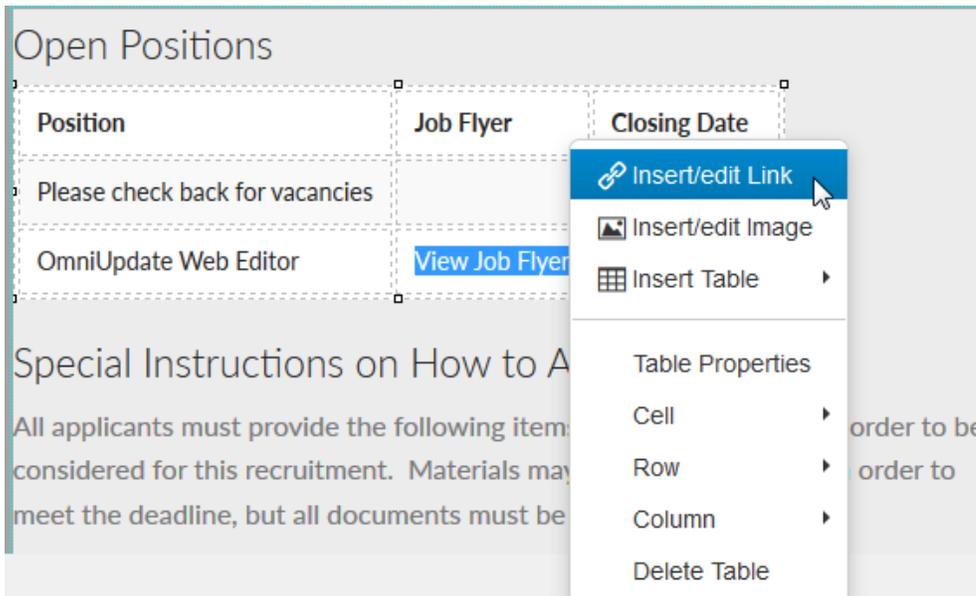


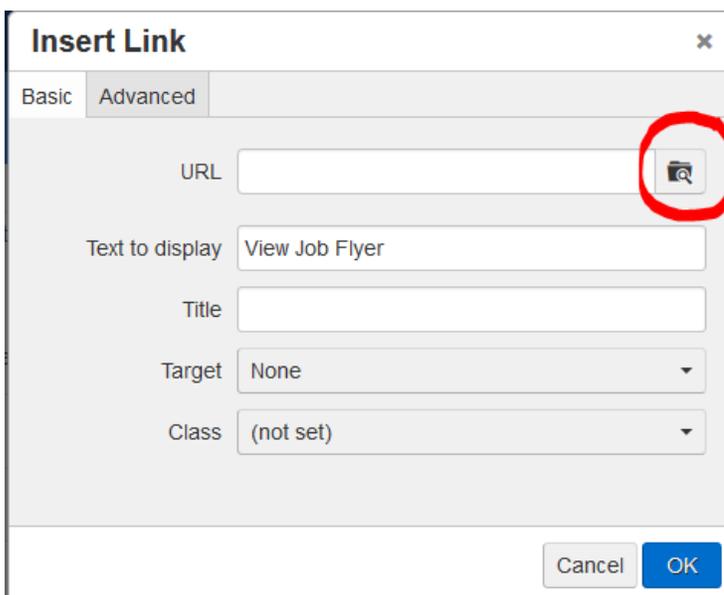
## Add a PDF or Other File on Your Webpage

1. From your department page, log into OU Campus.
2. Click the Main Content button to toggle into editing mode:  

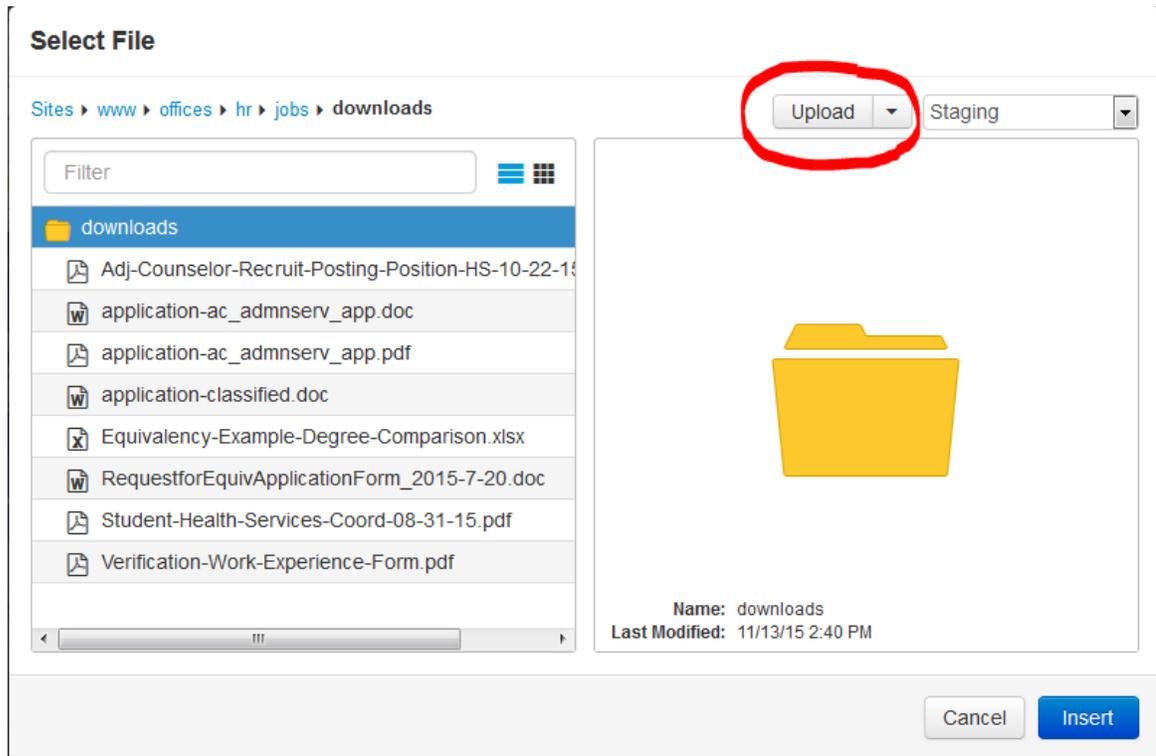
3. Highlight the word(s) which will link to a PDF document and select Insert/Edit link which is an icon on the toolbar and, also, available from the right-click menu:



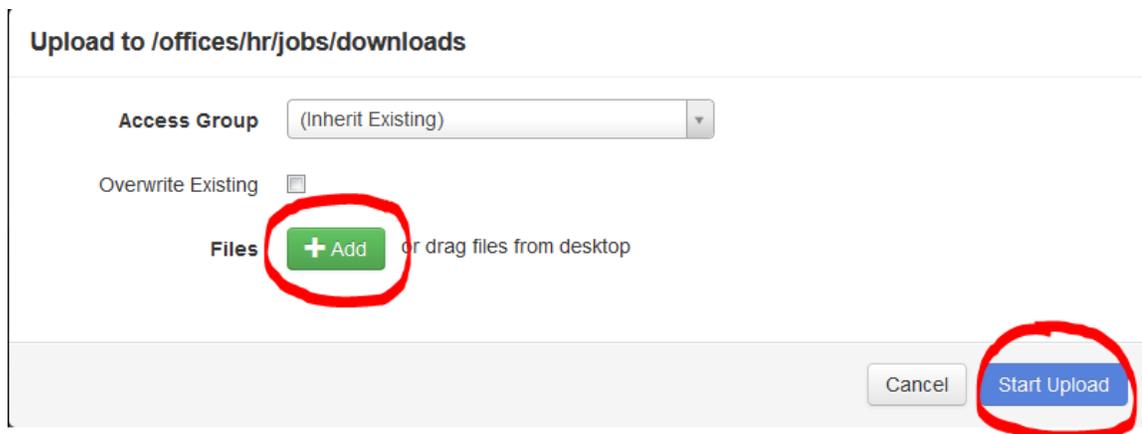
4. In the Insert Link dialog box, click search:



5. Navigate to the “downloads” folder or appropriate folder. To select an existing PDF file, find it in the left-hand pane. To Upload a new PDF file, click the Upload button:



6. The Upload button allows you to search for a file from your desktop or network drive. Click the Add button -- or drag and drop files onto the dialog box -- then click Start Upload:



*Note: Filenames cannot contain spaces*

7. Click Insert, then OK. Save & Publish your page.

**TIP:** You can manage PDF and other file types from the file view in OmniUpdate. Hover on Content > Pages to toggle into file view. Navigate to the “downloads” folder to manage files (recycle, upload).