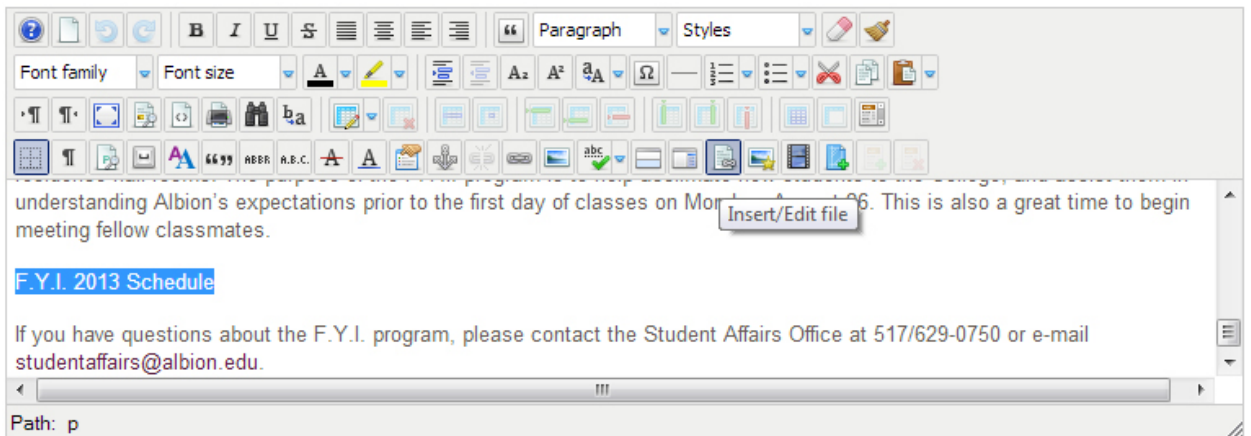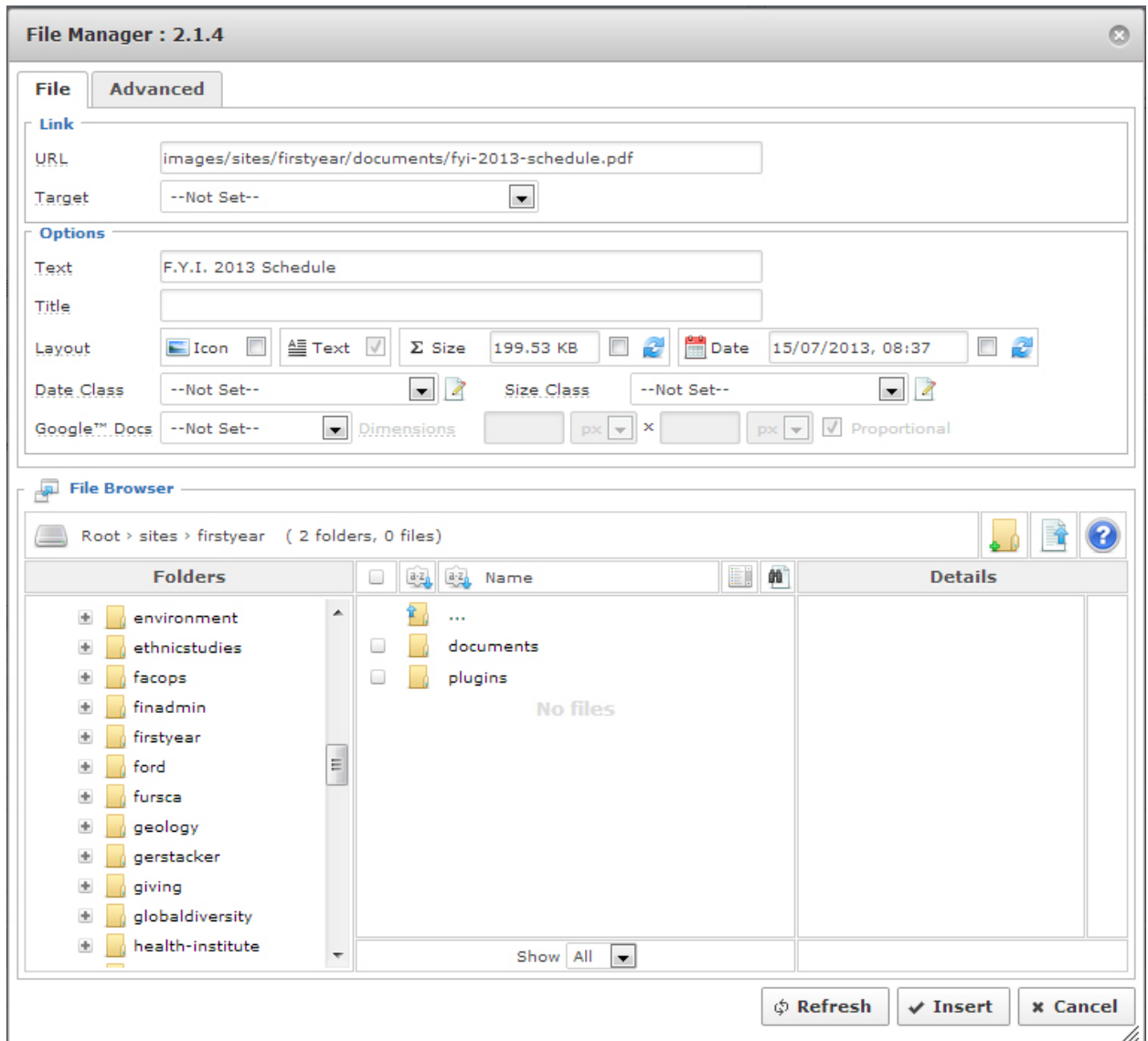1. Highlight the text you want to link from, click the **Insert/Edit file** button
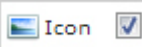

2. This will open the *File Manager*, in the bottom section you see the *File Browser*

3. Browse to the folder that relates to your part of the site

4. Inside the your site's folder browse to the appropriate folder (if necessary)

5. Click the **upload** button (next to the blue question mark icon)

6. Either drag your file from windows to the pop up or click the **Browse** button and browse to your file
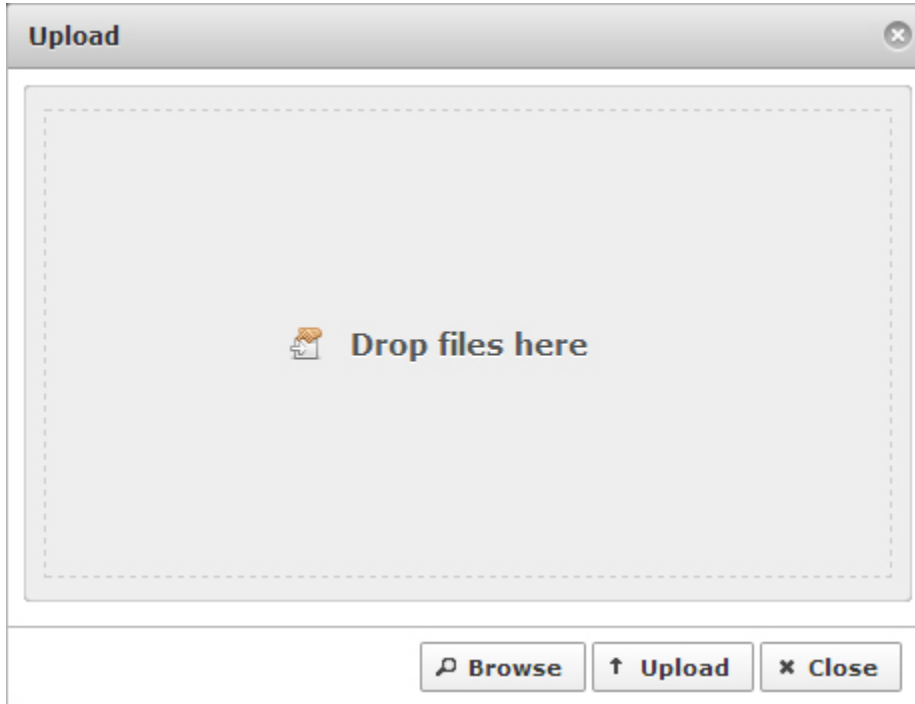
7. When it asks if you want to "*Replace file link text with file name?*", select **No**

8. Make sure the **Icon checkbox** is checked if you want the file type icon to appear next to the link

9. Click **Insert**, the *File Manger* will close and you should see your link in the *Article Text*.

10. Click **Save** and your changes are live.