## 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...

TERMINALFOU	R	<u>ж</u>	<del>9</del> 9	LB Welcome Les -
Content		# Home > Content > Media library		Search Q
	~	Media library add and edit media assets for use within the system		
📩 Assets	$\sim$			
Measure	Content If Home > Content > Media library     Search     Assets     Media library > add and edit media assets for use within the system     Assets     The media library is a centralised repository for media to be used within TERMINALFOUR. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.     Engage     Image     Image:     Image:     Image:     Image:     Image:			
📢 Engage	~		🚔 # Jump	III 121
😂 System administration	$\sim$			
		# Categorised		

## and then Media Library is a few notches down)

TERMINALFO	UR		÷	R	<del>s</del> 9	В	
Content	~	Home > Content > Media library				Search	
- Create content		Media library » add and edit media assets for use within the system					Д
- Edit content							M
Delete content		The media library is a centralised repository for media to be used within TERMINALFOUR variants of your media such as cropped versions of images that can be used in multiple p sites.			😨 Bulk	actions 🝷	🕈 Add media
<ul> <li>&gt; opprove contene</li> <li>&gt; Media library</li> </ul>		A Hide categories	Q Search		🖨 🛛 # Jump		<b>III</b>

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.

TERMINALFOU	IR		🛛 🛛 🗢 🔛 Welcome Les 🕶
🖹 Content	~	# Home > Content > Media library	Search Q
👬 Sites & Channels	~	Media library	
🎰 Assets	~		
4 Measure	~	The media library is a centralised repository for media to be used within TERMINALFOUR. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.	😒 Bulk a tions 🔹 🔶 Add media
📢 Engage	~	A Hide categories Q Search	# Jump
📽 System administration	~		
<b>(</b>		# Categorised	

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."

nedia library is a centralised repository for media to be u ons of images that can be used in multiple pieces of con		ou carruse is to create variants or your	neula such as croppe	u .		0 D.6		+ Add m	
lide callegoires			9	Search	😢 # Junp			=	1
Media categories	<ul> <li>Disp</li> </ul>	ay 10 • records				Fite	r.		
E Categorised	D- Prev	ew Rame \$	Version \$	Status ¢	Filename \$	Type \$	Size \$	•	
Community School of the Arts	0 -	Fall 2016 forage (Talks	3 30	Autored	IMG 4115 JPG	Image	11.4	0 Actions +	
- 🕀 🖿 _Migrated Images & Files	0 -	Photo of autumn		Manual Avenue	ING_4115.0PG	mage	MB	O'vections V	
MyWheaton Alumni Blog	0 -	iwaves in front of Advanceme entrance to the BOC	nt						
MyWheaton Blog	0.			_				_	
Mabout	0 -	TerminalFour (1993)	2.0	Approved	t4-trainail.jpg	Image	8.518	Action •	
- 🕀 🖿 Academic and Institutional Technology	0 -	TerminalFour training logo							
Cademics	0 -	Mathew (1922)	2.0	Approved	matthew-2.jpg	Image	313.2	• Actions +	
- 🕀 🖿 Admissions	0 -						kB		
- 🕀 🖿 Anthropology	0 *								
Applied Health Science	0 -	Elanchard efficien	30	Approved	blanchar. 017 jpg	Image	297.9	O Actions =	
🕀 🖿 Arena Theater	0 -	Books on a table		SCAMANA			kВ	Referencement	
- 🕀 🖿 Art	o - 🔛	Blanchard Hall Wheaton							
Artist Series	0-	students (1500)	2.0	( inactive	Happy-st. 1s1 jpg	Image	14.5	• Actions •	
Athletics	o- 🧌	laughing		and the second second			MB	-worthin +	
- 🕀 🖿 Biblical and Theological Studies	0 -								
Bitly Graham Center	0 -	Blanch vid Center	1.0	Approved.	blanchar. 017.jpg	Image	297.9 kB	Actions •	
Billy Graham Center Archives	0-						~		

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.)

Set m	nedia attr	ibutes
General		
Name	this im	
	Ok	Cancel