**Instructions for Uploading and Linking Documents with WordPress**

* Name and save your document.
* Before you upload a document, check to see if a document with the same name may have already been uploaded by you or another user. Do a Media Library search in WordPress for your document.
  + In your WordPress dashboard, click on the Media icon found on the left-hand side of your computer, then Library and type in the document name in the Search box.
  + If the search identifies a duplicate, click on the document and an Attachment Details screen appears. At the bottom right of this screen and written in red is the Delete Permanently option. If you no longer need this document, click on Delete Permanently to remove.
* After checking for duplicates, click on the Media icon, then Add New.
* This will take you to your computer. Navigate to where you saved your document.
* Select document you want to upload, then Open. Document name will appear in the upper left-hand corner of the screen.
* Details to the right. Click Insert into Page.
* Navigate to WordPress page where you want to upload the document. Insert the name to the document and highlight it.
* Click on Add Media button that appears in the upper left-hand
* Insert media screen will appear. Click on upload files.