

PDF file, Upload, Storage and Links

Note: DP recommends using the newly created dedicated pdfs folder for .pdf files and then creating different folders for other types of files in the file area of the resource menu selection.

To upload a new .pdf file using the WYSIWYG editor do the following:

- 1) Click on the link icon in the WYSIWYG editor of the desired page area
- 2) A java window should open
- 3) Under link info:
 - a. Go the browse server
 - b. A second java window should open
 - c. Select file in the resources menu
 - d. Click on the pdfs folder in the item list
 - e. Click browse to find the local .pdf file
 - f. Once the .pdf file is located on the local directory click upload
 - g. The new .pdf file item should appear in pdfs folder item list
 - h. Double click on newly uploaded .pdf
- 4) The original java window should re-appear with fckeditor location in URL field (click OK)
- 5) File location will appear as a text link
- 6) Edit the text as needed
- 7) Highlight the text link and then click on WYSIWYG link icon again to ensure correct .pdf target location.
- 8) Publish and test

To create a link to a .pdf file that has already been uploaded using the WYSIWYG editor do the following:

- 1) Click on the link icon in the WYSIWYG editor
- 2) A java window should open
- 3) Under link info:
 - a. Go the browse server
 - b. A second java window should open
 - c. Select file in the resources menu
 - d. Click on the pdfs folder in the item list
 - e. Click browse to find the .pdf file already in the pdfs folder of the fckeditor area of the CMS
 - f. Double click on the desired .pdf file
- 4) The original java window should re-appear with fckeditor location in URL field (click OK)
- 5) File location will appear as text link
- 6) Edit the text as needed
- 7) Highlight the text link and then click on WYSIWYG link icon again to ensure correct .pdf target location.
- 8) Publish and test