

# I'M A DOCUMENT

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You can upload files on **Strikingly** and your site visitors can download the file in one click.

## Upload your file to a button

1. Go to your site editor.
2. Click "EDIT" on the button (if you don't have a button yet, you can add a "Button" section).
3. Click "Document".
4. You can drag the file or click "Browse your computer" to select the file (one file at a time).

## Upload your file to texts

1. Highlight the text you want to link.
2. Click the link(chain) icon in the text toolbar.
3. Select "Document".
4. Click "Upload File".
5. You can drag the file or click "Browse your computer" to select the file (one file at a time).

## Manage your files

1. From above enter the "upload file" window.
2. Go "UPLOADED FILES" tab.
3. You can:
  - Check how much storage you have on the top right.
  - Check how many downloads for each file.
  - Arrange the document by most recent, smallest, biggest, type.
  - Delete the files you don't want to need it.