ParishPlace/DioPlace-Linking a banner to a PDF.

Unfortunately, there is no way to upload a PDF while in the Scrolling Banner tool. These instructions will help you upload a PDF using other means which you can link to a banner.

Linking a banner to a PDF that already exists on your web page or any other web page.

- A. Visit the web page that already has the PDF.
- B. Click on the link for the PDF so that it opens in your browser.
- C. Right click on the URL that appears across the top of the browser.
- D. Left click on Copy.
- E. Create your banner and add it to your website according to the instructions found here: <u>https://www.eriercd.org/images/pdf/computer/ScrollingBannersSMCC.pdf</u>
- F. Scroll down and click in the URL field
- G. Press Ctrl + V to paste the URL for the PDF into the field.
- H. Click Publish.

Linking a banner to a new PDF.

- 1. Create your banner and add it to your website according to the instructions found here: <u>https://www.eriercd.org/images/pdf/computer/ScrollingBannersSMCC.pdf</u>
- Create your PDF and save it somewhere memorable on your computer like your **Desktop** or **Documents** folder. You can create PDFs using Adobe Acrobat Pro, Microsoft Office applications – word, excel, publisher, or the free application PDF creator. (Do not use spaces in your file name.) If this is a PDF that you will update often (like a calendar) reuse a generic name (like calendar) each time.
- 3. Log into the ParishPlace/DioPlace interface.
- 4. Click the Additional Pages link under Manage Content.
- 5. Click Add new.
- 6. Click in the **Page Text or Page Content** box which appear below the formatting ribbon.
- 7. Click the link Insert/Edit Link button on the formatting ribbon.



The insert link window will open.

- 8. Click the **folder** button. The **Moxie Manager** will open.
- 9. Double click the folder PDF.

Note: If you are updating a previously uploaded PDF, refer to the instructions below for instructions on deleting PDFs.

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Text to display		
Title		
Target.	None	

- 10. Click the **Upload** button and then the **Add Files** button.
- 11. Locate and select the PDF you created earlier - the one you saved somewhere memorable like your desktop.
- 12. Click the **Upload** button.
- 13. When the message changes from "uploading" to "uploaded", click the Close button. The file you uploaded will be selected and it will be check marked
- 14. Click the Insert button in the lower right corner of the of the screen.
- 15. Click once in the URL field and press Ctrl + A to select the URL address.
- 16. Click Ctrl +C to copy the URL into memory.
- 17. Click the Cancel button.
- 18. Click on the Scrolling Banner link on the left.
- 19. Click Leave Page on the error screen pictured below.
- 20. Click Edit next to the banner you want to link to the PDF.
- 21. Scroll down and click in the URL field
- 22. Press Ctrl + V to paste the URL for the PDF into the field.
- 23. Click Publish.

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave Page	Stay on Page

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