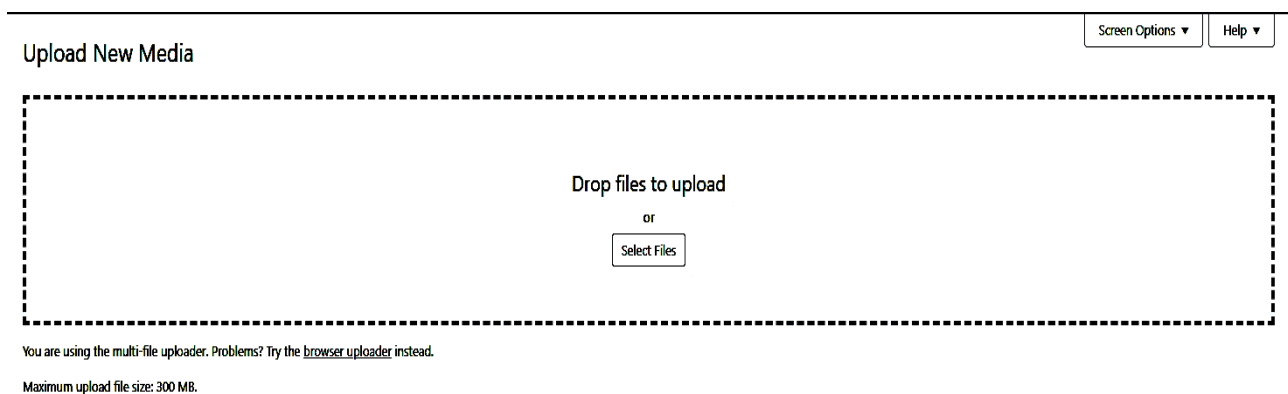


Log in to the Torfaen u3a website using your username and password. The **Dashboard Screen** will be displayed as shown in **Getting Started**.

Before you can proceed, the target document must exist in PDF form in the **Media Library** (see **Siteworks for All Users (3) – Picture Editing** for more details).

If it does not then add it as follows:

Click on **Media** and then on **Add New Media File**. The **Upload New Media** screen will appear.



Click on **Select Files** and then browse your device for the required PDF document file.

Select the file and it will be added to the Media Library.

Ensure that the Media Library is displayed in **List View**.




Locate the relevant document and hover over the thumbnail.

Select **Copy URL** from the displayed menu.

### **Creating a new link**

Navigate to the editing version of the page on which you want to create a link.

1. Highlight the text from which the link will be made.
2. Click on the link symbol  at the top of the page.
3. Paste in the URL of the PDF file.
4. Press the **Enter** key.
5. Click **Save**.

NOTE. You can create a link to an external website in the same way. At step 3 simply paste the URL of the website instead.
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### **Updating an existing link**

Follow steps 1 and 2 above.

Click on the **Remove Link** symbol. 

Click on the link symbol again.

Continue with steps 3, 4, and 5 above.