

Often, there will be instances where you will create a news item or perhaps edit content on a site that you will want to link to a PDF document... perhaps a news item detailing an upcoming field trip where you want to make the permission form available to parents as a PDF that they can then print and sign at home, for example. Or maybe, linking to school supply list PDFs...

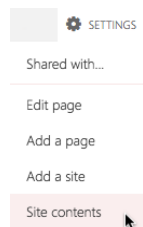
This is a two-step process... first, you must upload the PDF to the site's Document's folder. And second, you must create a link on the site itself that points to that PDF document.

In this example, I am going to upload a PDF of a School Supply list to the School Supplies site and then make a link on the site to the PDF.

## Step One: Uploading a PDF

The first step is always to ensure that you have logged into your website.

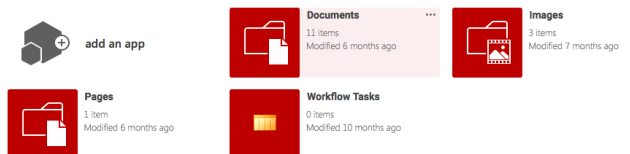
Next, navigate to the specific site in your school's website where you wish to create the link to the PDF. In this case, the School Supplies site under the Parents & Community header.



With the School Supplies site displayed in my web browser, select Site Contents from the Settings menu at the top-right of the page...

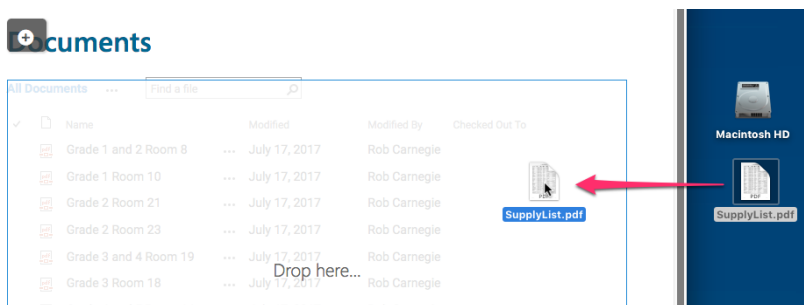
### Site Contents

#### Lists, Libraries, and other Apps



The Site Contents for the School Supplies site will be displayed...

Now click on the Documents folder to open it.

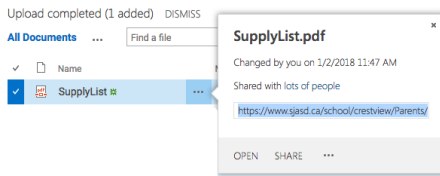


To upload a PDF to the Documents folder, simply drag and drop the file from your PC to the document listing...

## Step Two: Creating a Link on the Site to the PDF

The next step is to create a link to the PDF on the site itself. But first, we need the address to that PDF...

### Documents



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

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

### School Supplies

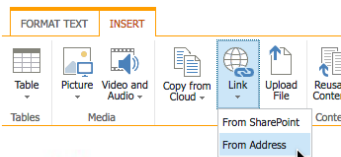


Head back to your School Supply site in your browser, and click the Edit button to edit the content on the School Supply site...

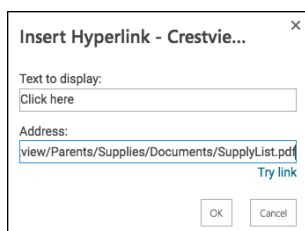
As opposed to having parents shop for school supplies, Crestview each child to cover the costs of community classroom, art, craft, a

Now, add the text that you will use as a link to the PDF. When creating links, please use our standard language for links, "Click here to..." In this example, I will enter, "Click here to view the School Supply List." Additionally, we are asking that all links are also bold faced so please bold face the words "Click here".

**Click here** to view the School Supply List. Now, highlight the words, "Click Here".



Next, under the INSERT tab of the editing window, select Link -> From Address.



In the Address: field, paste the address of the PDF you copied earlier.

Click OK and then click Publish to publish the changes to the School Supply site.

Clicking on the link on the School Supply site should now display the School Supply list PDF.

## Some PDF Naming Tips

When creating PDFs to post to your website...

- Keep your PDF file names short.
- Avoid using spaces in your PDF's file name. Use underscores instead of spaces or use capital letters to help make file names more readable (ie. SchoolSupplyList.pdf)

Remember, the public will not see the names of the PDF's on your website. They will only see the links to the PDF's.