

Help Articles > Administrator Help > Documents > How to get a document's URL or website address

How to get a document's URL or website address Michael C. - 2023-01-12 - Documents

In order to create a link to a document that has been uploaded to MemberNova, you will first need to find the document's URL or website address.

## Finding the Document's URL/Address

- From the **Documents** area, click **Get Link** on the same line as the document you would like the URL/address for.
- 2. A box will appear with the URL highlighted. Please copy the text that appears.
  - To copy the address on a Windows device, highlight the URL with your mouse cursors and push CTRL + C on your keyboard
  - To copy the address on a macOS device, highlight the URL with your mouse cursors and push COMMAND + C on your keyboard
- 3. You can then use the copied URL anywhere you need to link to the document.

**Related Content** 

- How to view the documents library
- How to download all documents
- How to create a documents folder
- How to edit a document
- How to delete a document
- How to upload documents