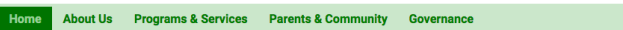
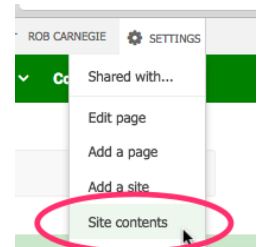


Sometimes, you may want to link a Feature directly to a PDF. This a 2 part process... first, upload the PDF to your website and copy it's URL. Second, create a new Feature and past that URL into the link field of the feature item. Here's how it's done...

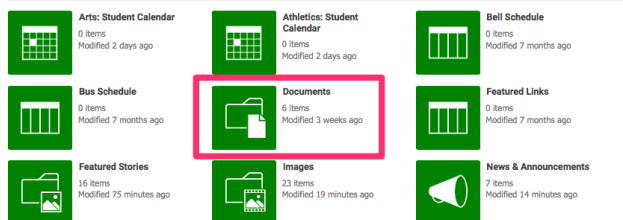
1. First, you'll need to prepare the PDF you wish to link to. You'll typically want to link to a PDF and not a Word, PowerPoint or Excel document. Linking to a PDF make for a more seamless experience for the visitor to your website.
 - a) *Just a note about naming PDFs... try to keep the file name short. Instead naming the PDF "Report to the Community 2017-2018 Bannatyne School.pdf", name it RTC2017-18.pdf. It just makes things a little more manageable as you add documents to your website through the year. The filenames should still make sense to you, but keep the file names short.*
2. Before you create the Feature item, you'll want to upload the PDF to the website. Start by logging into your website...

3. At your school's home page, select Site Contents from the Settings menu...



Site Contents

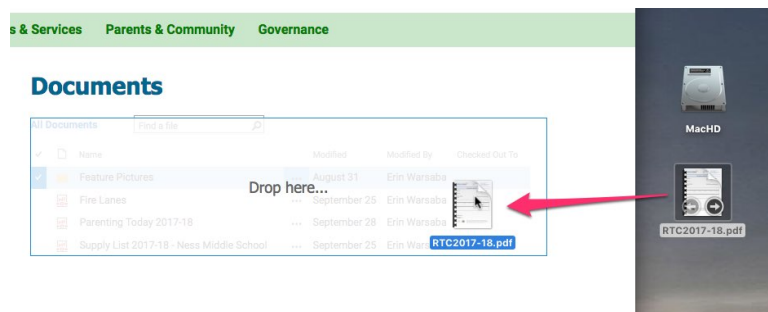
Lists, Libraries, and other Apps



4. In Site Contents, locate the folder titled Documents. (Note: Your Documents folder may not be in the exact same location as my illustration.)

5. Click the Documents folder icon to open the folder...

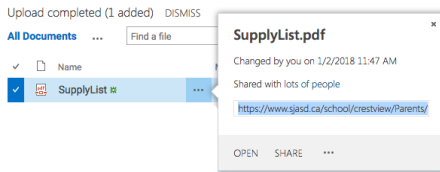
6. The contents of the documents folder will now be displayed. Now position your browser window such that you can see where you have the PDF located on your PC desktop.



7. Drag and drop the file from your PC desktop onto the documents list in your web browser. The file will upload to your site.

8. From the Document List, click on the three dots to the right of the PDF's name of the file you just uploaded.

Documents




Now, click on the address of that PDF to highlight it and copy it. (Control-C)

9. Now, return to the main page of your school website...

10. Create a new Feature as you normally would... (See the document titled, "Creating a Feature Item" for the complete procedure.)

a) The only thing different you will do when creating the feature item, is to paste the URL of the PDF you uploaded into the Link section of the New Feature form...

Preview



Title

Display On

Expire By

Caption

Used as caption text for the story.

Link

Paste URL of PDF into the Link section of the Feature window.

Once you save your Feature and return to your website, the feature item will now appear with a Read More link... Clicking that link will display the PDF file you uploaded.

