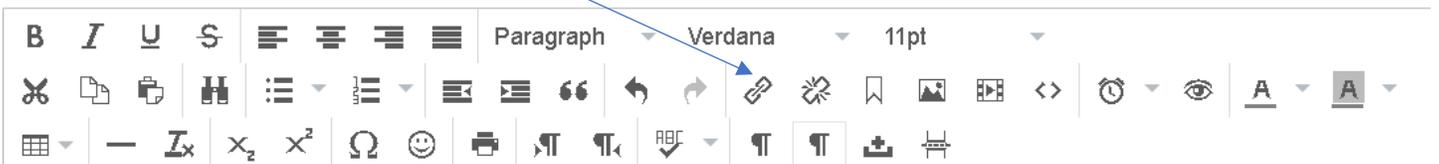


ParishPlace/DioPlace– Linking a Menu to a PDF.

1. These instruction assume you have already followed the instructions entitle Working with Menus found on the web training webpages. Web training webpages for parish and St. Mark Catholic Center staff can be found on the MyDioErie portal.
2. 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 **Edit** next the menu item that will link to the PDF.
5. Click in the **Page Text or Page Content** box which appear below the formatting ribbon.
6. Click the link **Insert/Edit Link** button on the formatting ribbon.



The insert link window will open.

7. Click the **folder** button. The **Moxie Manager** will open.
8. Double click the folder **PDF**.
Note: If you are updating a previously uploaded PDF, refer to the instructions below for instructions on deleting PDFs.
9. Click the **Upload** button and then the **Add Files** button.
10. Locate and select the PDF you created earlier – the one you saved somewhere memorable like your desktop.
11. Click the **Upload** button.
12. 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

A screenshot of the 'Insert link' dialog box. It has a title bar with 'Insert link' and a close button. The dialog contains four input fields: 'Url' (with a folder icon button to its right), 'Text to display', 'Title', and 'Target' (with a dropdown menu currently set to 'None'). At the bottom right, there are 'Ok' and 'Cancel' buttons. A blue arrow points from the 'Insert/Edit Link' button in the ribbon above to the 'Url' field.A screenshot of the 'Upload' dialog box. It has a title bar with 'Upload' and a close button. Below the title bar, it says 'Valid extensions: *' and 'Max size: 100 MB'. The main area is a large dashed box with the text 'Drag files here' in the center. At the bottom right, there is an 'Add files' button with a folder icon. At the very bottom, there are 'Upload' and 'Close' buttons.

13. Click the **Insert** button in the lower right corner of the of the screen.

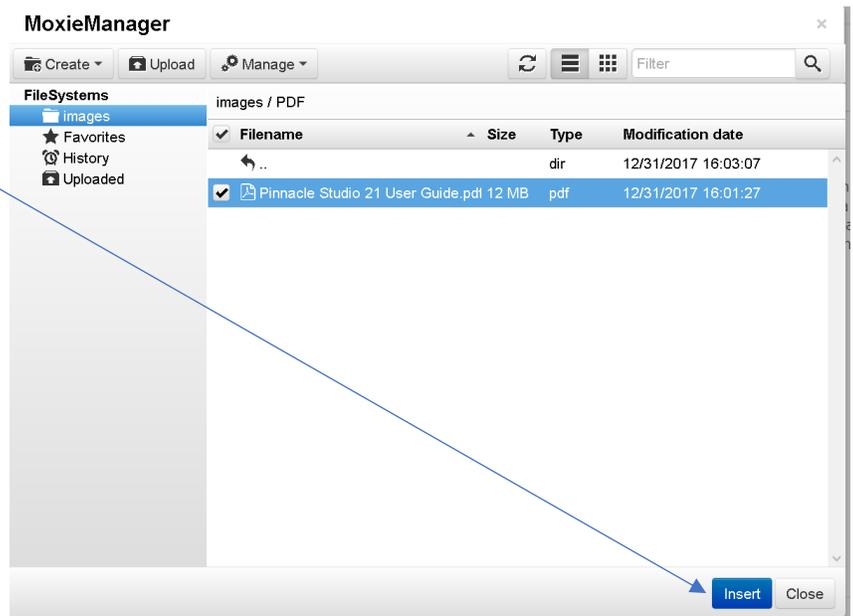
14. Click once in the URL field and press **Ctrl + A** to select the URL address.

15. Click **Ctrl + C** to copy the URL into memory.

16. Click the **Cancel** button.

17. Scroll down to the bottom of the page.

18. Click once in the **URL** field and press **Ctrl + V** to paste the PDF URL you copied in step 14 into the URL field. (If you are updating a PDF with the same name, you can skip this step.)



19. Click **Publish**.

To delete unneeded PDFs from the uploaded folder

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

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

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

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

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

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