

Turning PDF Documents into Links on a Page

You can turn a PDF Document into a link on a page by:

1. Uploading the PDF document into the File Manager
2. Copying the address of the PDF document
3. Linking the PDF Document to your page

Uploading the PDF document into the File Manager

The document needs to be uploaded onto your control management system.

1. Click on **Content**
2. Click on **File Manager**
3. Select the **Upload Files** tab
4. Click **Browse**
5. Select your PDF document from your local computer
6. Click **Open**
7. Click **OK**

Copying the address of the PDF document

You need to be able to send the link to the PDF address.


1. Stay in the File Manager
2. In the **File View** tab, click on your PDF document

This will open your document in a new window.

3. **Highlight** the whole of the address (including the http://)
4. **Copy**

Creating a Hyperlink (steps 1-3)

Linking the PDF document to your page

The chain icon  is used to make a link

1. In the website screen area write the text or insert the picture that you wish to make a link
2. **Highlight** the text or picture
3. Click on the chain icon to access the **Insert/edit link** pop-up box
4. **Paste** in the http:// address of your PDF Document in the **Link URL** section
5. Using the **Target** drop down box, select how you want your document to open
6. Type in the Title of your document
7. Click **Insert**
8. Click **Submit** (if finished with the page) OR **Apply** (if still working on the page)



Step 3

Thinking skills was an important focus and students were challenged through careful questioning. The Pre-Primates were encouraged to think for themselves!
 The area of Literacy the students complete weekly journal writing. Each Monday bring in a memory from their weekend and draw and write about it. This could be a feather or some shells from the beach. This proved to be a rich learning to develop the student's literacy skills was amazing.
 Phonics was a big focus and games, craft, songs and drama were used to help the children learn the sounds. Rhyming and segmenting games assisted their ability to read and write

More of our School Programs:

- [Thinking Curriculum](#)
- [Early Years: Kindergarten](#)

Steps 1 and 2

Creating a Hyperlink (steps 4-7)

The screenshot shows the 'Insert/edit link' dialog box with the following fields and callouts:

- Step 4:** Points to the 'Link URL' field containing the text: %20Scitech%20excursion%20Dec%202010.pdf
- Step 5:** Points to the 'Target' dropdown menu, which is set to 'Open in new window (_blank)'
- Step 6:** Points to the 'Title' text box containing the text: Scitech Excursion Form
- Step 7:** Points to the 'Insert' button at the bottom left of the dialog box.