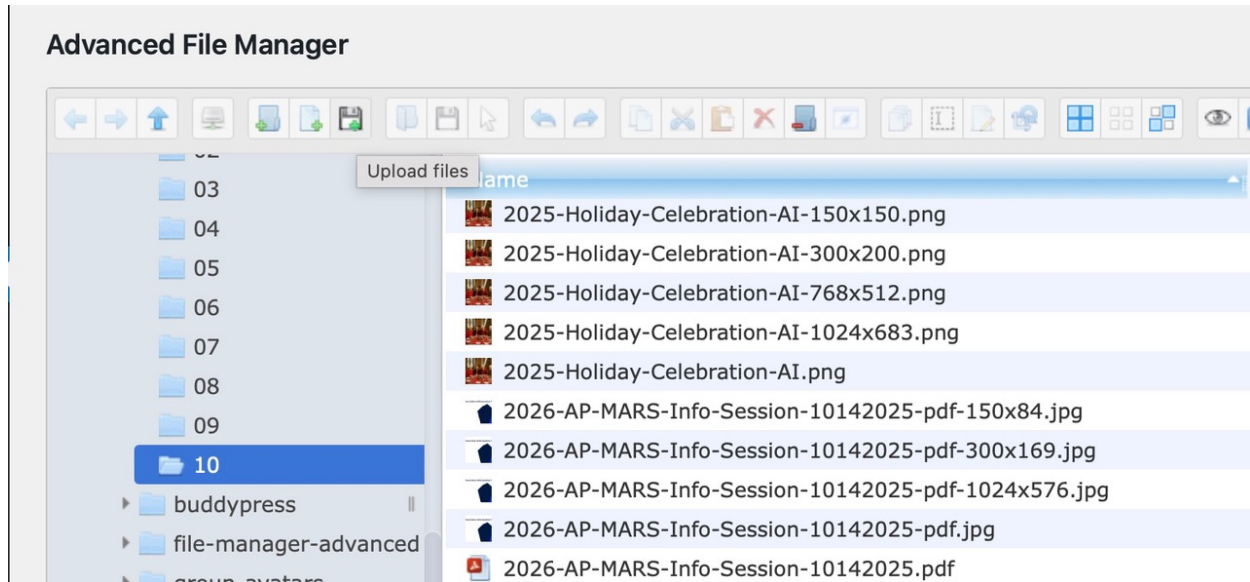
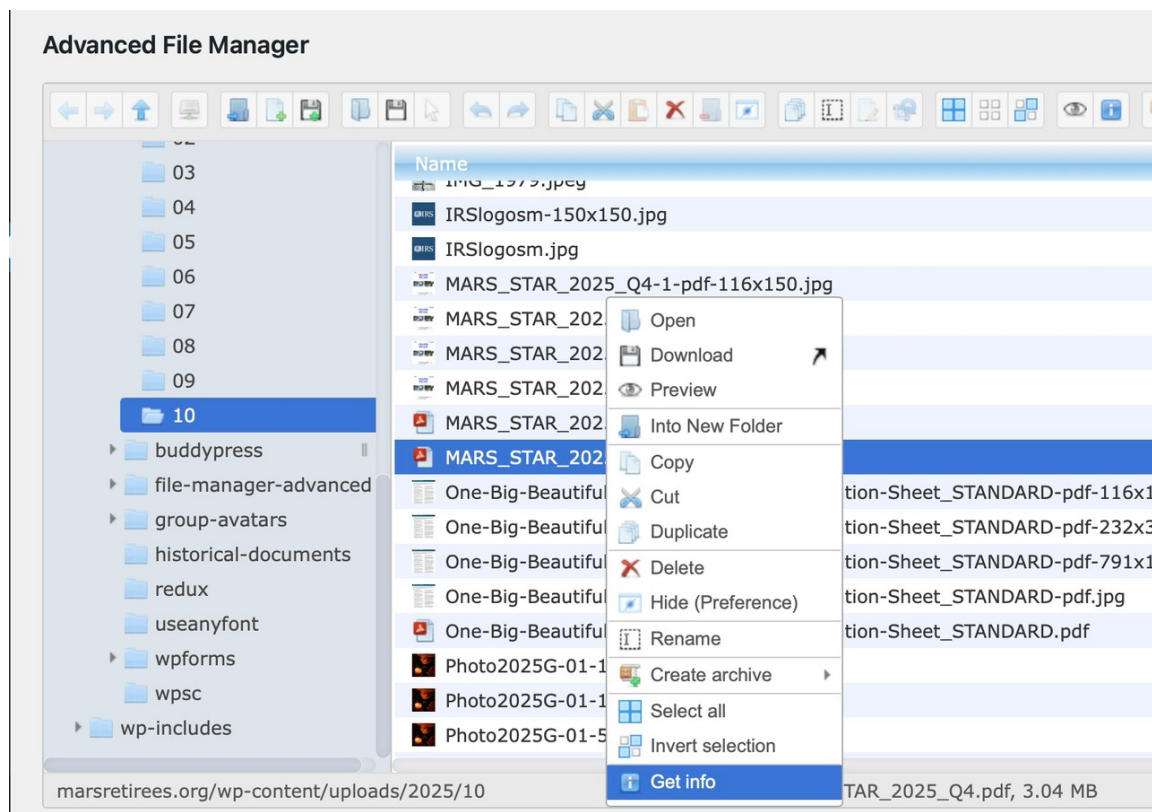


To embed a PDF, the first thing to do is upload it to the File Manager. That's done by opening File Manager in the WordPress dashboard (left sidebar), then clicking on the upload button:

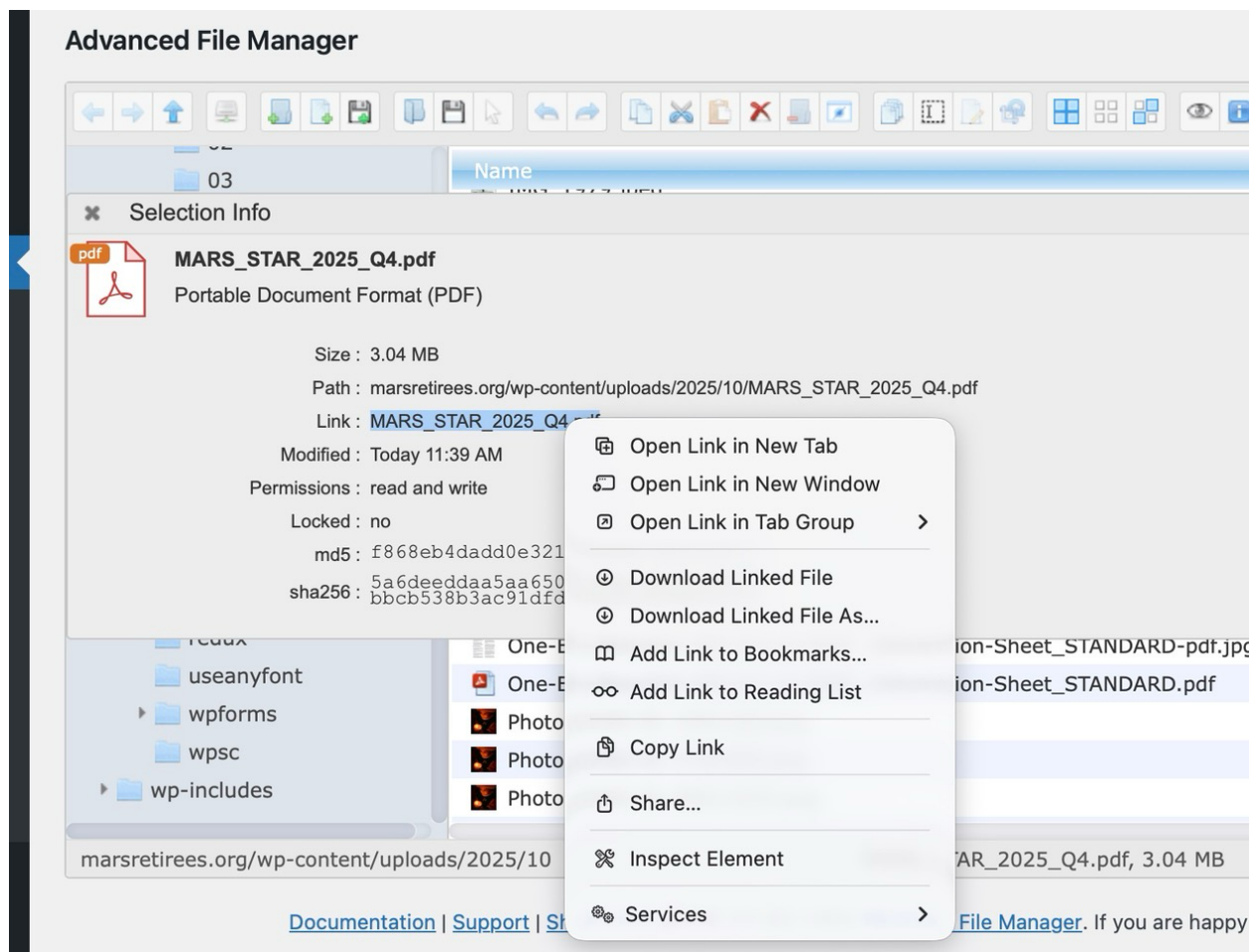


It's the button with "Upload Files" listed below it when you hover over it, and it looks like a floppy disk (remember those?) with a green up arrow on it.

Once the file has been uploaded from your machine, it's time to copy the file URL. Find the uploaded file in the folder (usually the most recent month - in this case 10 2025) and right-click it:



Select Get Info from the menu and you'll see this:



Select “Copy Link” to get the full URL to the file you just uploaded.

Now go to the post or page where you'll be embedding the PDF. Add a new block (the + button in the upper left of the editor page) and select PDF Viewer from the block picker. If you don't see it, just type PDF where you see the “search” prompt in the block picker.



Paragraph



PDF Viewer



Embed



File

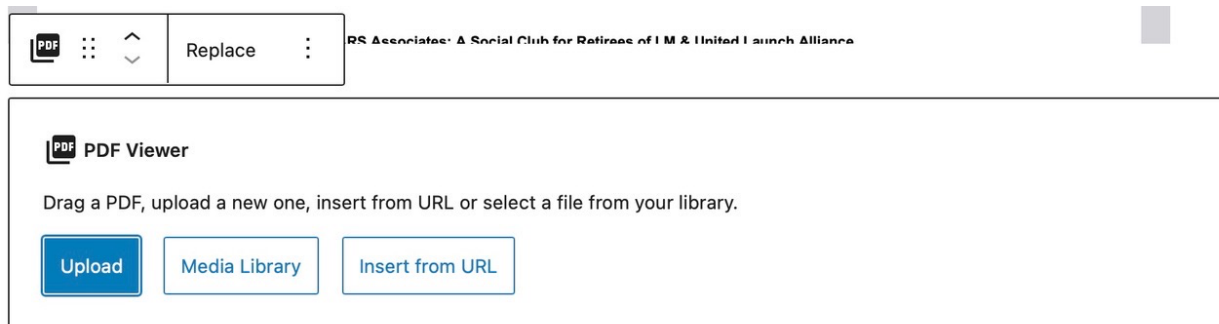


List



Image

OK, that puts the block into your page or post, which looks like this. It will display three buttons: Upload (don't use this as it puts the PDF into the Media Library), Media Library (which works if the PDF is accidentally uploaded into the Media Library), and Insert from URL. Choose the latter, and then paste in the URL that you copied earlier.



Once you've added the URL, the PDF will show up in a scrollable box on the web page or post. Go ahead and publish, and then make sure everything looks like you wanted it to.

NOTE: You do not need to embed every PDF we get. For example, that would be kind of nuts on our Martin Marietta Archives page. It's easier there to just upload the file, get the URL for it, and then make a regular file link instead. When someone clicks on that link, it opens the PDF in their browser. About the only time it's really useful to embed PDFs is when people may want to read something online, like a copy of the MARS STAR or the Fraud & Scams presentation.