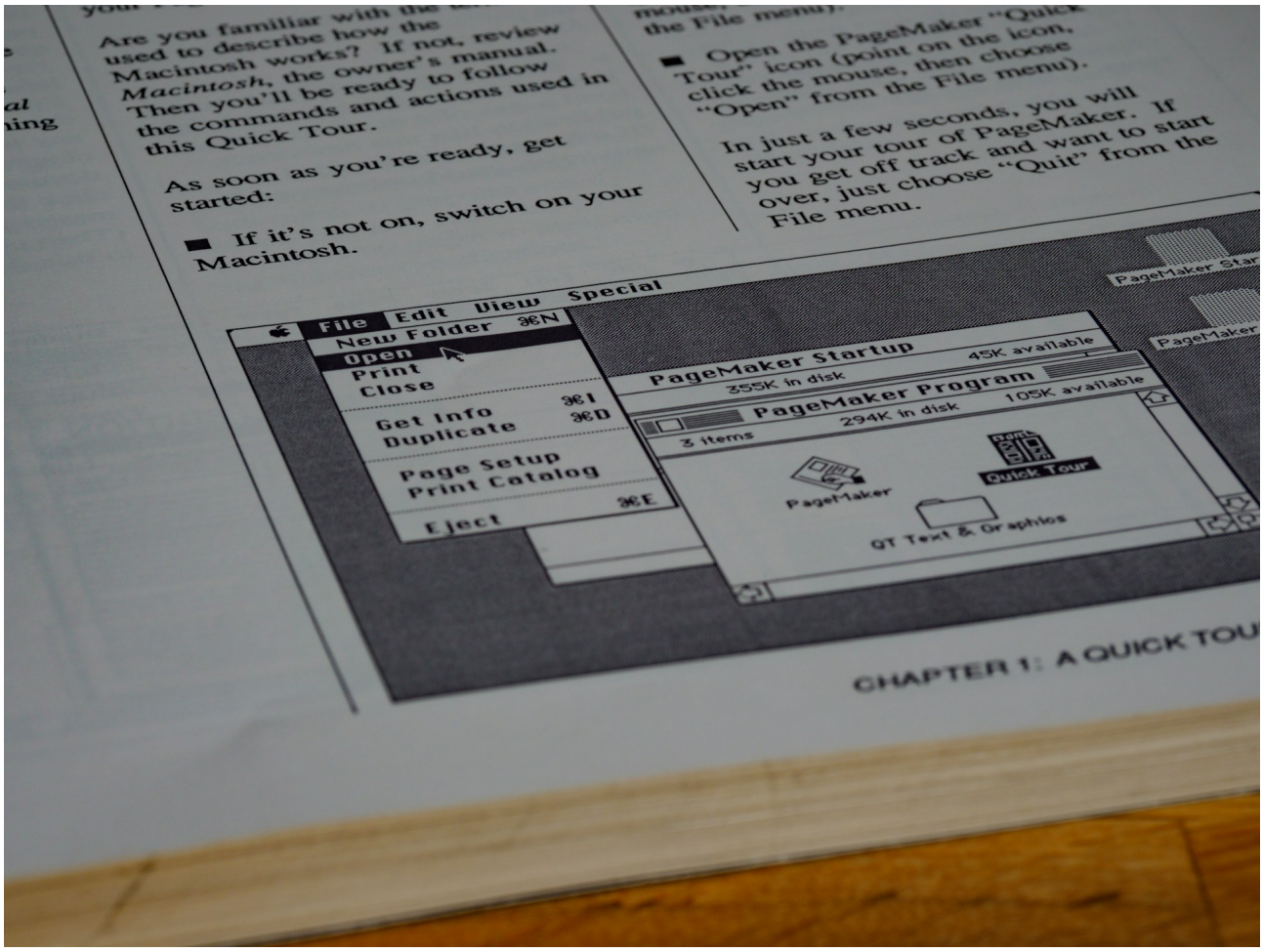
How to Add a Food Menu, Business Policy, or Other Handy PDF to Your Website (Without the Fuss)



No complicated faff. No Word docs. Just clean, clickable info your customers can actually find.

So, you've got a Food Menu. Or a Business Policy. Or a shiny new price list you've lovingly crafted in Pages (because of course you did — Macs forever). And now you want to pop it onto your website so customers, clients, or passers-by can download it at their leisure.

Good news: if your website is built in WordPress using Divi (like a lot of mine are), adding a PDF is nice and easy once you know what you're doing.

Here's how we do it — step-by-step, no nonsense.

Step 1: Get Your PDF File Ready

Make sure:
It's in PDF format (Export to PDF from Pages if needed)
It has a clear, friendly file name — like Menu_Autumn2025.pdf, not Final_reallyfinal_USETHISone.pdf lols.
It's ideally under 5MB (keeps things loading quickly on phones)

Step 2: Upload the PDF to Your Website

This is your "get it on the internet" bit.
Head to your WordPress Dashboard
Go to Media > Add New
Drag and drop your PDF in, or click to upload
Once uploaded, click on the file and copy the File URL — you'll need that in a sec
Done. It's now safely tucked into your Media Library, ready to go.

Step 3: Add the Link to a Page

Now, let's make sure people can actually see it on your site **(Open a new Tab)**

Option A: Text Link (simple and clear)

Open the page you want to add the link to
Add a Text module in Divi
Type something like: Download our Autumn Menu (or you might have something you're over-riding, in which case use that).
Highlight that text and click the link icon
Paste in your PDF link
Tick Open in New Tab (handy so people stay on your site)

Option B: Button Link (a bit snazzier)

Add a Button module
Label it View Menu or Download Now
Paste in the PDF URL under Button Link URL

Option C: Image Link (very visual)

Want to use a photo of your food, your menu cover, or something eye-catching?
Add an Image module
Upload the image
Under Link, paste your PDF URL
This one's especially great for menus, brochures, or anything visual.

Step 4: Make It Findable

Don't just hide it at the bottom of the Food Menu page. Make it obvious.
Add it to your Main Menu (under Appearance > Menus) if it's a Policy etc.
Link it from your homepage, contact page (You can duplicate the module or use the options above)

You could also include it in a social media post, blog post or announcement etc. You've got the direct link from the website back end. Use this.
If it's something like a new policy or terms of service — this is a chance to show transparency and professionalism. No cloak and dagger, just easy-access info.

On Mobiles?

As long as your file isn't too large, phones usually handle it beautifully. It'll open in a new tab or give the option to download, depending on the device.

Need Help?

If you'd rather not mess about with modules, menus, or Media Libraries — send me your PDF and tell me where you want it. I'll pop the kettle on and sort it while you carry on running your business.
Menus, policies, price lists, directions, brochures — I've uploaded the lot. (And yes, even some very last-minute Christmas ones...)

Let Me Organise You :: Helping small businesses look sharp, sound clear, and run smoothly — one PDF at a time.