Posting Documents and Newsletters

Documents and Newsletters are uploaded through the *Create Content* control. They can either be referenced by hyperlinks within web page text or added to menus as persistent links.

Create Content in Department or Commission that will host the item

Navigate to the appropriate department, board or commission main page.

Uploading the Document or Newsletter

Create a PDF version of the document or newsletter.

Use the *Create Content* control menu and select *Upload File.*

Enter a **Title** for the Document. For example, "*Conservation Circular Spring 2019*".

Use the *Choose File* button to locate the PDF version of the document or newsletter.

Check the "*Launch uploaded file without a description page*" option if not checked.

Important: Go to *Display Options* and **DESELECT** -> *Add to persistent links.*

Hit the *Save and Close* button.

Open the Cabinet and locate the PDF document. It will most likely be at the top (if the documents are sorted newest to oldest)

Highlight and copy (Ctrl+C) the Path to the document.

Adding the Document or Newsletter to a web page

Go to the web page that will contain the hyperlink to the new PDF file.

Select the Edit tab to edit the page.

Scroll down to the Body of the web page and locate the Open Positions table.

Add text for the hyperlink. For example, "Volume 6 / Spring 2019".

Highlight the text and locate the link button in the Body button bar

Paste the PATH from the previous step into the **URL** field of the Link dialog box.

Go to the *Target* tab and use the drop-down menu to select "New Window".

Hit **OK** to complete the hyperlink.

At the bottom of the page select **Save and Close** to complete the edit.