

How to Upload Documents to Your Website

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Uploading documents to your website's media library will allow any visitors to view and download the files you provide. This can be extremely helpful for registration forms, liturgical ministry schedules, and much more.

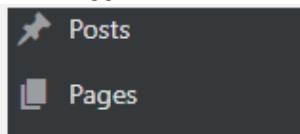
While WordPress will accept several different file types such as Microsoft Word and Excel documents, the preferred file format for universal viewing by all website visitors is **Adobe Acrobat (.PDF)**. This is due to the fact PDFs can be viewed without having to download the document first. This is especially important due to the fact that up to 80% of your website visitors are viewing on a mobile phone, which typically cannot download and open files.

Additionally, there are two different methods of uploading files:

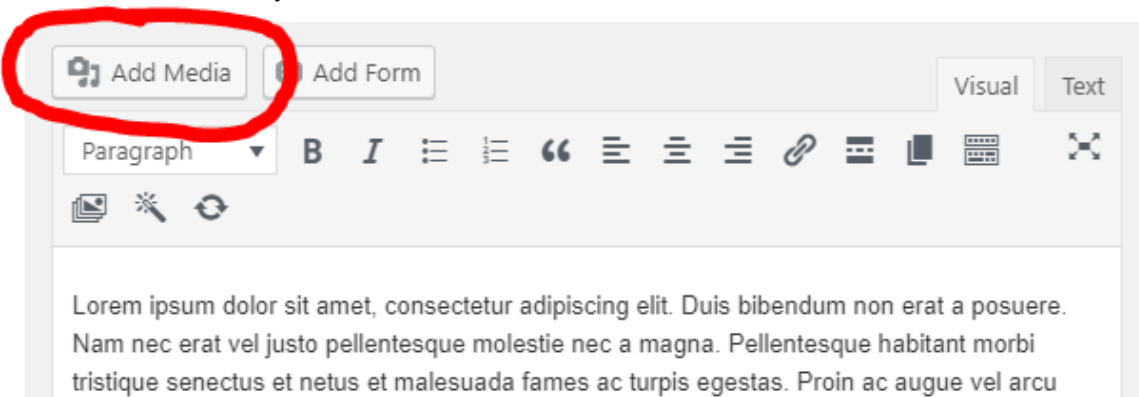
1. Upload while editing a page or post
2. Upload directly to your media library

Here is how to upload documents to your website while editing a page or post:

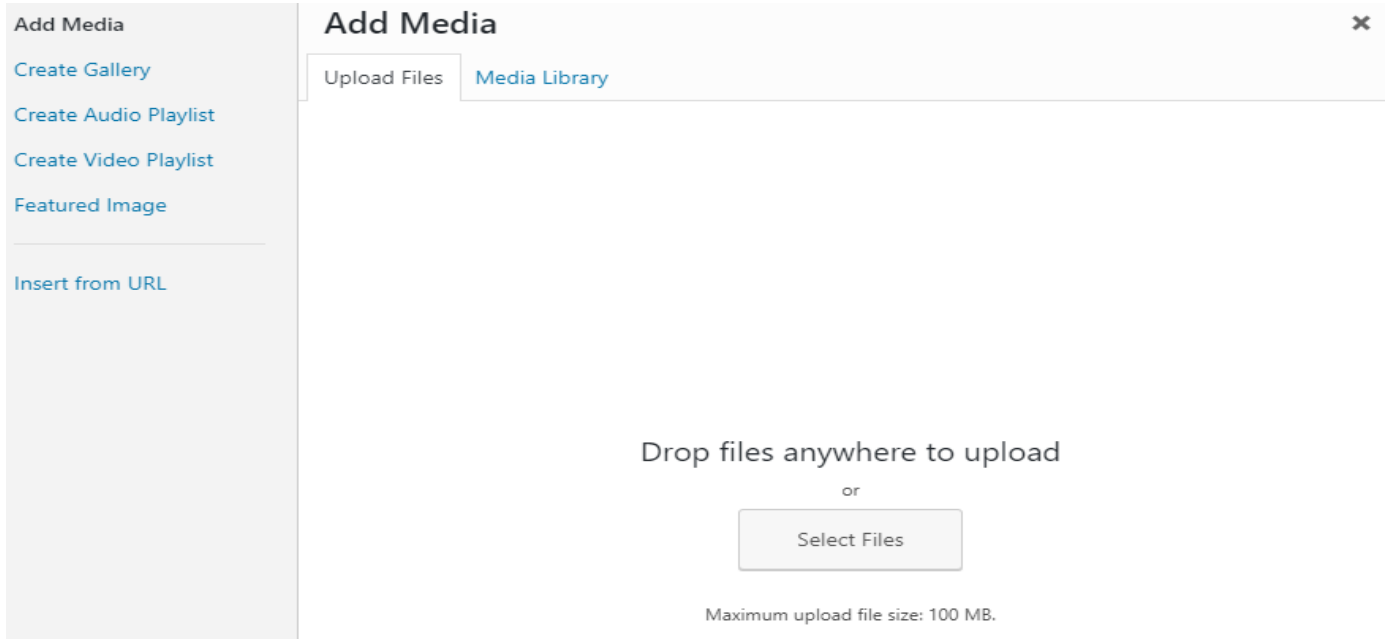
1. Once logged in, click on **Pages** or **Posts** in the menu on the left-hand side of the Dashboard.



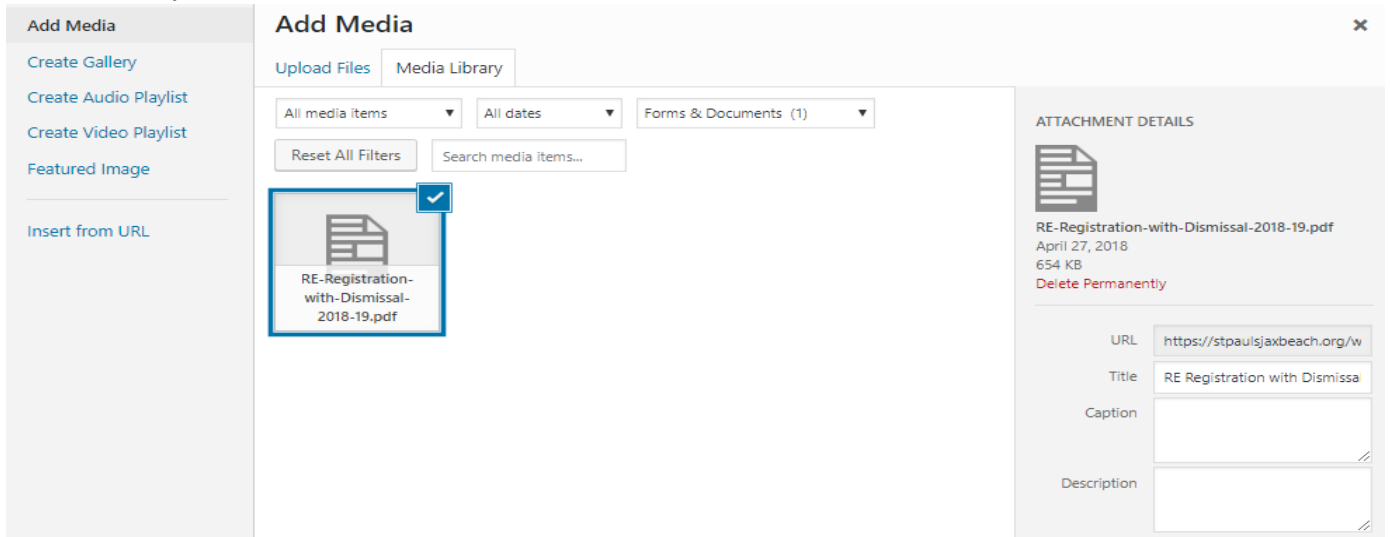
2. Click on the page or post you desire to edit.
3. Place your cursor where you would like the image to appear.
4. Click **Add Media** above your visual editor.



5. If you have not already uploaded the image, take this time to upload the image by clicking **Upload Media**.




6. Locate the file you desire to add and click on it.



- The title of the file will determine what the title of the link is. Change the title of the file as needed.

ATTACHMENT DETAILS



RE-Registration-with-Dismissal-2018-19.pdf
April 27, 2018
654 KB
[Delete Permanently](#)

URL

Title

Caption

Description

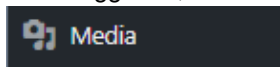
- Click **Insert into page/post**

Insert into post

- Click the blue **Update** or **Publish** button to save your changes.

Here is how to upload documents to your website's media library:

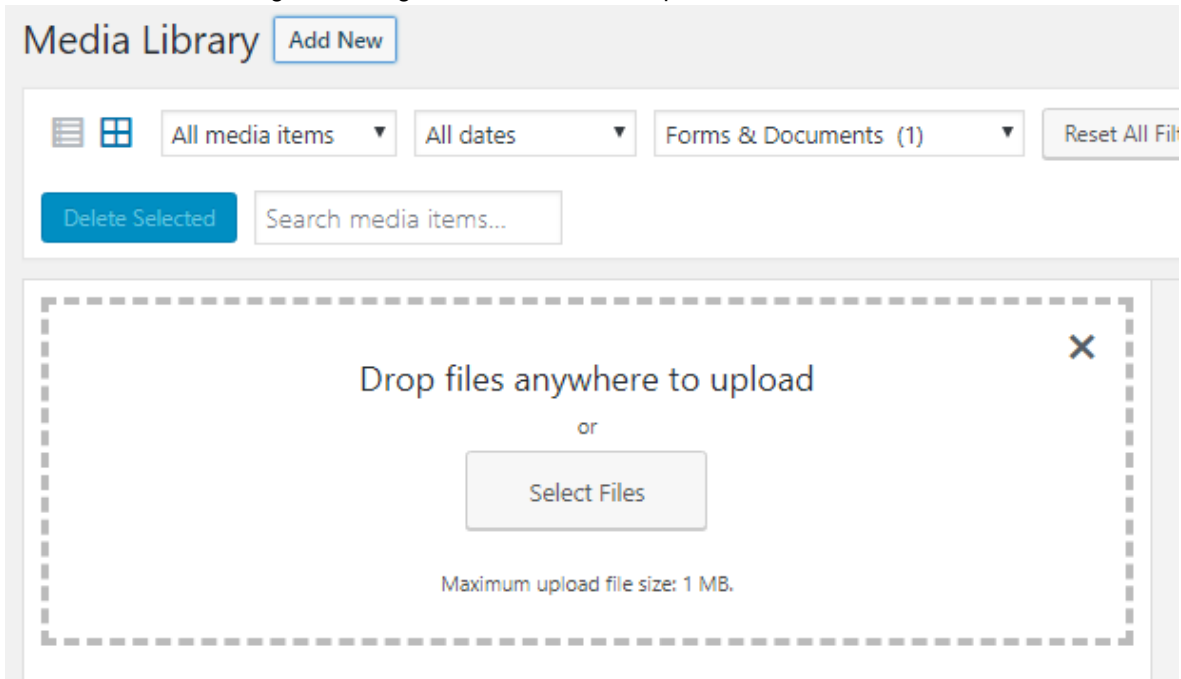
- Once logged in, click on **Media** in the menu on the left-hand side of the Dashboard.



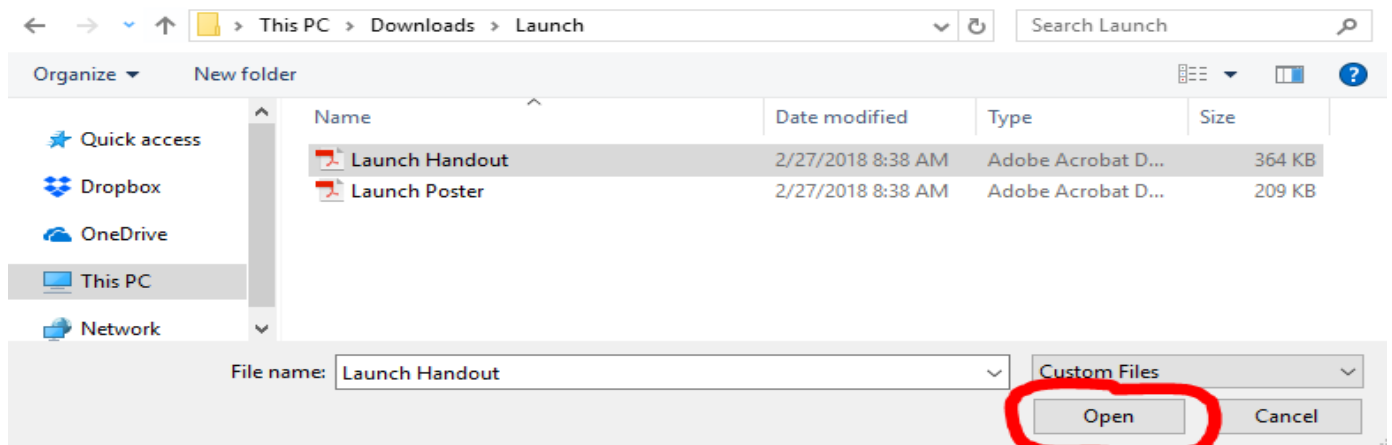
- Click **Add New**.

Media Library

3. Click **Select Files** to begin selecting which documents to upload.



4. Once you have selected files from your computer, click **Open**. This will automatically upload your file



V Veronica is the author of this solution article.