

How do I upload a PDF to a page in a group?

You can upload PDFs to a group page in Canvas.

<https://embed.app.guidde.com/playbooks/iuPJrq8GQtIR37hdvEo9wa>

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 PDF Location

[Select PDF Location](#)

In the Rich Content Editor, place your cursor where you wish to insert the PDF document. You can [embed previously uploaded documents](#) or [upload new documents](#).

Verify PDF Upload

Verify PDF Upload

Verify the placement of the linked file. The text will turn blue indicating that the link is downloadable.

Save Changes

Save Changes

Click the **Save** button.

Preview PDF File

Preview PDF File

View the PDF file by clicking on the file name.

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