ParishPlace/DioPlace– Uploading PDFs

1. 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.

2. Log into the ParishPlace/DioPlace interface.

3. Open the resource that will contain the PDF

<u>Upload PDF</u>

4. Depending on where you want to add the PDF link, click **Navigation and Webpages**, **Homepage Content**, **Additional Pages** or a story in the **News Module**.

5. Scroll down to the large **Page Text** or **Page Content** box   .

6. Place your cursor where you would like to insert the link to the PDF document.

7. Click the link **Insert/Edit Link** button on the formatting ribbon.
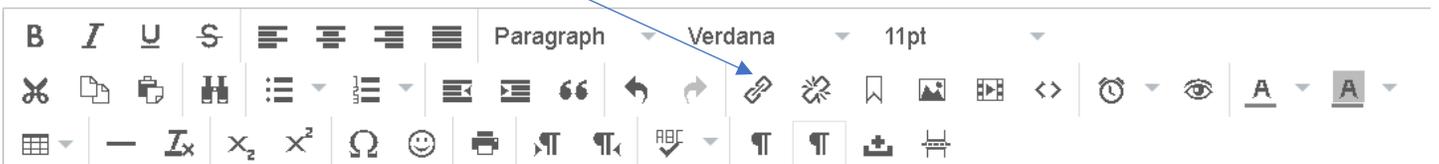
The insert link window will open.
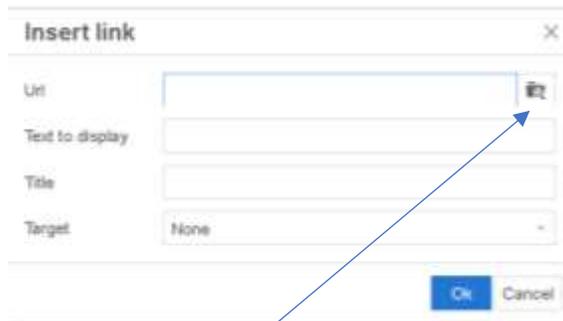
8. Type text for the link in the **Text to display** field. For example, if you want to insert a link to your schedule of Religious Education classes on a web page, type Religious Education Schedule in the Text to display field.

9. The **Title** field will provide a screen hint to visitors of your website when their mouse hovers over the link text.   You can type the same text as the **Text to display** field or you can include additional description in the **Title** field.

10. Click the **folder** button. The **Moxie Manager** will open.

11. Double click the folder **PDF**.

   Note: If you are updating a previously uploaded PDF, refer to the instructions at the end of this document for instructions on "Deleting PDFs."

12. Click the **Upload** button and then the **Add Files** button.

13. Locate and select the PDF you created earlier.

14. Click the **Upload** button.

15. 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.)

16. Click the **Insert** button in the lower right corner of the of the screen. The **insert link** window will re-open.

17. Click **OK**. (A blue HTML link to your document will appear in your document.)
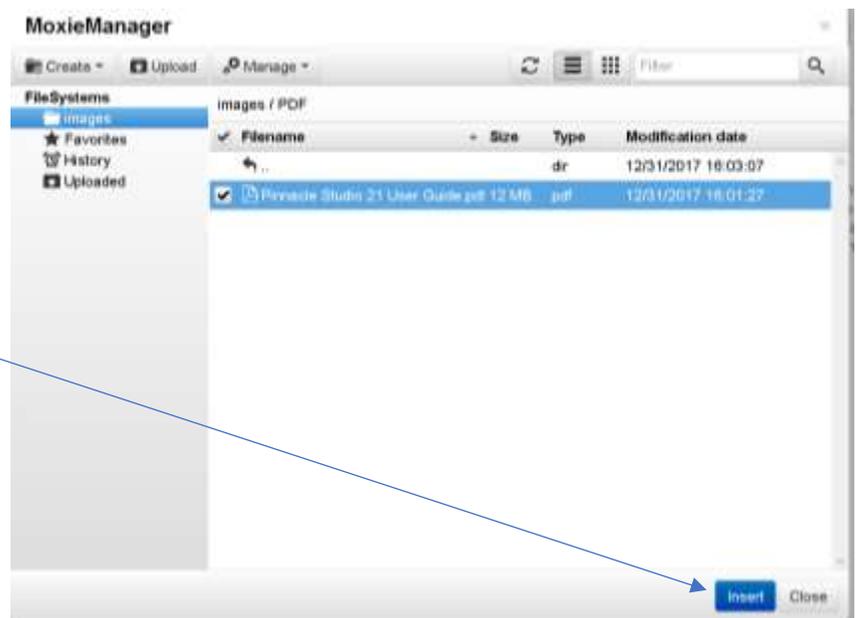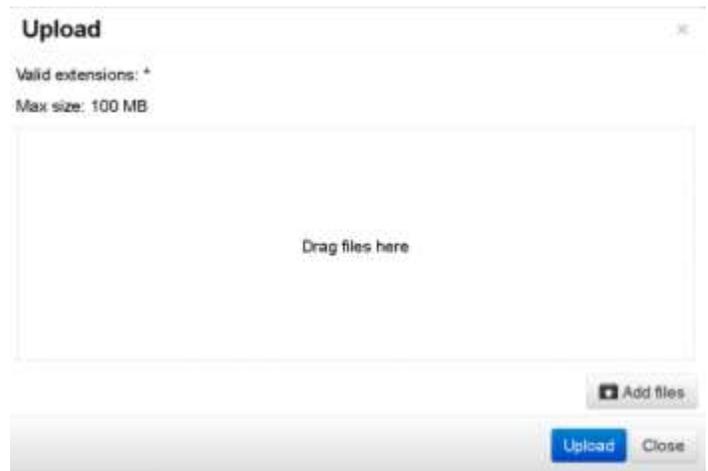
To edit a link

1. Use your mouse to click and drag to select all of the linked text. (It is underlined & blue.)
2. Click **the Insert/edit Link** button (chain link button)
3. Edit text in the **Text field to display** or **Title** fields or click the folder button to upload a new PDF or to link the text to a different PDF.

To unlink text.

1. Use your mous to click and drag to select all of the linked text. (It is underlined & blue.)
2. Click the **Remove Link** button (broken chain link) button. The text will no longer be underlined & blue.

To delete unneeded PDFs from the uploaded folder

18. Open any web page and scroll down to the **Page Text** field.

19. Click the link **Insert/Edit Link** button (chain link button) on the formatting ribbon. The insert link window will open.

20. Click the **Folder** button and **double click** the **PDF** folder.

21. Check mark the files you would like to delete.

22. Click the **Manage** button and choose **Remove**.

23. Click the **OK** button and then **Close**.