

## News/Announcements Directly to PDF

Typically with *News and Announcements* the system launches a page with a standard page body with an optional thumbnail picture, However there may be times when you want a news item to open directly to a PDF document or flyer without opening the default announcement item.

### Step 1: Upload the PDF Document

- a) Open the Old Saybrook web page and go to the page hosting the announcement. Typically, this is the common, main landing page. If you are using department announcements go to your main Department page.
- b) Use “**Create Content... Upload File**” to upload the PDF.
  - Title: Add “PDF” to the end of the title to identify it as the PDF version of the News or Announcement. This will make it simpler to differentiate between the News Item and the PDF when looking in the cabinet later.
  - Display Options: Turn OFF “**Add to persistent links**”
  - Hit the “**Save and Close**” button to save the document.

### Step 2: Identify the Node Number of the Target PDF File

- a) Open the cabinet, locate the recently uploaded PDF file, select “**Edit**”
- b) When in Edit, look at the URL in the browser address bar. Towards the beginning you will see node/xxxxx. Write down the xxxxx number. This will later be used as a redirect target for the news item. E.g. 16453 below.



- c) Hit “**Save and Close**” button to exit the edit.

### Step 3: Create the News Item

- a) Return the web page that will be hosting the announcement.
- b) Use “**Create Content... News or Announcement**” to create the news item.
  - Title: Put in the “**Title**” that will appear for the news article.
  - “**Save and Close**” the announcement, then re-open it for editing from the cabinet
  - Select “**URL redirects**” on the left tab bar.

A screenshot of a web form titled "Configuration". It has two main sections: "From" and "To". The "From" section has a text input field containing "https://www.oldsaybrookct.gov/" and a small asterisk icon. Below it is a note: "Enter an internal Drupal path or path alias to redirect (e.g. node/123 or taxonomy/term/123). Fragment anchors (e". The "To" section has a text input field containing "node/16463" and a small asterisk icon. Below it is a note: "Enter an internal Drupal path, path alias, or complete external URL (like http://example.com/) to redirect to. Use <".

- Copy the node/yyyyy from the “**To**” section to the “**From**” section
- Add the node saved in Step 2 above to the “**To**” section.
- Note: See sample on next page for the correct result.
- Hit the “**Save**” button to complete the redirect.
- Hit the “**Save and Close**” button to save the News item with the redirect.

## Sample News Item Redirect

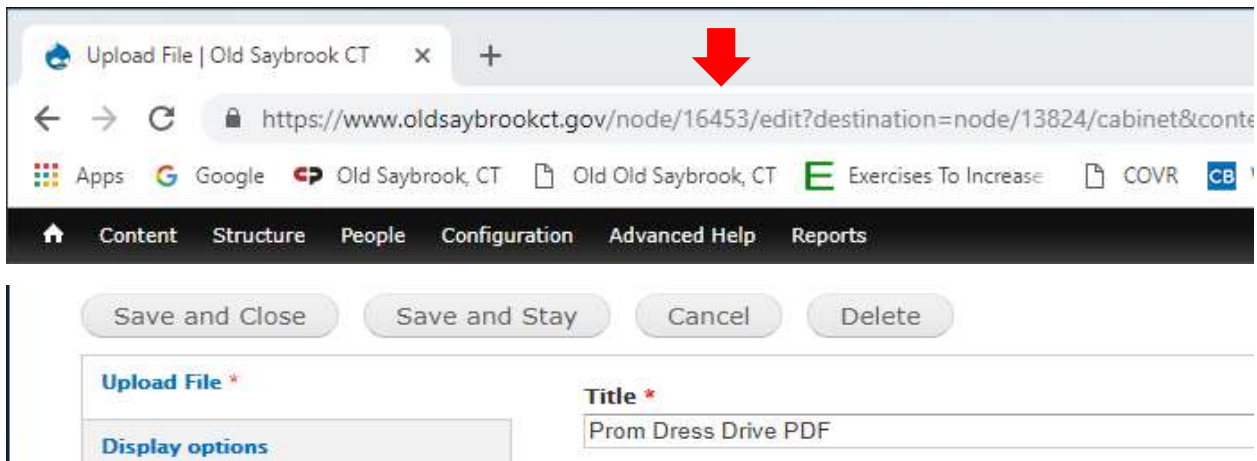
The example below shows two entries in the cabinet:

**Prom Dress PDF** – the uploaded file with the Prom Dress Flyer in PDF format.

**Prom Dress Drive – February 1-22** – The news item as it appears in the News section.

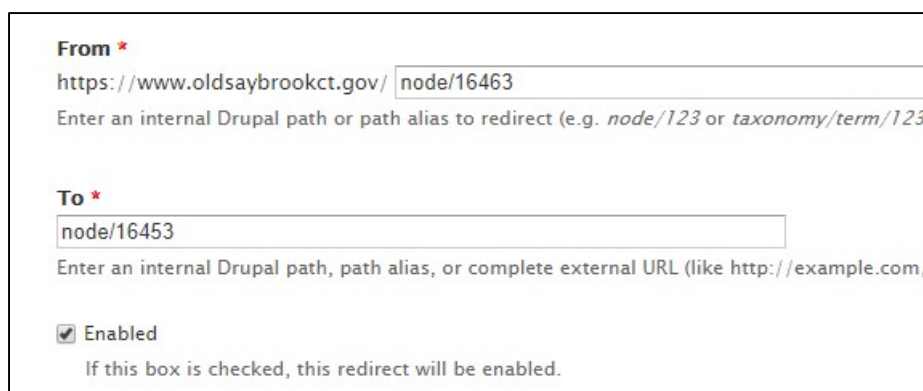
Home » Group Cabinet					
Group Cabinet					
Type					
- Any -	Apply	Reset			
Title	Type	Path	Last updated	Published?	
Prom Dress Drive PDF	Upload File	/home/files/prom-dress-drive-pdf	12 min 6 sec	Yes	edit   unpublish
Prom Dress Drive - February 1-22	News or Announcement	/home/news/prom-dress-drive-february-1-22	1 day 2 min	Yes	edit   unpublish

An edit of “Prom Dress PDF” shows node/16453 in the URL in the browser address bar



The screenshot shows a web browser with the address bar displaying `https://www.oldsaybrookct.gov/node/16453/edit?destination=node/13824/cabinet&conten`. A red arrow points to the `node/16453` portion of the URL. Below the browser, the edit form for the 'Prom Dress Drive PDF' file is visible, showing buttons for 'Save and Close', 'Save and Stay', 'Cancel', and 'Delete'. The 'Title' field is populated with 'Prom Dress Drive PDF'.

The look at redirect shows the “**Prom Dress Drive February 1-22**” News Item (node/16463) redirected to the “**Prom Dress Drive PDF**” file (node/16453)



The screenshot shows the 'Look at redirect' configuration form. The 'From' field is set to `https://www.oldsaybrookct.gov/node/16463`. The 'To' field is set to `node/16453`. The 'Enabled' checkbox is checked, and a note states: 'If this box is checked, this redirect will be enabled.'