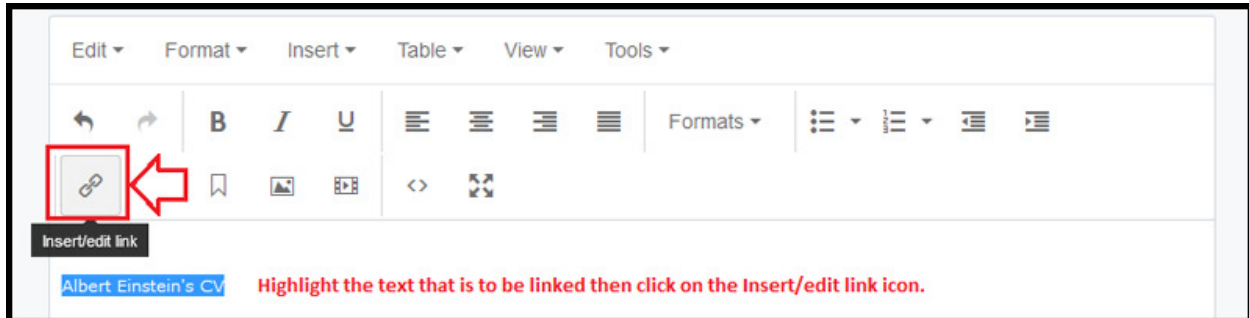


# Linking to a document on a page



Edit the page to which you wish to link your document. Add the text that will be the link (e.g. Albert Einstein's CV) and then highlight it. Click on the Insert/edit link icon (shown to the left of this text).



The following window will open:

### Insert/edit link

Link Source  Internal  External

Link [Choose File, Page, or Link](#)

Anchor

Text to display Albert Einstein CV

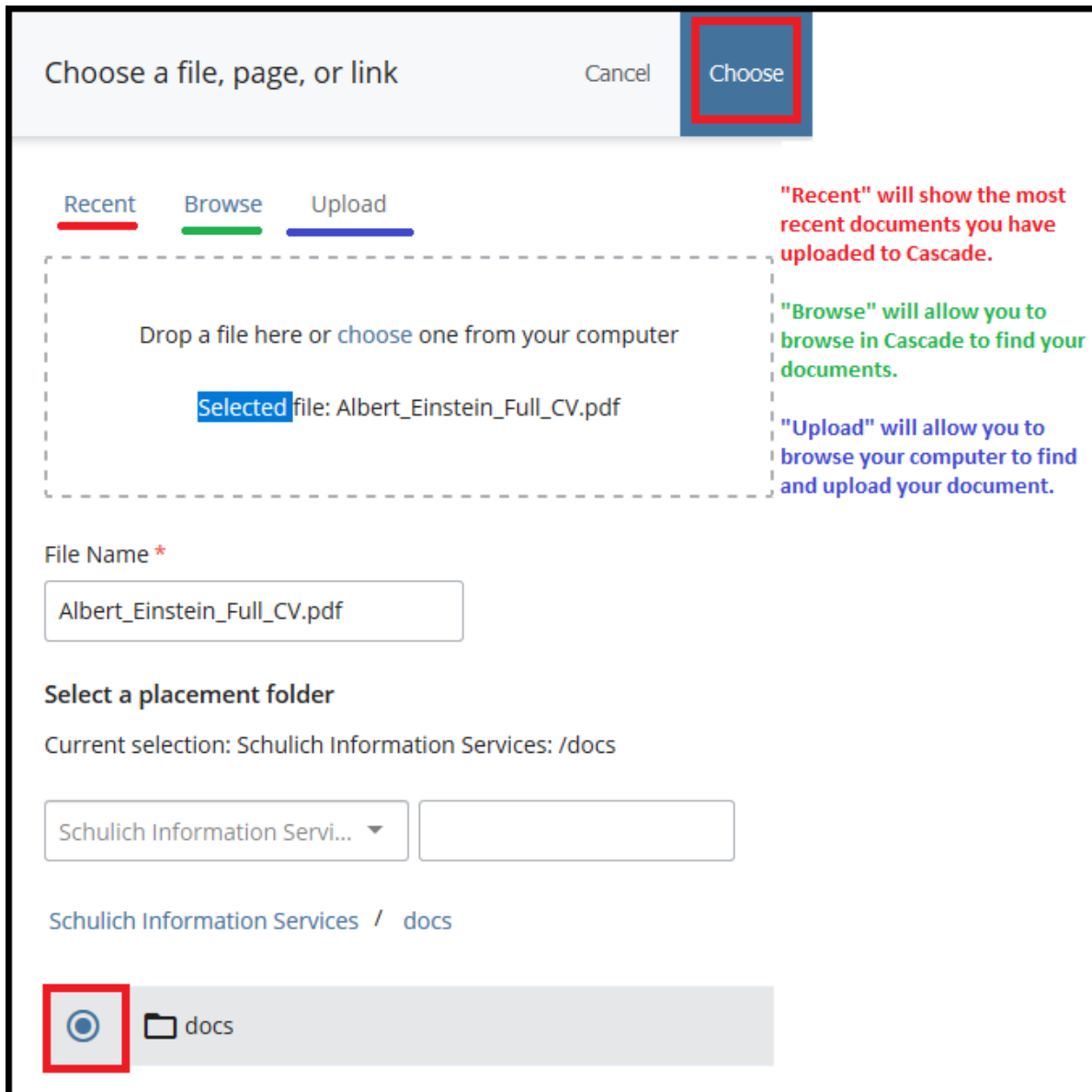
Title

Target None

Class None

Ok Cancel

Click "Choose File, Page, or Link" and the following page will open:



The Recent button is the default and will display a list of recently added documents. Clicking “Browse” will allow you to navigate in Cascade to find your document.

Upload will allow you to navigate your hard drive to find and upload your document and link your document while editing the page (see note below).

Once you have chosen your document, click “Choose”.

### Insert/edit link ✕

Link Source  Internal  External

Link

Anchor

Text to display

Title

**Target**

Class

**Change the "Target" to New window and click "Ok".**

Once you have chosen your document and changed the Target to "New window", click "Ok" and your document will be linked on your page.

**Note:** Using the "Upload" feature will allow you to upload a document directly on to the page and choose the placement folder for the new document (e.g. "docs" folder). Uploading a documents onto the page you are working on is done the same way you upload an image onto the page you are working on (see Uploading Image while editing a page tab).