

Turning PDF Documents into Menu Buttons

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. Pasting the address of the PDF document into the 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 tell the menu button to go to the PDF address.

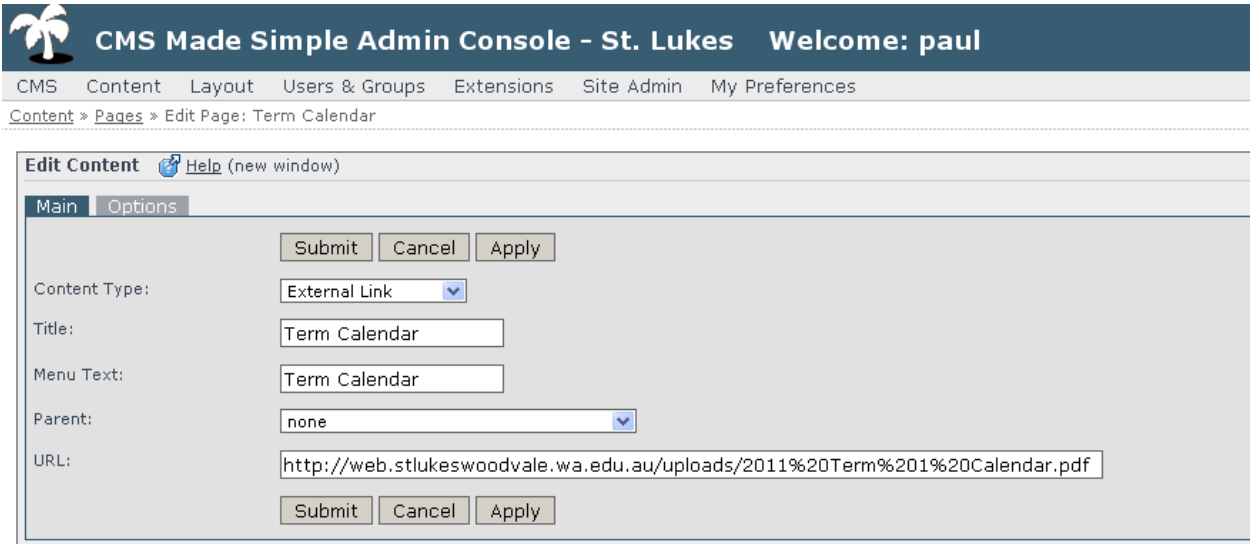
1. Stay in the File Manager
2. In the **File View** tab, click on your PDF document

This will open your document in a new window.

3. **Highlight** the whole of the address (including the <http://>)
4. **Copy** (either right click and copy OR Ctrl C)

Pasting the address of the PDF document into the page

1. Click **Content**
2. Click **Pages**
3. Click the **name of the page** you want to use or click **Add new content**
4. Select **External Link** as the Content Type (this will close the website screen preview section – where you type content – if you are creating a new page)
5. Write in your title and menu text
6. Select a **parent menu button** if you wish the button to be a sub-menu
7. **Paste** your PDF Document's address into the URL Section (Right click, Paste OR Ctrl V)
8. Click **Submit**



The screenshot shows the 'Edit Content' interface in the CMS Made Simple Admin Console. The page title is 'Term Calendar'. The 'Content Type' is set to 'External Link'. The 'Title' and 'Menu Text' fields both contain 'Term Calendar'. The 'Parent' dropdown is set to 'none'. The 'URL' field contains the address: 'http://web.stlukeswoodvale.wa.edu.au/uploads/2011%20Term%201%20Calendar.pdf'. There are 'Submit', 'Cancel', and 'Apply' buttons at the top and bottom of the form. A 'Help (new window)' link is visible in the top right corner of the form area.

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