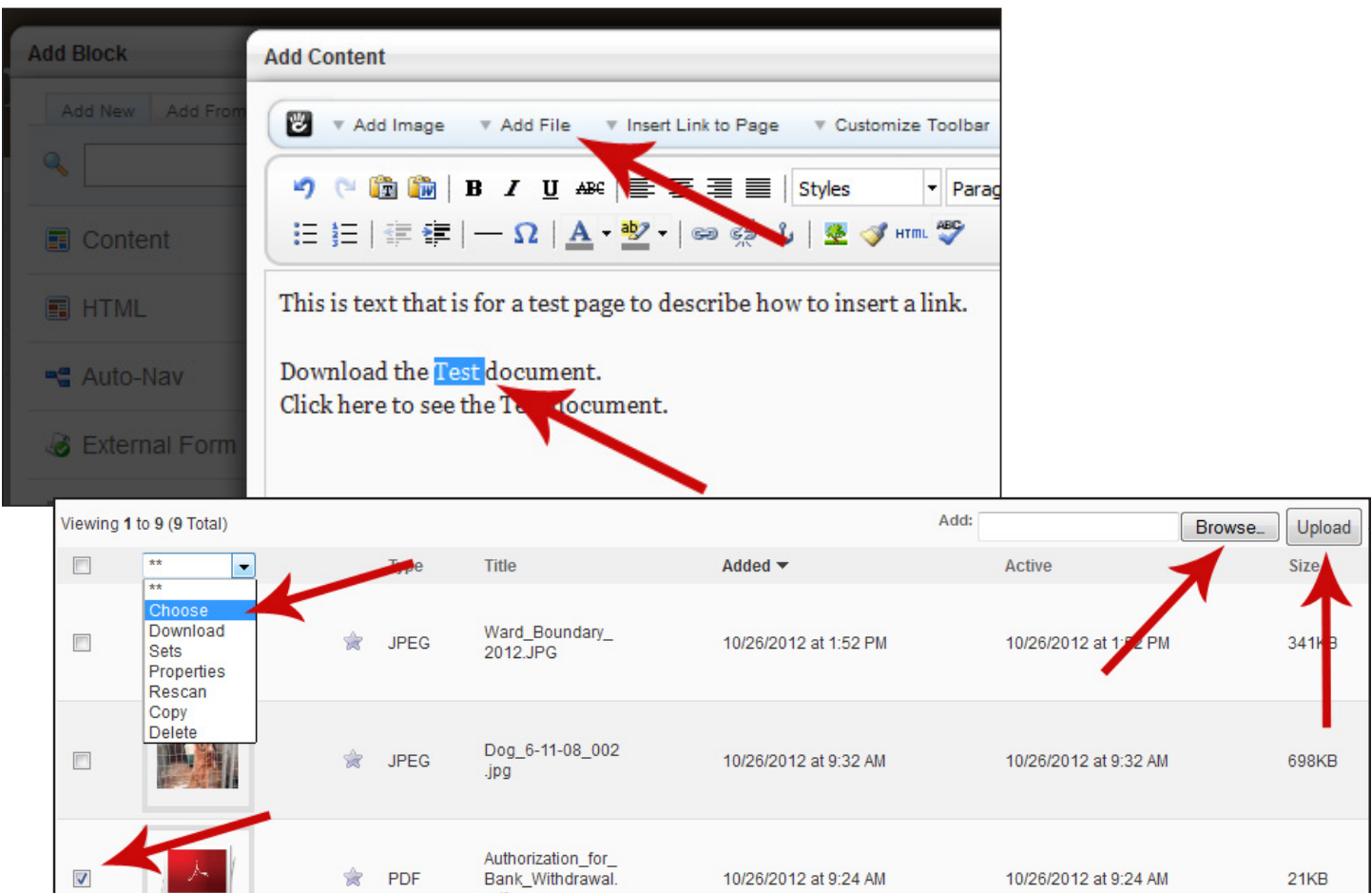# Concrete 5 Site Editing How-To

To add a PDF:

1. Login to Edit the site, get into Edit mode.
2. Add to Main, and select Add Block. If you're wanting to add a link into a box with other text or images, select the 'Content' option.
3. Add the text and images, and add the text where you are wanting to create the link. Select/highlight the text where you are wanting to create the link. The more text you select/highlight the longer your link will be.
4. Click on 'Add File' in the File Manager menu. In the top right is an add box, 'Browse' for the file you are wanting to add, select the file, click open. Then select 'Upload' in the File Manager menu.
5. The file you've added will display in the list, check mark the file, then from the dropdown select 'Choose'.
6. When you've made all changes select 'Add'.
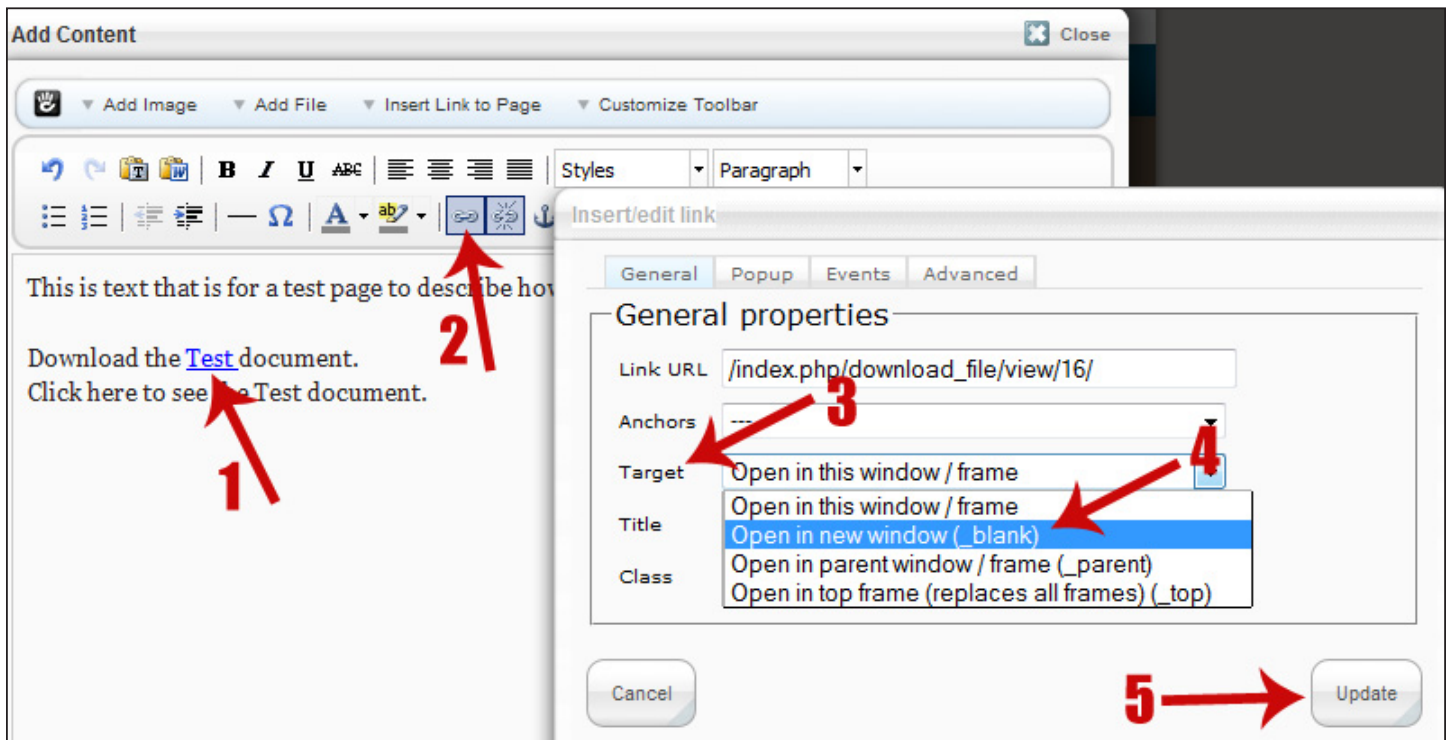7. In the top left, select "Exit Edit Mode' & 'Publish My Edits'.

To add a PDF (con't) - Open PDF in a new window:
1. If you want your document to open in a new window, put your cursor in the link.
2. Select the 'paperclip' icon in the menu, which is the 'Insert/edit link' button.
3. The 'General Properties' window display, go to the 'Target' option.
4. Select the dropdown, and 'open in new window (_blank)'.
5. Click 'Update'.
6. When you've made all changes select 'Add'.
7. In the top left, select "Exit Edit Mode' & 'Publish My Edits'.