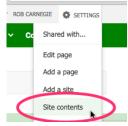
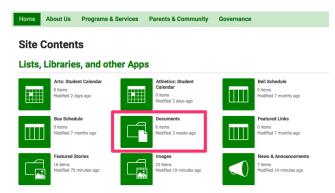


Sometimes, you may want to link a Feature directly to a PDF. This a 2 part process... first, upload the PDF to your website and copy it's URL. Second, create a new Feature and past that URL into the link field of the feature item. Here's how it's done...

- 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...



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.

D	oc	uments				
JI D	locun	nents Find a file	Q			
			Drop her	August 31		and the second
			Drop nei	September 25		•
					Erin Wars RTC	C2017-18.pdf

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** 

Preview

Il Documents	Find a file	SupplyList.pdf		
Name	,	Changed by you on 1/2/2018 11:47 AM		
🖌 📓 SupplyList 🛪	<	Shared with lots of people		
		https://www.sjasd.ca/school/crestview/Parents/		
		OPEN SHARE ····		

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...



Title	A new look for Ness Middle School				
Display On	8/31/2017				
Expire By	10/31/2017				
Caption	Welcome to our new website! Our new site has been completely redesigned to provide visitors with a more appealing, better organized, mobile-friendly website. Have a look around and let us know what you think.				
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.

## Fall Divisional Newsletter

Read the latest SJASD news in the Fall Issue of CONTACT. From June to October, our students and staff have been busy strengthening their literacy skills, growing and enjoying new green spaces, discovering a growth-mindset and much more. Check out the digital issue below.

