

JangoMail Tutorial

Linking to PDF (and other) Files

As an alternative to adding attachments to your e-mail, you can upload the file to a web site folder, and then include a link to the file in your e-mail. You would, of course, compose your message to draw attention to the linked file.

To save the file, you have two options:

- You can save the file to a folder on your own web site. All you will need to know is the full URL (file path) of the file so that you can create the link to it in your message.
- You may also use the JangoMail Image Manager to upload your file to the JangoMail Image Server. You may then use its URL in a link as well.

This tutorial covers using our Image Manager for hosting your files. This uses two features within JangoMail's Enhanced HTML Editor: the Upload Images tool and the Insert Hyperlink tool.

As you are composing, make sure you click the link to **Switch to HTML Editor** if it does not display by default. Once the Editor loads, you will have the needed tools.

First, in the top toolbar, find the **UPL IMG** (for upload image) tool. Click **Browse** to select your PDF. Once the path to your PDF is indicated, then use the Upload Image button to transfer the file to our server. Note: Image file names should be short and simple, as they become part of the URL for the link. The file names must NOT use any punctuation marks or non-character symbols.

When the transfer is complete, you will see a green bar indicating success at the top of the screen. Now find your file's name in the list of **Available Images**. In the HTML code section for that file, you will see the full HTML for the link.



```
Name: top10.pdf -- View File -- Delete File  
Size: 89,087 bytes  
HTML Reference:  
<a href="http://img.jangomail.com/Clients/41744/Images/top10.pdf">
```

You need to copy only PART of this. Copy everything between, but not including the quotation marks. This will be the full URL for your file.

<http://img.jangomail.com/Clients/41744/Images/top10.pdf>

Once this is copied, close the Image Manager window.

Now, in your message, select the text that you want to become the link and click the **Insert Hyperlink** tool from your top toolbar (a globe with a piece of chain link in front of it).

This pops up the hyperlink window. In the Address area of this window, DELETE anything already there. Then, PASTE in the URL you copied from our Image manager. When you click OK, the text will be linked.