

Add a file people can download

Put a menu, price list, form or flyer on your page as a button people tap to download.

A download button hands visitors a file: a menu, a price list, a registration form, a flyer. They tap it and the file opens or saves on their device.

Before you start

WATCH OUT

Anything you upload can be opened by anyone who has the link, and people can pass that link on without you knowing. Never upload anything private: IDs, bank details, contracts or customer or staff records.

- Share only your own work, or files you're allowed to hand out.
- Name the file with plain letters and numbers and no spaces, for example dinnermenuoct.pdf. A name with spaces or special characters may not be recognized.
- The file can be up to 200 MB. PDFs, Word and Excel files, PowerPoint files, text files and zip files all work.

Steps

1. Log in to your site editor and open the page.
2. Add the **File** widget where you want the button. See Add a widget to a page.
3. Click the widget, then choose the content option in the small menu that appears. You can also right-click it and choose **Edit Content**.
4. Type the words for the button, such as "Download our dinner menu".
5. Click **+Files**. The file library opens.
6. Click **Upload Files** and choose the file from your device. Or click a file you uploaded earlier.
7. Click the file to select it.
8. Tick **Set file to no index** if you don't want Google to list the file in search results.
9. Click **Done**.
10. Check the button in the preview, and tap it to make sure the right file opens.
11. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Tips

- **Updating a file later?** Save the new version under a new name, such as dinnermenunov.pdf, and select it in the widget. A deleted file's name is remembered for a while, so reusing the old name can bring back the old file.
- **A button is not the only way.** You can link any button, text or photo to a file. See Link to an email address, phone number or file.
- **Menus are easier to read as page text.** A PDF can be hard to read on a small screen. If you can, put your menu on a page and offer the PDF as an extra. See Build your menu with the restaurant menu block.
- Files sit on the **Files** tab of your media library. You can link to them but can't place them in a photo spot.
- To rename or remove a file, see Rename, move or delete a photo or file.

Need a hand?

Email the file to hello@zossoz.com with your business name, the page and the words for the button, and we'll take care of it. We reply within one business day. It counts as one of your small changes for the month. See Request a change.

Related guides: Link to an email address, phone number or file · Upload and organize your photos and files · Build your menu with the restaurant menu block · Rename, move or delete a photo or file

More guides: the Zossoz Help Center · Questions? Email hello@zossoz.com