


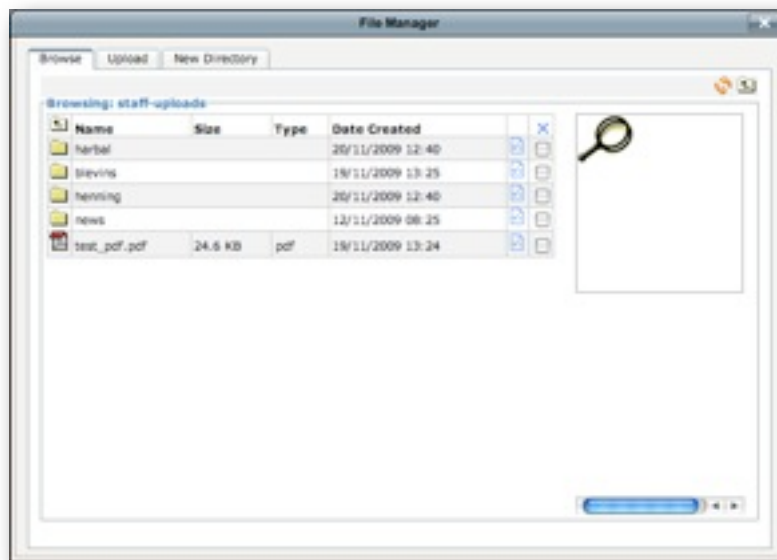
# Inserting a PDF link into a Webpage

Frequently, you will need to insert a link to a PDF file on your webpage. Maybe you've exported Smartboard Lessons or you have a document you'd like parents to be able to download but not modify. Either of these situations would warrant linking a PDF Document to your site.

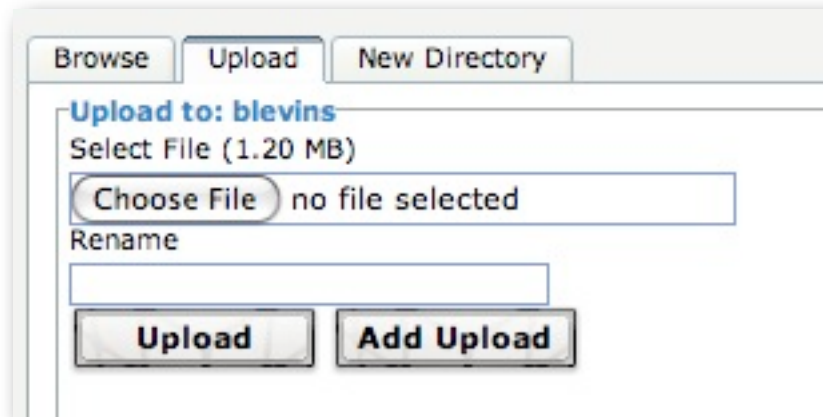
First, edit your webpage and insert text you would like to turn into a link. Next, highlight that text and find the Link button in the Content Toolbar (pictured at right). Clicking the Link button will bring up the Insert/Edit link box. Locate the Link URL textbox pictured below:

A horizontal input field with the text "Link URL" on the left and a small icon of a document with a red 'X' on the right. The input field is empty.

At the right side of this textbox is a button to Link to Website Content - click it to bring up the File Manager (pictured below)



You should notice a series of folders named after each staff member. Locate yours and double-click on it. **IT IS IMPORTANT THAT YOU FIRST NAVIGATE TO YOUR FOLDER - THIS IS THE LOCATION TO WHERE YOUR DOCUMENT WILL BE UPLOADED.** If you've not uploaded any PDFs before, it will be empty, otherwise it should list all of your documents. Lets assume you haven't uploaded the PDF document yet - the next step is to transfer (or upload) the document from your computer to the website. Do this by clicking on the Upload tab at the top of the screen.



Once in the upload tab, click on the Choose File button to browse for your document. Find the PDF file you would like to update, choose it, and you will return back to the Upload Tab. Finally, click the Upload button to upload your document. The document will be uploaded to the directory you selected while in the Browse Tab. Back in the Browse tab, click on the name of the PDF file that you would like to insert into your document, and then finally click the Insert Button that is on the right side of the screen below the document preview box (shown at right).

Finally, back in the File Manager, click the Insert button at the bottom of the page to insert your link to the PDF file you just uploaded.



## Creating a New Directory in the File Manager

It is important that all of your PDFs are uploaded to YOUR folder on the server. You DO, however, have the ability to create multiple folders INSIDE your folder on the server. This makes it easy to keep documents organized and delete old, unneeded documents.

To create a new folder, simply follow the above steps to get to the File Manager (click link button, click the Link to Website content button next to Link URL textbox). Double-click on your folder to open it, and navigate to where you would like to insert the new folder. Next, click the New Directory tab at the top of the screen.

A screenshot of a web-based file manager interface. At the top, there are three tabs: 'Browse', 'Upload', and 'New Directory', with 'New Directory' being the active tab. Below the tabs, the text 'Make Directory in: rowen' is displayed in blue. Underneath, the text 'New Directory' is shown above a text input field. A 'Make' button is located below the input field.

Type in the name of the new directory and click the Make button - that's it! You should be able to click on the Browse tab and see your brand new directory!

## Deleting Unneeded Files

Let's get back into the File Manager and make sure we're in the Browse tab. Notice a column with a large blue X at the top - simply check the box in that column next to the files you would like to delete (this will also work for folders), and finally click the blue X button at the top of that column. It will prompt you to delete all the selected documents - just hit the OK button and your selected files/folders will be deleted.

**UNDERSTAND that any links to deleted documents will now be broken. You will have to fix those links manually.**