

How do I create a file link in a page in a group?

In groups, you can add a file to a page.

<https://embed.app.guidde.com/playbooks/5VgkdBSegxvqocPdsmuqaW>

Embed this Video

Open Pages

Open Pages

In Group Navigation, click the **Pages** link.

View Pages

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

[Open Page](#)

Click the title of the page you want to edit.

Edit Page

Edit Page

Click the **Edit** button.

Select Link Location

[Select Link Location](#)

In the Rich Content Editor, place your cursor where you wish to insert your file.

Insert File Link

Insert File Link

You can [add links to group or user files](#). The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

Save Changes

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Click the **Save** button.

View Page

View Page

View the page.

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