Instructions for Ben – to add pdfs to his website WORD PRESS (see in contacts for password etc.)

1. Go to: <http://precisionfiduciary.com/wp-admin/>
2. Put in login USER = Ben pw PG?
3. On the left column, click on “Pages”
4. Find the page where you want to put a link to a pdf – hover over the name of the page – click on “Edit”
5. Scroll down below the big purple box
6. You will see a number of different gray “text” boxes – find the text you are looking for – to do so click on the 3 horizontal lines “Module Settings” and that will bring up the copy for that section of the webpage
7. To add a pdf first type the link copy. For example, Download pdf: name of pdf
8. Use your cursor to highlight the word or words that you want to be the link, for example, the name of pdf
9. Above the copy on that page you will see a tool bar. Right above that you will see a button “Add Media” – click on that.
10. Click on “Upload Files”
11. Click on “Select Files” then find the pdf you want to add in your computer’s file
12. On the Insert Media page – on the right hand column – in to the “Title” box, type how you want the link to read, in this case “the name of pdf”
13. Then click on the box below “Insert into page”

That should do it!