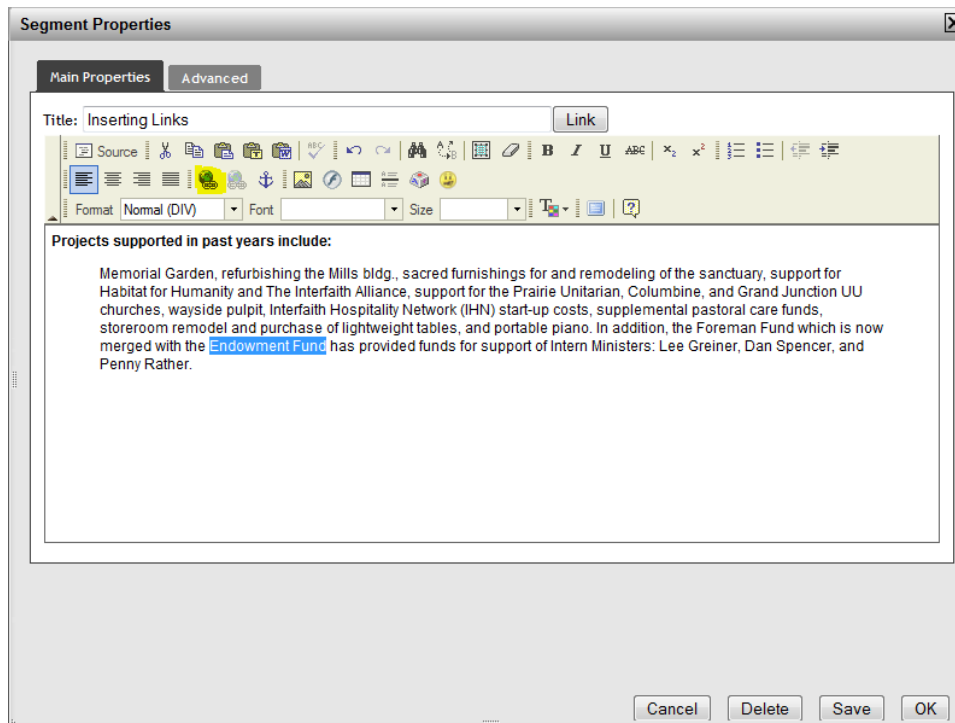


### Getting Started

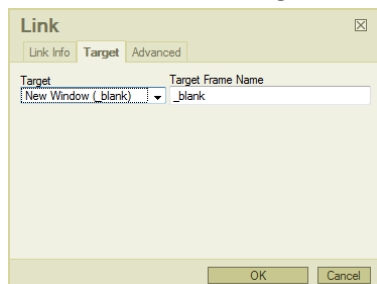
Login to the JoyaCMS website and navigate to a page where you have editing privileges. Select the 'Edit Page' Link and edit or add a text segment to the page.

### Inserting a Link to a Document (PDF)

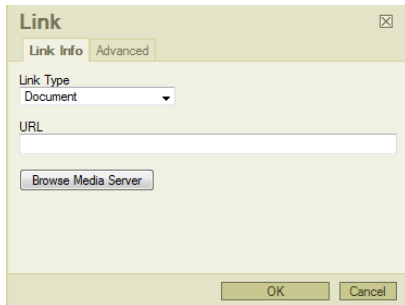
1. In the Segment Properties editor window, type or select a phrase of text. Then, click on the Add/Edit Link button that is highlighted below.



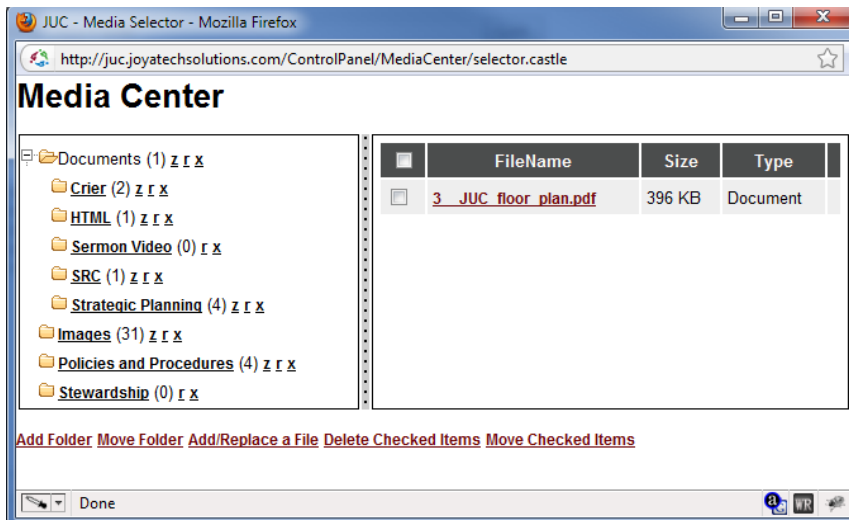
2. The first thing you should always do with a document link is to configure it to open in another window. This ensures that links from your site will not disappear for the user. You do this by selecting the 'Target' tab from the Link dialogue box and choosing New Window from the drop-down.



- Return to the 'Link Info' tab and set the Link Type to Document using the drop-down. Notice that the button changes - click on the Browse Media Server button.



- This takes you to your site's Media Center. From here you will browse your uploaded items and select the document file you want by selecting the name link. Please disregard the checkboxes. If your document has not been uploaded it is recommended that you upload the file to the Media Center first before beginning this insertion step.



- The document link is now visible in the Link dialogue box. Press Ok here and on the Segment Properties editor and your document link will be visible in your page segment. When you select the link, it should open another window and display your PDF document based on your browser preferences.

