WordPress Tutorials

How to upload a PDF Word or Excel document

Step 1 - Upload the Document

Go to the page where you want to add the document and click "Edit Page"

Place the cursor where you want the document link and click "Add Media"

Drag the document onto the screen

When it has finished upoading, click it so it has the blue tick

Click Insert into Page

When you click Insert into Page it will take you back to the editor and you will see the name of the document wherever the cursor was originally placed. You can change this name right there if you wish.

Press UPDATE on the right hand side, then VIEW PAGE at the top to test out the link

Please make sure that you have read the **_fees page_** before applying.

If you would like to apply to enroll your child, download and complete the forms below.

You will be contacted to schedule an interview.

The form is temporarily unavailable, please contact Mrs Hannah directly for enrollment forms at admin@woodcrestacademy.co.za

Downloadable Forms

Stationery- Gr6 + Gr7

Step 2 - Use an Icon

If you would prefer that the user clicks on an Icon instead of just plain text then you will need to find an image to use as an icon. Go to google and search for PDF icon or Excel icon or anything you might prefer such as a picture of a book, download this to your computer and then upload it to wordpress as a normal image (See Tutorial 2).

First place the text link as per above

Place the icon image in your page where you want it to be, nice and small because it's just an icon. You should still see your original text link that you put there before

You will be contacted to schedule an interview.

The form is temporarily unavailable, please contact Mrs Hannah directly for enrollment forms at admin@woodcrestacademy.co.za

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Now click on the text link and press EDIT - the link will be highlighted.
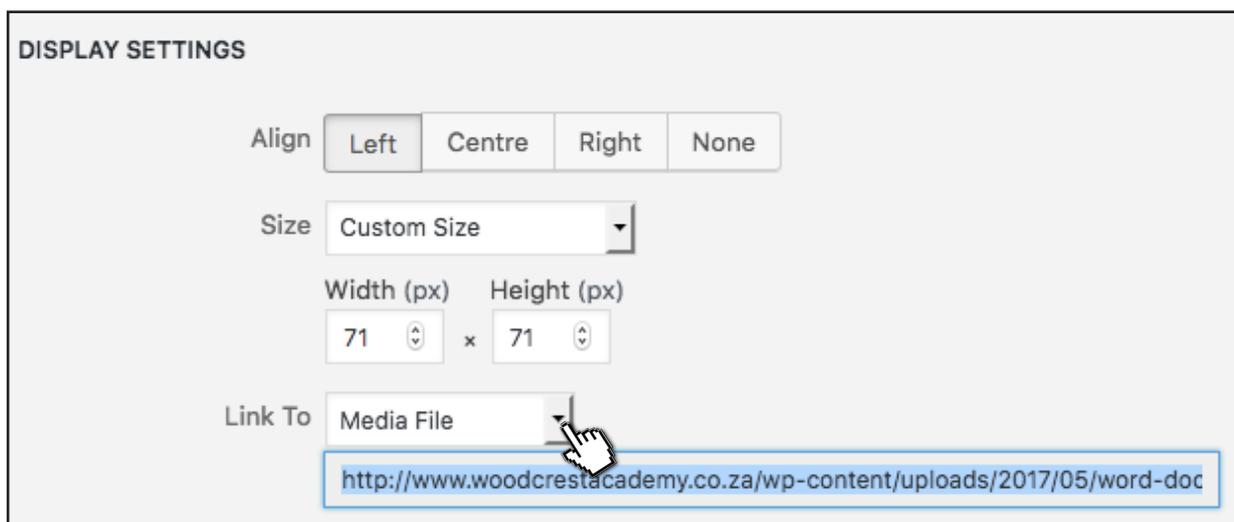
Stationery- Gr6 + Gr7

woodcrestacademy.co.za/.../Stationery-Gr6-Gr7.docx ✎ ⚯

Edit

Press Control C to copy this link or go to the top left of the screen under Edit and click Copy.

Stationery- Gr6 + Gr7

http://www.woodcrestacademy.co.za/wp-co ↵ ⚙

Now click on the new icon and press Edit

▣ ≡ ⊟ ≡ ✎ ✕
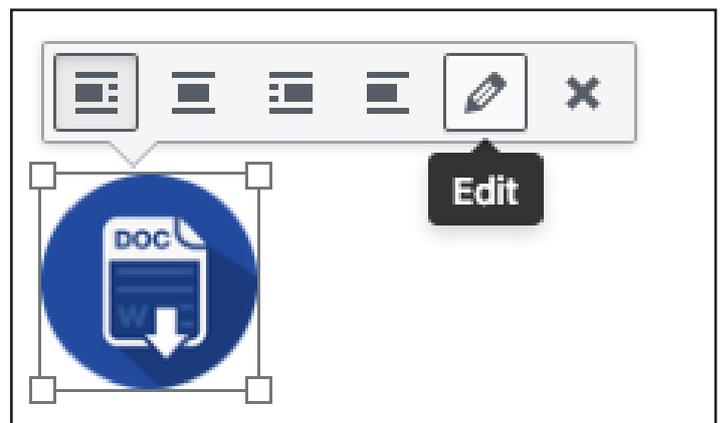
Edit

Under Link To choos Media File and Control P or Edit Paste the link to the document that you copied from the text link

DISPLAY SETTINGS

Align | Left | Centre | Right | None

Size | Custom Size ▾

Width (px)   Height (px)
71 ⇕   x   71 ⇕

Link To | Media File ▾

http://www.woodcrestacademy.co.za/wp-content/uploads/2017/05/word-doc

Click Update and remove the text link. Type a name next to the Icon, click Update and View Page to test it out. Edit Page to make corrections.