# Uploading and linking to documents using the Visual Editor

## Step 1: Go to the Media Library

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* Make sure the Visual Builder is enabled
* In the text editor, click Add Media

## Step 2: Upload your document(s)



In the Media Library, select Upload Files, then click Select Files to upload the document(s) you need.

## Step 3: Select the file you want to link to



* Select the file you want to link to – it should be outlined in blue with a check mark
* Under Attachment Details, copy the file link
* After copying the link, exit out of the Media Library using the X in the top right corner

## Step 4: Add the document link in your page content



* Highlight the text you want to link to
* Click the link icon
* Paste the URL copied from the Media Library into the URL box
* Click Ok
* Make sure to save – click the green check mark

**\*This is the same process you will use to replace links (e.g. switching out documents that are outdated)**