

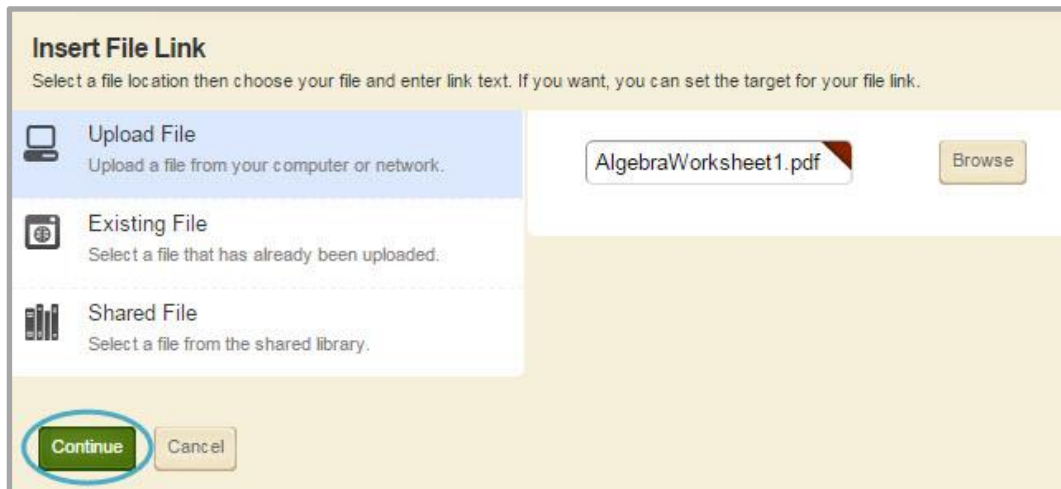
Insert File Link Wizard

The Insert File Link Wizard allows you to create a link to a file. You can upload a file or select a file from [Files & Folders](#) or a Shared Library.

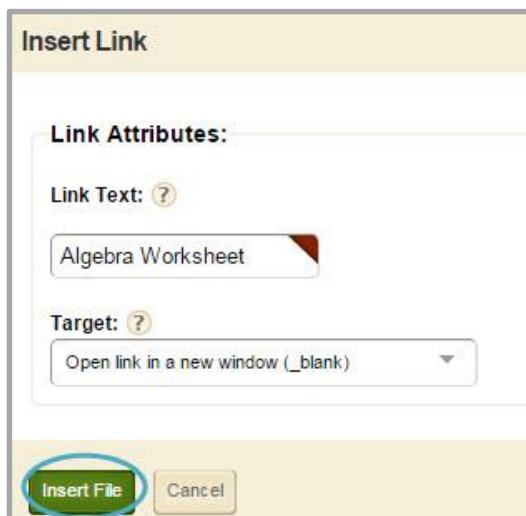
The Insert File Link Wizard is available in the [Basic Text Editor](#) and the [Full Text Editor](#).

Here's how you add a file link in the Content App.

1. Click the **Insert File** icon. The Insert File Link dialog displays.
2. You can choose to upload a new file, insert an existing file or upload a file from a Shared Folder. To upload a new file, click **Upload**.
3. **Browse** and choose the file you wish to upload.



4. Click **Open**, then click **Continue**. The Insert Link window will display.
5. Enter the text you wish to display for the link in the Link Text field.
6. Choose a Target for your link. This will determine if your link opens in the same window or a new window.



7. Click **Insert File**. You are returned to your Content App in Edit Mode.
8. Click **Save**.