

Today Susan asked me how to put a PDF file onto her website. I suggested using Scribd. Her eyes rolled. So I said upload it as media. Eyes rolled again. So here we're doing by example.

The PDF file I'm going to attach contains this short poem

I've written a plugin called [oik](#)  
It's something I think you will [loik](#)  
So if you want to know how  
I can help you right now  
Book me for a 10-minute [toik](#).

### Steps

1. Create the .pdf file – we did this by displaying the post and then pasting into Open Office and exporting as a PDF
2. Click on Add media
3. Select the PDF file
4. Choose link to URL
5. Click on insert into post

The link will look like the one below.

[the-oik-limerick](#)

If you want it to look like a .pdf file – with the Acrobat PDF logo then you have to do a bit more work. That's for another day.