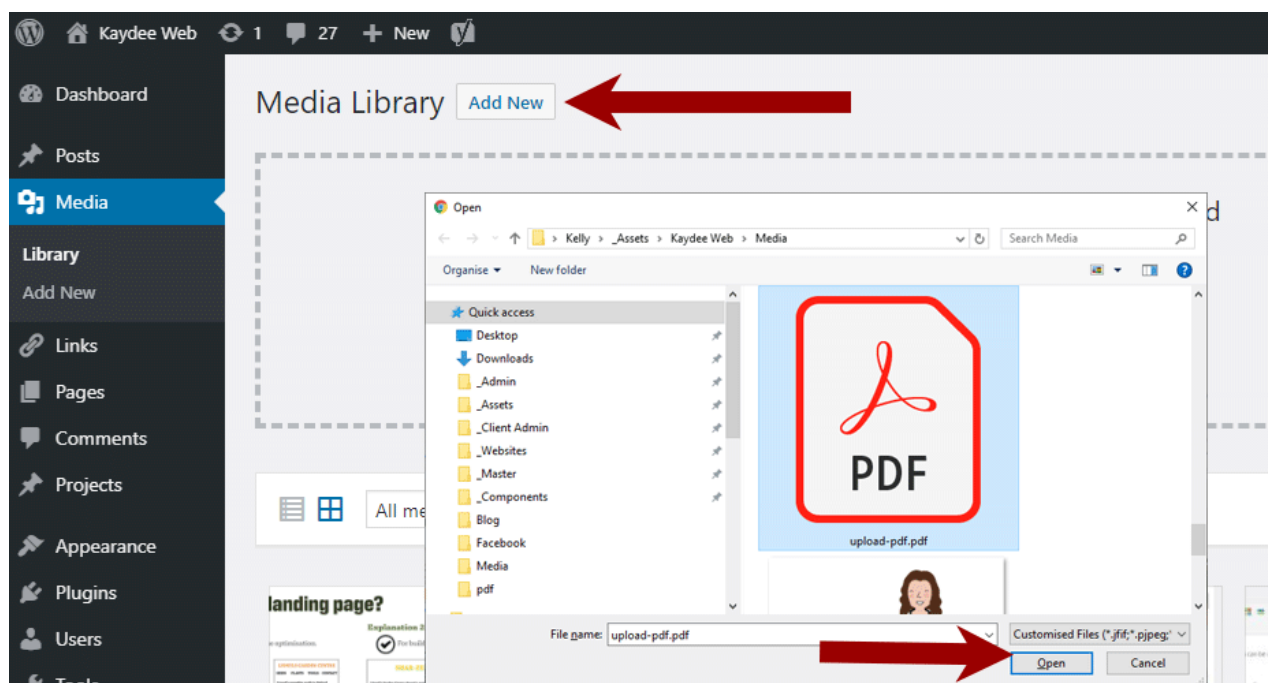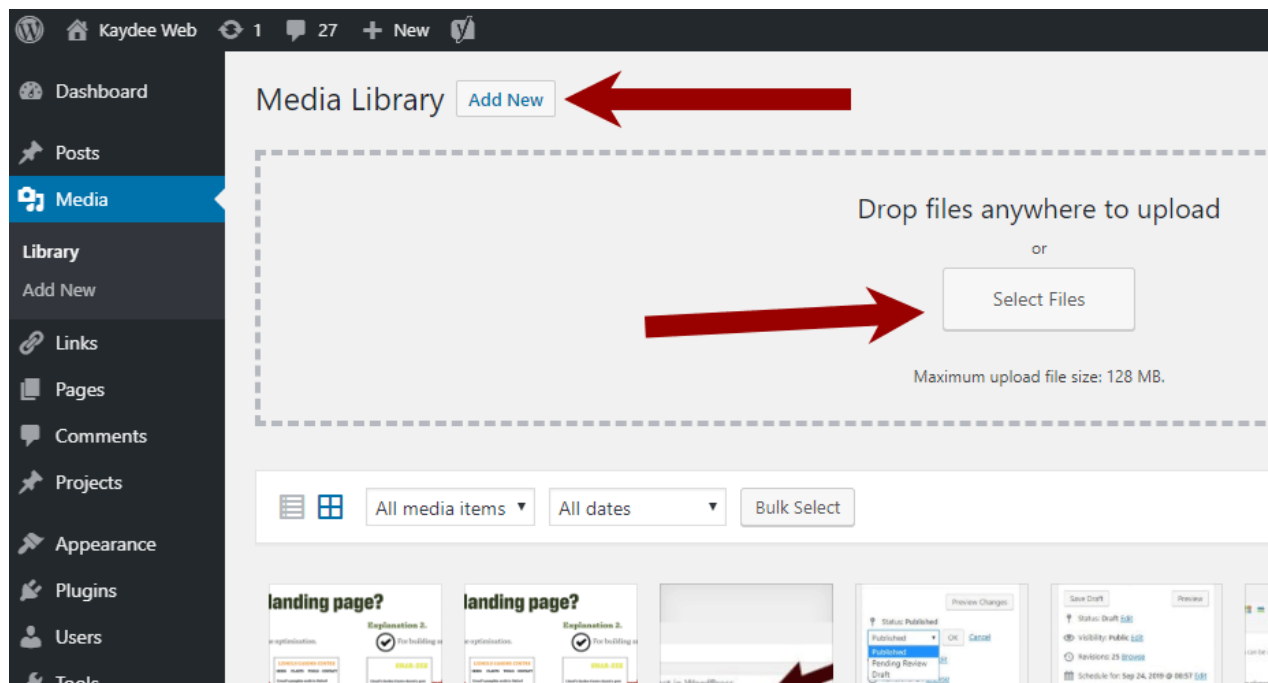
You have completed the first step by uploading the PDF to the WordPress media library.

Copy the link of the PDF within the media library

To link to the PDF you will need to copy the URL of the PDF – web speak for the link, the path, or the address. Because WordPress calls it the LINK, we will also call it the link.

Follow the instructions here to copy the link of the PDF, and use the images and red arrows to help.

1. **In the MEDIA LIBRARY click on your PDF**

This opens a new window, which contains the file information.

2. **Highlight everything in the COPY LINK field**

Over on the right hand side is field labelled COPY LINK.

You need to highlight everything in this field, starting with https://.

An easy way to do that is to double click, in quick succession, anywhere within the COPY LINK field. The link will turn blue when highlighted.

3. Now click 'CONTROL-C' (shortcut for copy) or right click on the highlighted text and then click COPY. The link is now stored on your clip board.

Note. The clipboard will store one copied item only. Complete the next steps and don't copy anything else. Tip – I often paste the link to notepad or Word, so I can pick it up later.
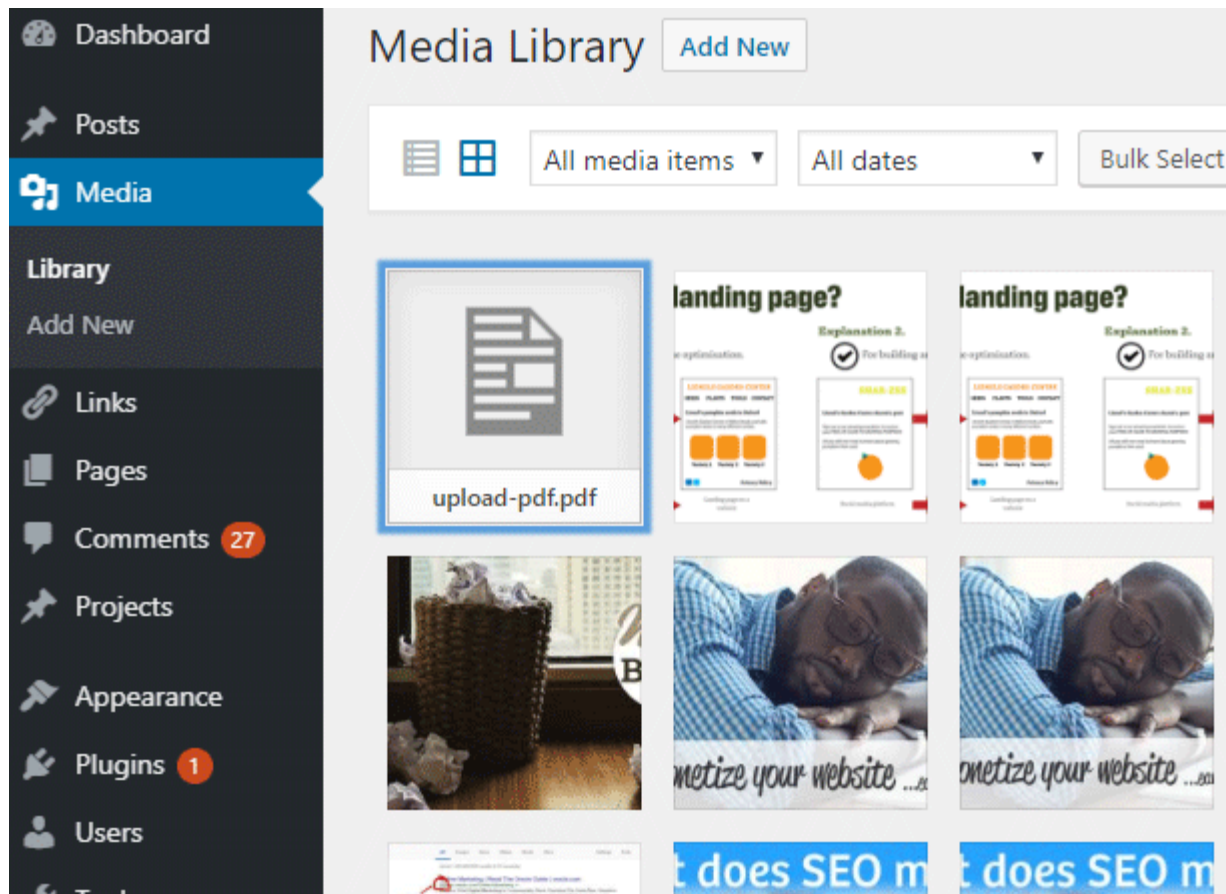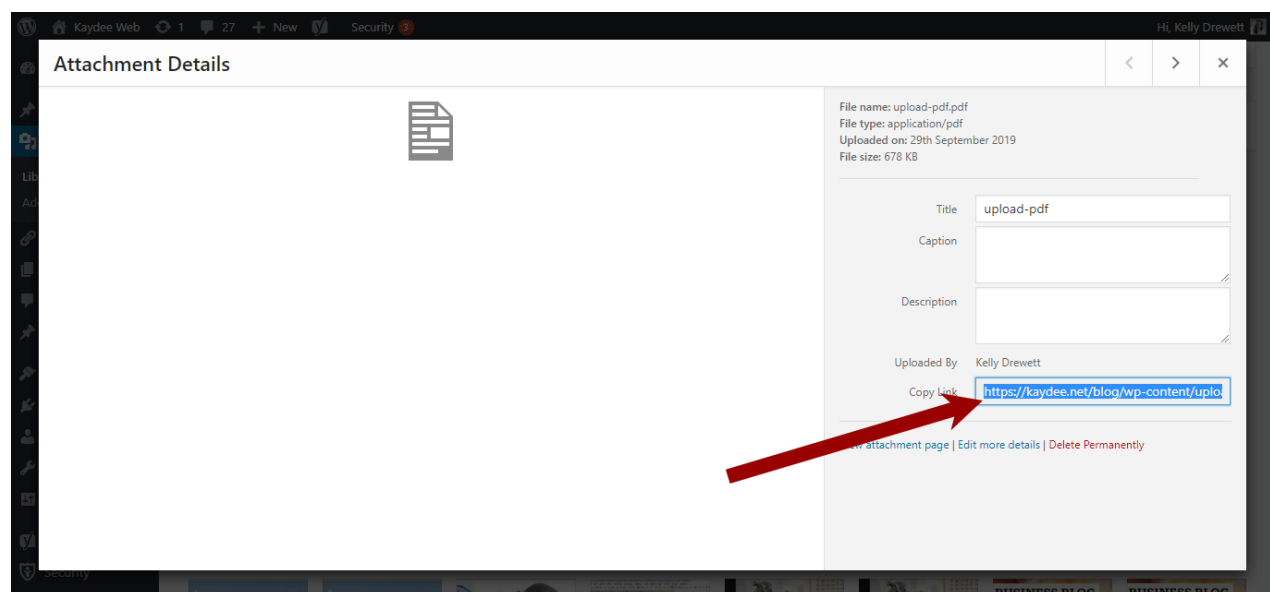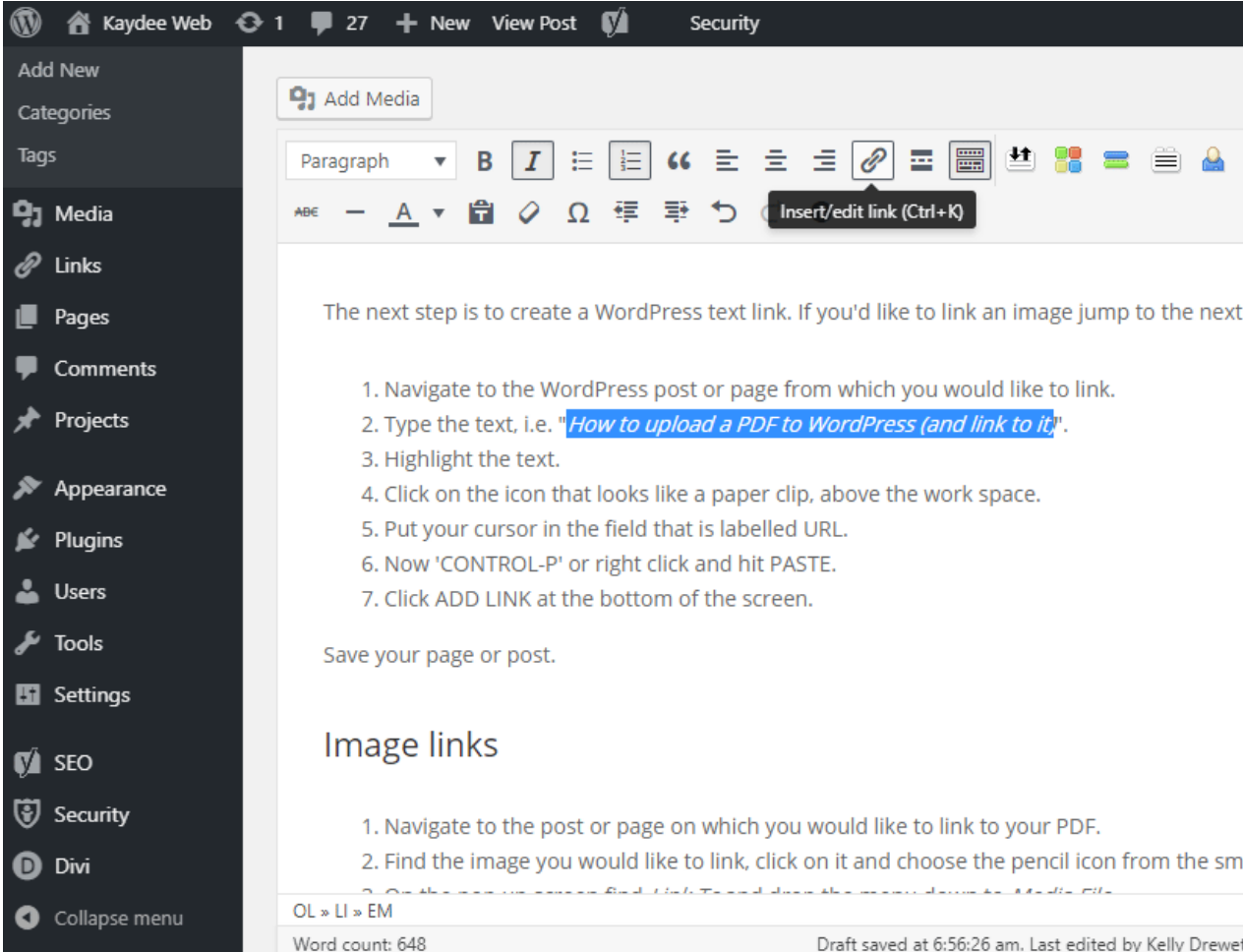
Great – that is step two.

Now we create a link to the PDF within a WordPress post or page.

Create a link to a PDF with a WordPress post or page

Text links

The next step is to create a WordPress text link. If you'd like to link an image jump to the next section.

1. Open the WordPress post or page in the admin area.
2. Find or type the link text, i.e. "*How to upload a PDF to WordPress (and link to it)*".
3. Highlight the text.
4. Click on the icon resembling a paper clip, above the work space.
5. Put your cursor in the field where WordPress says '*Paste URL or type to search*'.
6. Now '**CONTROL-P**' (to paste) or right click and hit PASTE. This pastes the link.
7. Hit **APPLY**, the blue button with a return arrow on, at the end of the field.
8. **UPDATE** your page or post.

The next step is to create a WordPress text link. If you'd like to link an image jump to the next

1. Navigate to the WordPress post or page from which you would like to link.
2. Type the text, i.e. "*How to upload a PDF to WordPress (and link to it)*".
3. Highlight the text.
4. Click on the icon that looks like a paper clip, above the work space.
5. Put your cursor in the field that is labelled URL.
6. Now 'CONTROL-P' or right click and hit PASTE.
7. Click ADD LINK at the bottom of the screen.

Save your page or post.

Image links

1. Navigate to the post or page on which you would like to link to your PDF.
2. Find the image you would like to link, click on it and choose the pencil icon from the sm

OL » LI » EM

Word count: 648   Draft saved at 6:56:26 am. Last edited by Kelly Drewet

Image links

1. Open the WordPress post or page in the admin area.

2. Click the image you would like to link, choose the pencil icon from the menu that appears.

3. On the new screen find *Link To*. Use the drop down menu to find *CUSTOM URL*.

4. Paste the PDF link into this field, using '**CONTROL-P**' or right click then PASTE.

5. **Update** your page or post.
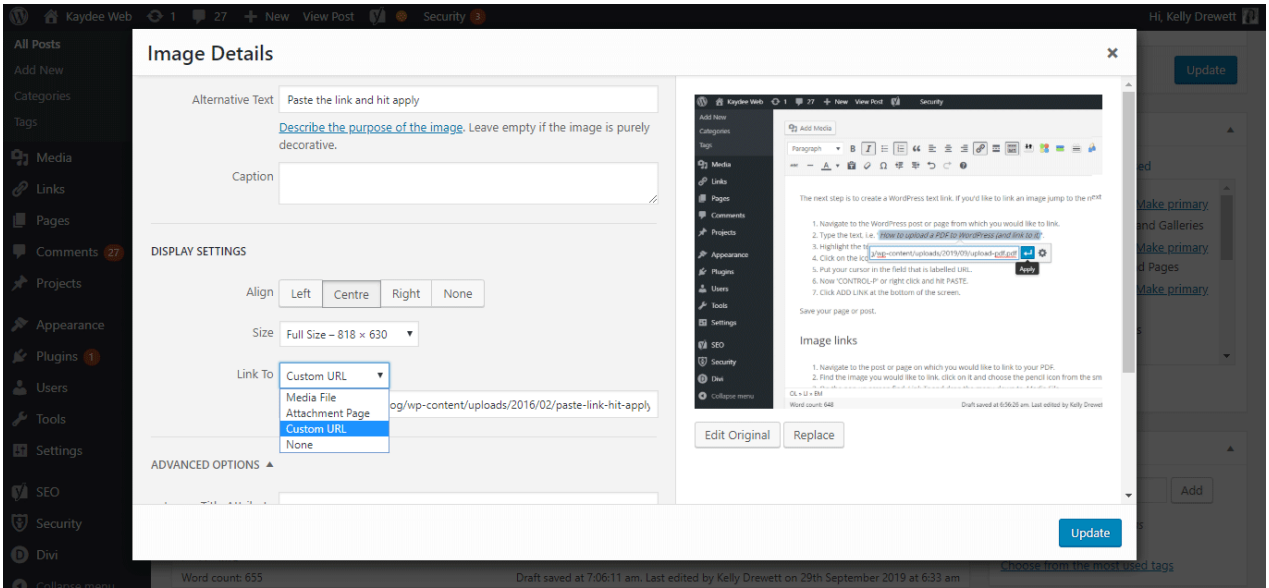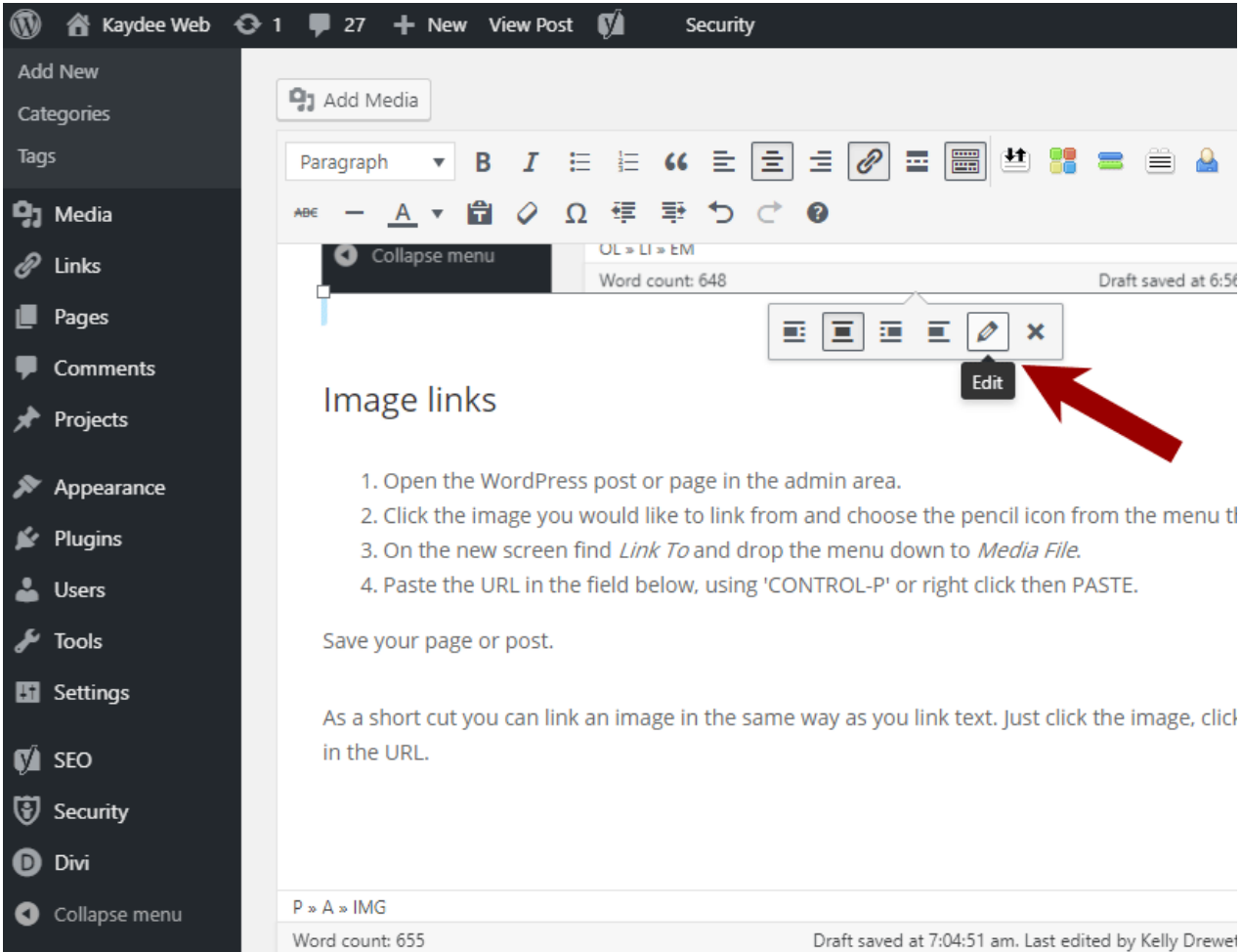
WordPress does allow you to link an image in the same way as text is linked. Just click the image, click the paper clip and paste in the URL.

A word about PDF file size

PDFs are often quite large in file size, because they are printable web documents so

creators tend to put design elements into them. Reduce the size of the PDF before you upload it to WordPress to keep your website/blog nice and fast.

Use an online PDF compression service like smallpdf.com.

I hope that helps you understand how to upload a PDF to WordPress and to link to it. Keep in mind that you can link to your PDF from other websites as well with the PDF link (or URL).

Using WordPress to link to any PDF on the web

Within WordPress website owners can link to any PDF on the web. Highlight, then copy the URL within the address bar. Then follow the steps below – 'Link to your PDF'. The red arrow on the image here shows what the URL is.

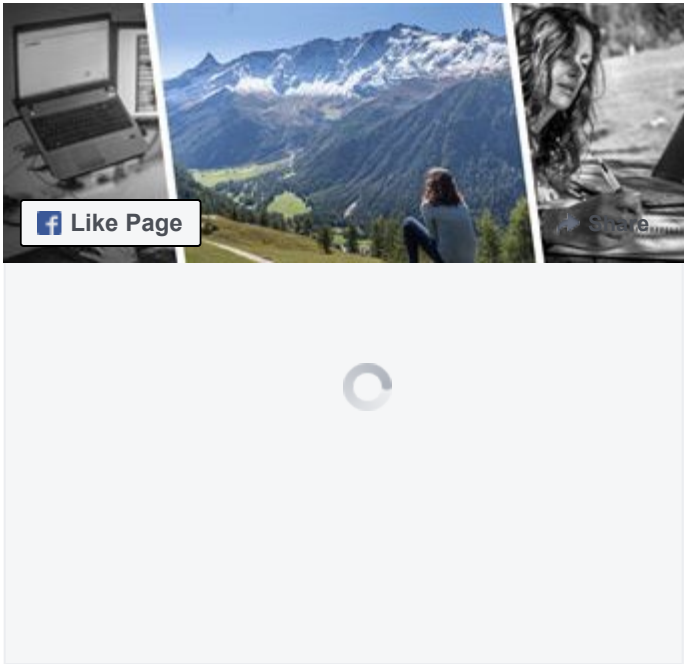And voila!

<div align="center">

DON'T MISS IT!

DO YOU FEEL LIKE YOUR WEBSITE DOES NOT GENERATE ENOUGH TRAFFIC?

I'm developing a truly amazing FREE guide with professional tips. It will help understand your website and why it might not be doing so well.

To be notified when it comes out – CLICK TO SIGN-UP TO MY NEWSLETTER.

</div>

Like Page

Search the blog

Did I help today?
CLICK TO
BUY ME A GLASS OF WINE

Most Recent Posts

What is a landing page?

How to upload a PDF to WordPress (and link to it)

How to create a blog post in WordPress

What does SEO mean?

What is a key phrase?

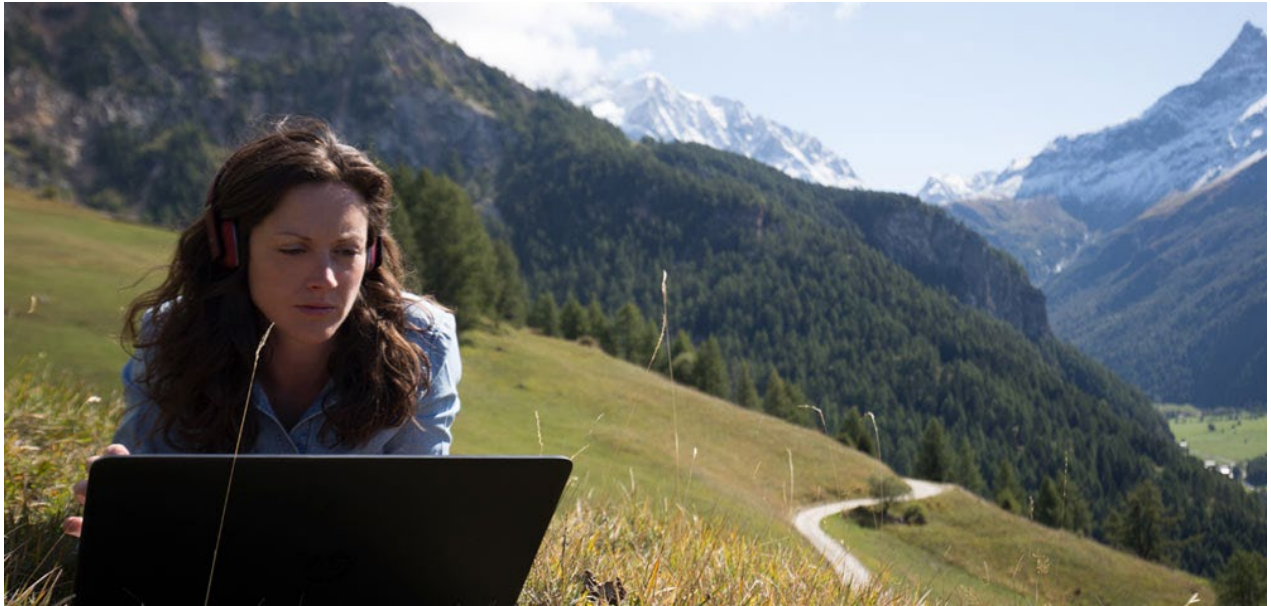How to edit pages in WordPress

Business startup website ideas

RESCUE YOUR WEBSITE

Click for help with your website and SEO

About the author

I am Kelly Drewett - a freelance website designer, who builds custom websites. I've worked with small businesses since the year 2000. I actively help you to work towards higher search engine listings. My aspirations are for you to understand website design and SEO, to have an interest in your own website and to adopt habits for a more competitive online presence.

I love to hear from you.

What are your thoughts on this post?

Have you got any questions? Submit a comment, below.

4 Comments

samson on 12th December 2018 at 12:10 pm

Amazing post. does it mean that when you upload the pdf it can then be indexed by google?

Kelly Drewett on 15th June 2019 at 4:17 am

Yes, PDFs are indexed by Google too 🙂

Stephen on 17th May 2018 at 9:58 am

Hiya,

Thanks for information.

What if I want to achieve something like this https://aibusiness.com/wp-content/uploads/2017/11/AI-BUSINESS-MEDIA-KIT_2018-p.pdf ?

It's not embeded as such, it just opens

How would I do this in wordpress?

Thanks

Stephen

Kelly Drewett on 17th May 2018 at 10:27 am

Hi Stephen, that is a PDF, which has been uploaded to the media library. To have it open, just create a link to it as described in this post. Kind regards, Kelly

Submit a Comment

Your email address will not be published. Required fields are marked *

Comment

Name *

Email *

Website

Get the best out of your website

Website marketing tips and advice, bundled into a newsletter. Click here to sign up.

Privacy policy

Keep in touch

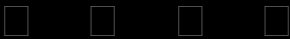Visit my website - kaydee.net

Follow me on a social network of your choice.

Drop me an email - design@kaydee.net

Online marketing   WordPress   Social Media   Online business

☐   ☐   ☐   ☐

kaydee.net