



# 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.

The screenshot shows a content management system interface. The main window is titled "Edit Content in Folder 'Graduate'" and has a "Title" field containing "Graduate top description overview". The interface includes tabs for "Content", "Summary", "Metadata", "Aliases", "Schedule", and "Comment". The "Review" tab is selected and circled in red, with a red circle and the number "1" next to it. Below the tabs is a toolbar with icons for "Format", "Insert", and "Review". A red circle and the number "2" highlight the "Review" icon. The main content area displays text about the Department of Mechanical Engineering and Materials Science, with several blue hyperlinks: "Program Descriptions", "Application Process Checklist", "Learn more", "Find out", and "Cool Pittsburgh". A red circle and the number "3" highlight the "PDF" icon next to the link "Application Questions and Answers (PDF)". An "Inspector" window is open over the "graduateFAQ\_pdf" link. The "Inspector" window has a "Basic" tab selected and a "Library Book" icon circled in red with the number "5" next to it. The "Inspector" window shows the "Type" set to "Link", the "URL" as "/Departments/MEMS/\_Content/\_Document", and the "Title" as "graduateFAQ\_pdf". A red circle and the number "4" highlight the "graduateFAQ\_pdf" title field. The "Inspector" window also has a "Reset Styles" button at the bottom.

**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.

[English (U.S.)]

es Schedule Comment Inspector

### CMS400 Library

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- \_Content
- \_Library
- Bioengineering
- Chemical Petroleum
- Civil Environmental
- Electrical Computer
- Industrial
- MEMS
  - \_Content
    - Documents
      - Graduate
      - Undergraduate
      - About
      - Contact Us
      - Courses
      - Graduate
      - News and Events
      - People
      - Research
      - Resources
    - Undergraduate
  - \_Library
  - Announcements
  - Calendar
  - Faculty

Library Folder: "\_Documents\quicklinks"

INSERT Quicklinks English (U.S.)

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Title Language Date modified

2144 ME course listings[1].pdf  
WorkArea/DownloadAsset.aspx?id=2147514272

ENGRPH Sample Schedule  
WorkArea/DownloadAsset.aspx?id=2147526731

Engsci all schedules\_2147\_new.pdf  
WorkArea/DownloadAsset.aspx?id=2147514273

Engsci all schedules\_2147.pdf  
WorkArea/DownloadAsset.aspx?id=2147514274

Engsci all schedules\_2151.pdf  
WorkArea/DownloadAsset.aspx?id=2147514275

Engsci all schedules\_2161  
WorkArea/DownloadAsset.aspx?id=2147529093