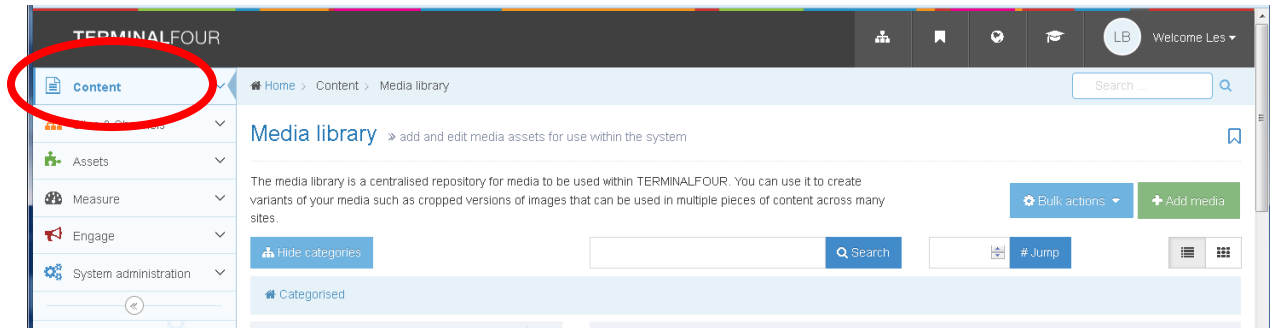


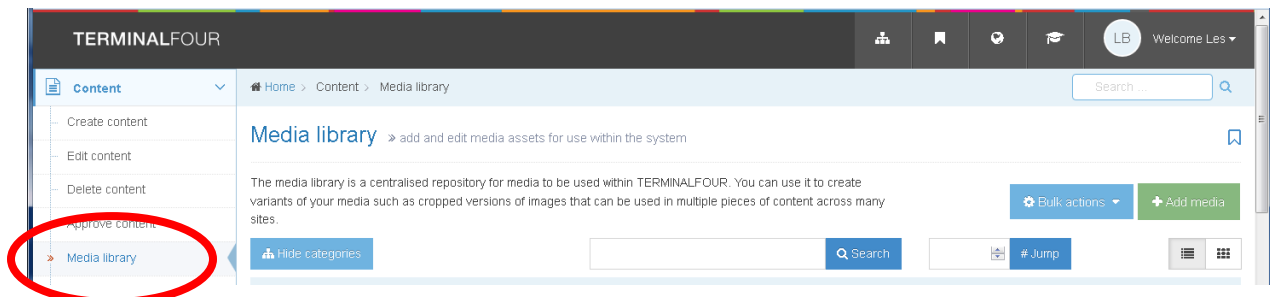
Making a link to a PDF (the first time)

As for the link to a PDF, I will start with a description of how you would bring a PDF in initially. The process for updating a PDF that is already linked to on the website is a separate tutorial.

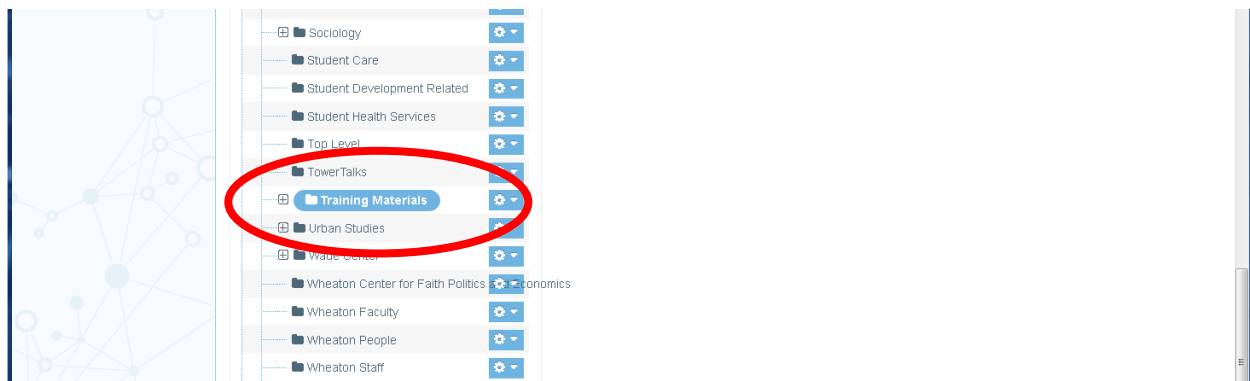
You would need to access the Media Library by clicking on the Content button in the upper left corner...



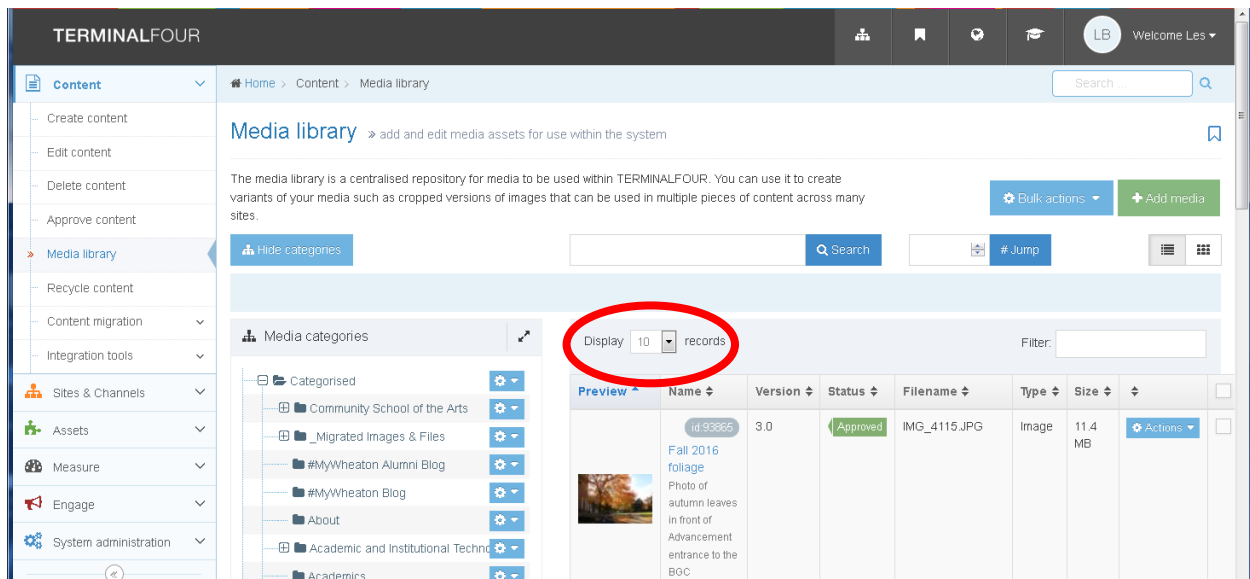
and then Media Library is a few notches down)



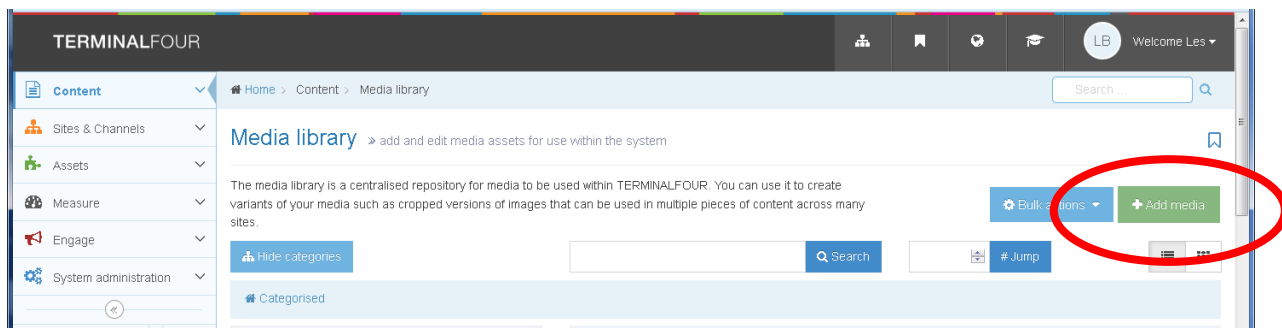
Find the folder for your area of the website, and click on it so that the name of that folder in the left hand column (mine is Training Area) **becomes highlighted**...



Then scroll up to the top where the files and images are displayed. A best practice is to make sure that the pull down menu for the number of entries to display is set to “All” so that you see all of the items in the folder...



Choose the green “Add Media” button in the upper right, then click on the gray area titled “Drop file here or click to choose” and navigate to where you have the PDF saved on your computer. It is best to do this from your computer and not from Box or a shared drive. Select the document that you want and click Open.



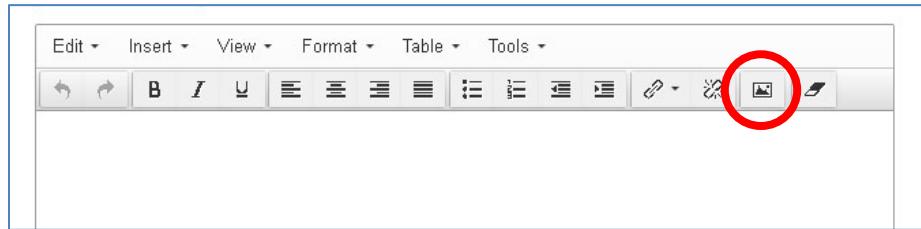
Type a name for the file, copy that text to the Description and keywords fields.

Click on the blue **Save Changes** at the bottom right.

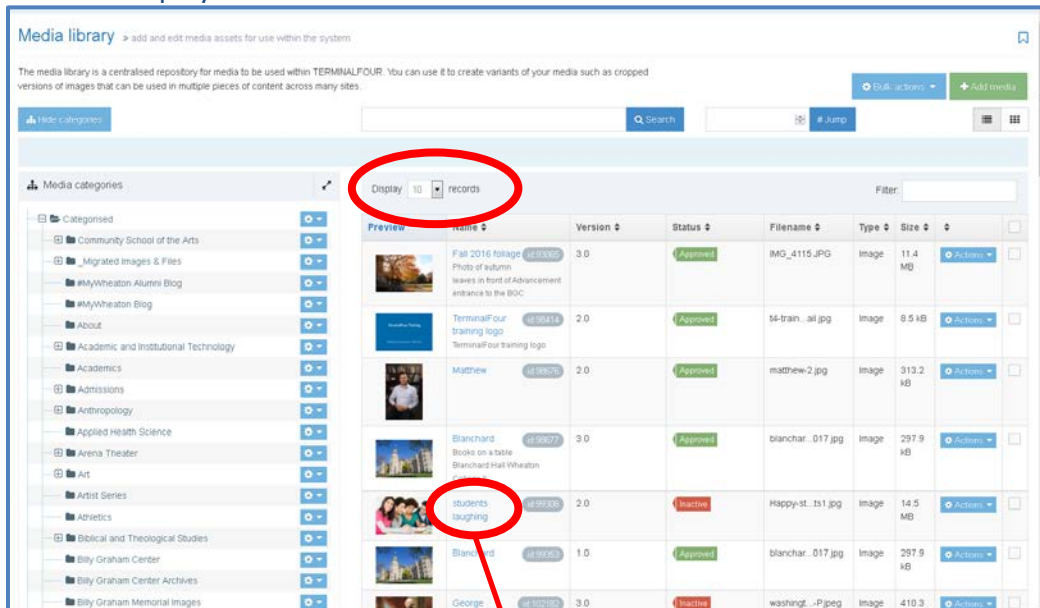
Go to the page where the text is that you want to be the link to that PDF.

- If the text for the link is already there then select it.
- If the type is not already there, then type the text that will be the link and select that text.
- Copy this text for use in a minute.

Then click on the icon that looks like a picture frame.



That will take you to the Media Library, and from the list of folders in the left panel, you will need to choose the folder for your part of the website and then make sure that you have chosen “Display – All.”



Find the PDF there, and click on the blue text of the name of that file.

This will make the text link to that file.

If you don't like how the link changed your text on the page, double click the link, you will see a window such as appears below, and in the field next to the word “Name” (yes it is ridiculously small!) paste in the words that you copied earlier and it will restore the wording (this is a bug that we are trying to get fixed.)

