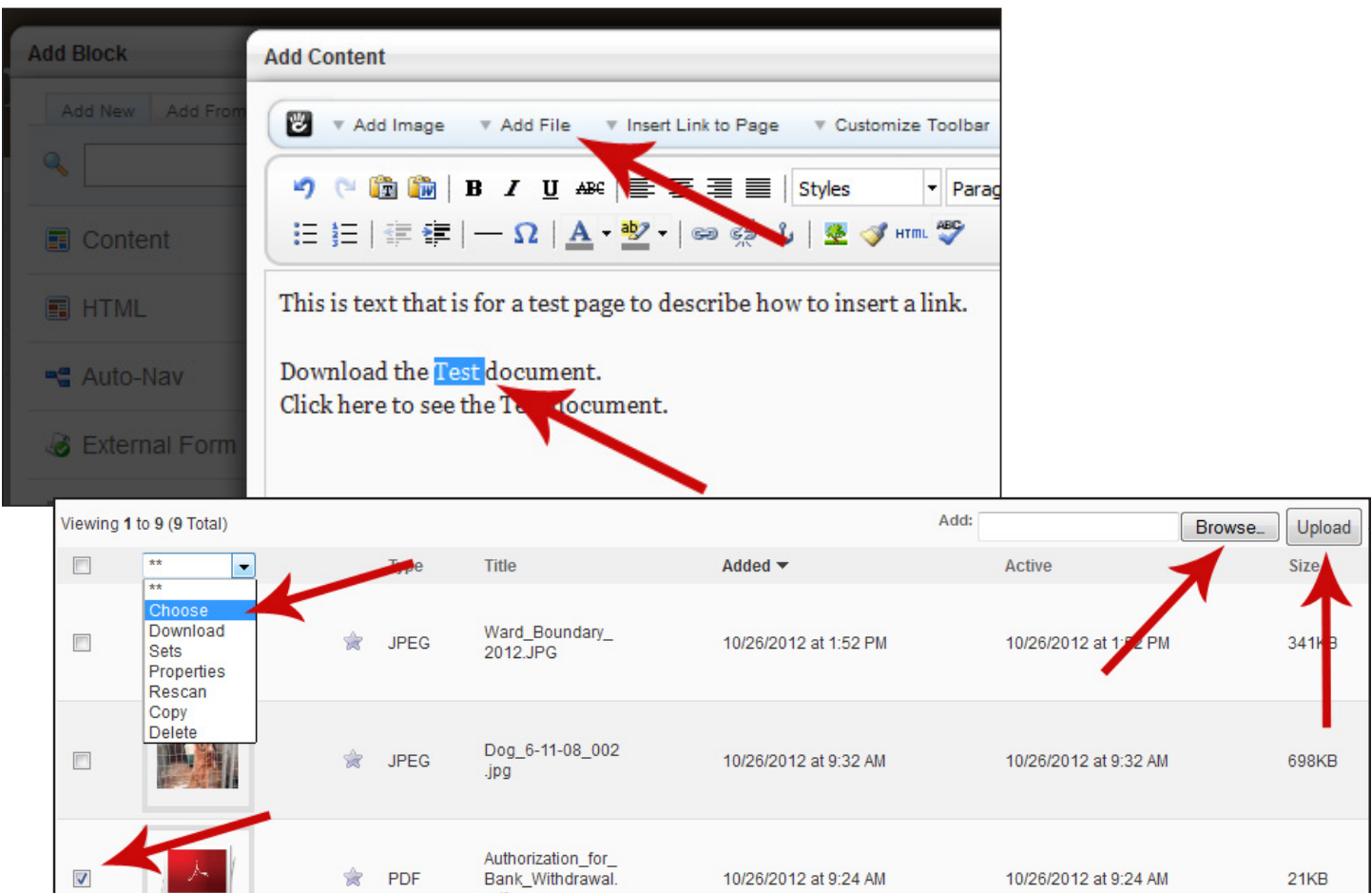


To add a PDF:

1. Login to Edit the site, get into Edit mode.
2. Add to Main, and select Add Block. If you're wanting to add a link into a box with other text or images, select the 'Content' option.
3. Add the text and images, and add the text where you are wanting to create the link. Select/highlight the text where you are wanting to create the link. The more text you select/highlight the longer your link will be.
4. Click on 'Add File' in the File Manager menu. In the top right is an add box, 'Browse' for the file you are wanting to add, select the file, click open. Then select 'Upload' in the File Manager menu.
5. The file you've added will display in the list, check mark the file, then from the dropdown select 'Choose'.
6. When you've made all changes select 'Add'.
7. In the top left, select "Exit Edit Mode" & 'Publish My Edits'.



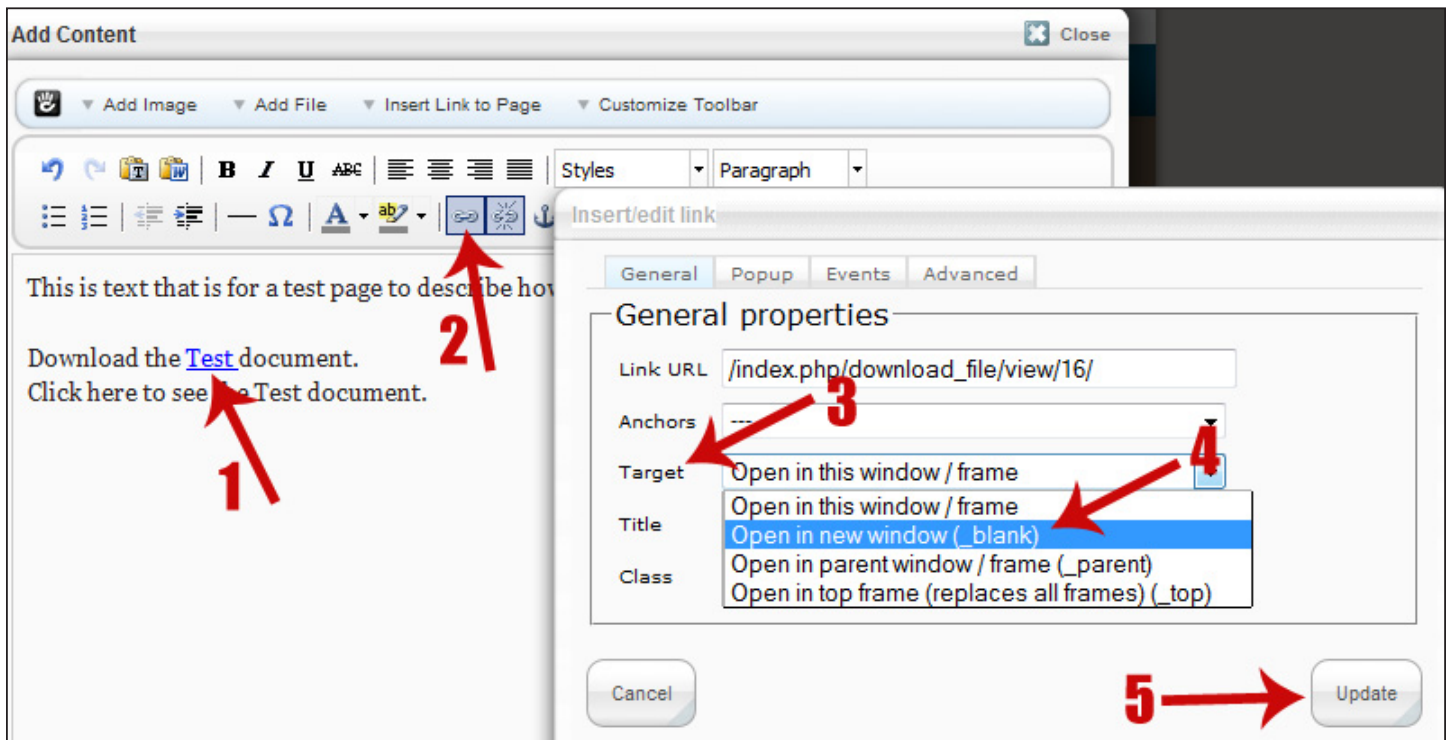
The screenshot shows the 'Add Content' editor with a toolbar containing 'Add Image', 'Add File', and 'Insert Link to Page'. Below the toolbar is a text editor with the text: "This is text that is for a test page to describe how to insert a link. Download the Test document. Click here to see the Test document." Red arrows point to the 'Add File' button and the underlined text 'Test'.

Below the editor is the file manager showing a list of files. The 'Add:' section has 'Browse...' and 'Upload' buttons. The file list has columns for 'Type', 'Title', 'Added', 'Active', and 'Size'. A dropdown menu is open over the first file, with 'Choose' selected. Red arrows point to the 'Choose' option, the 'Browse...' button, the 'Upload' button, and the selected PDF file in the list.

	Type	Title	Added	Active	Size
<input type="checkbox"/>	JPEG	Ward_Boundary_2012.JPG	10/26/2012 at 1:52 PM	10/26/2012 at 1:52 PM	341KB
<input type="checkbox"/>	JPEG	Dog_6-11-08_002.jpg	10/26/2012 at 9:32 AM	10/26/2012 at 9:32 AM	698KB
<input checked="" type="checkbox"/>	PDF	Authorization_for_Bank_Withdrawal.pdf	10/26/2012 at 9:24 AM	10/26/2012 at 9:24 AM	21KB

To add a PDF (con't) - Open PDF in a new window:

1. If you want your document to open in a new window, put your cursor in the link.
2. Select the 'paperclip' icon in the menu, which is the 'Insert/edit link' button.
3. The 'General Properties' window display, go to the 'Target' option.
4. Select the dropdown, and 'open in new window (_blank)'.
5. Click 'Update'.
6. When you've made all changes select 'Add'.
7. In the top left, select "Exit Edit Mode' & 'Publish My Edits'.



The screenshot shows the 'Add Content' window with the 'Insert/edit link' dialog box open. The dialog box has tabs for 'General', 'Popup', 'Events', and 'Advanced'. The 'General properties' section is visible, showing the 'Link URL' as '/index.php/download_file/view/16/'. The 'Target' dropdown menu is open, and 'Open in new window (_blank)' is selected. The 'Update' button is highlighted with a red arrow.