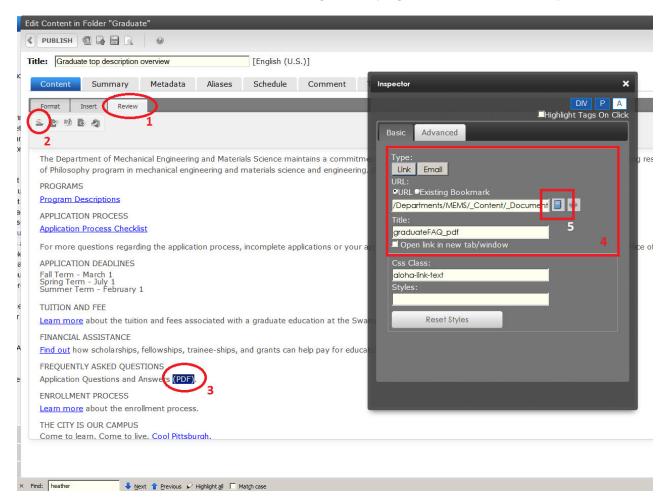


Linking to PDF's

Open the content piece for the page you're trying to edit and:

- 1) Click on the 'review tab.'
- 2) Click on the 'inspector' icon. A window will pop up in the middle of the screen as in the picture below.
- 3) Highlight the link you're trying to edit.
- 4) The inspector should change to give you information about that link, in this case, you can see the URL and the title of the pdf in the appropriate boxes.
- 5) Number 5 is an icon that looks like a library book. Click on this and you can choose items from around the site to link to, including other pages, documents, and pdfs.



When you click number 5 the library window should pop up, as in the image below

- 6) Scroll through this file tree and find the location of the pdf you want to link to. Most areas have a _Documents folder. When you click on the folder the right pane of the window will fill with the contents of that folder, however there's a filter in number 7, the folder may appear empty if the filter is set to something else.
- 7) In the image I've selected Quicklinks from the drop down at number 7. This will show the URL and title of all the documents, pdfs, and content pieces in the folder. Make this selection and then scroll through the list to find the PDF you need. Click on the title of the PDF to highlight it in yellow.
- 8) Click insert The page will pop up a box asking which URL you want to use (not shown in the image) you can pick which ever you like, it doesn't really matter but usually we pick the one labeled as 'Manual' because it will likely be shorter easier to use than the other options. Clicking ok will insert the URL into the link

At this point you can close the Inspector. Be sure to click [SUBMIT] in the editor to send the page for approval and publishing. Or [SAVE] to save your work.

