



# Tutorial:

## Adding a PDF or Download

Last Revised 2/7/22



# Guidelines for Your Download Files

- Primarily include PDF files on your website
  - Word Documents or jpg images should rarely, if ever, be included as a download.
- Make sure all PDFs are also included as RTFs so that we are ADA compliant
  - ADA = American Disability Act
  - RTFs download as Word Documents when someone accesses the file. We cannot change this. Yes, they can edit, but they cannot upload or change the original file. It is so that the file is ADA compliant. Do not worry about this.

# Downloads Components

01

Used for all PDFs /  
word docs (when  
necessary)

02

Creating RTFs

- Ensures we are ADA compliant

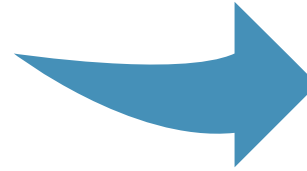
03

DO NOT

- Place your PDFs inside a Text Window component



You cannot add a PDF document to a Text Window Component.



Instead, you must add a new component and change the type to Download



Forget to click the RTF button while creating the PDF?



Follow the easy steps to fix this


# Most common mistakes

# Find the page to which you want to add a PDF


Click "Edit Page"


Clovis 90°

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**MOUNTAIN VIEW ELEMENTARY**  
*Part of the Clovis Unified School District*

 Translate



HOME

ABOUT


PARENTS

STUDENTS

CO-CURRICULAR

RESOURCES

Home \ Co-Curricular \ Choir

 Choir

## Choir

The choral arts provide students with an opportunity to build confidence in performing in public, and an appreciation of the arts. Every school in Clovis Unified has formal choral and instrumental music offered to students in grades five and six. Multiple times during the year, our students perform in choral festivals representing our school.

Co-Curricular

Co-Curricular Advisors

Fall Sports

Winter Sports

Spring Sports

Band & Orchestra

**Choir**

Drama

Oral Interpretation

5

# If a Downloads Component doesn't exist yet

2

Click  
"Add Page Component"

[Edit 'Choir'](#)

## Edit 'Choir'

[View Page](#) [Delete Page](#) [Copy Page](#) [Add Window](#)

[General Settings](#) [Window #1 Content](#) [Move Content](#) [Move Page](#) [Migrate Page](#)

### Window 1 Content

[Add Page Component](#)

Text Window

Choir

12 columns (12/12) 100%

[Edit](#)  
[Delete](#)

Created on 6/19/2018 at 11:07 AM by [Hamilton, DJ (ESV Admin)]

*Note: If you want to add PDFs in multiple different areas of the page, you will have to add a new Downloads component for each of your areas. If you want the PDFs to be listed all in one place, you can do this all in the SAME component.*

View Page

Delete Page

Copy Page

Add Window

WAVE Page

General Settings

Window #1 Content

Move Content

Move Page

Migrate Page

Window 1 Content

Delete Window

Add Page Component

Add Page Component

Type:

Downloads

Internal Name:

Component Title:

Add Component

Cancel

3

Select "Downloads" as your component Type.  
*You can enter your internal name and component title now too.*

4

Click "Add Component"  
*\*This component will appear at the bottom of your components list.*

! WARNING:

**DO NOT** try to attach your PDFs as a hyperlink file in a Text Window component.  
  
You also may experience errors if you are trying to upload a PDF file into a Link component.

7

# Edit 'Choir'

[🔍 View Page](#) [✖ Delete Page](#) [📄 Copy Page](#) [➕ Add Window](#) [📋 WAVE Page](#)

[General Settings](#)

[Window #1 Content](#)

[Move Content](#)

[Move Page](#)

[Migrate Page](#)

## Window 1 Content

[✖ Delete Window](#)

[➕ Add Page Component](#)

Text  
Window  


Choir



5

Click Edit to go in and  
add your PDFs to this  
component

[✎ Edit](#)

[✖ Delete](#)

Created on 6/19/2018 at 11:07 AM by [Hamilton, DJ (ESV Admin)]



# Add PDFs to the Downloads Component

I To add your PDFs, click  
Add A New Download

🏠 Edit 'Performing Arts' / Manage 'Choir Schedules'

## Edit Downloads Component

### Manage Existing Downloads

**Internal Name:**

**Public Title:**

Click and drag downloads to reorder how they appear on the page. Click on a download's title to edit the download.

[+ Add A New Download](#)

[Save](#) [Cancel](#)

2

**Download Title:**  
Write the title you want displayed for the PDF.

**\*OPTIONAL\***  
**Description:** You can leave this blank. If you do want to add a description, the information will appear below the Download Title link on your webpage.



**IMPORTANT:**  
Leave this box checked!  
(It should be by default.)  
This is required for ADA compliance.

4

**Save:** Click Save button.

Add A New Download

Download Title:

Short Description:

250 character limit  
??? characters left.

Date Visible:

mm/dd/yyyy

Date Expires:

mm/dd/yyyy

Existing File:

AVOID

File:

Choose File

No file chosen

Image Resize Width (px):

50

☐ Resize image

NOTE: This only applies to newly uploaded images.

Icon:

Choose File

No file chosen

☐ Use icon as download link

Required Photo ALT text:

If you're using an icon image, this is Required

☒ If you are uploading a PDF, would you like the system to create a Rich Text Format file?

Save

Save and New

Cancel

**\*OPTIONAL\***  
**Date Visible & Date Expires:** If you are wanting the PDF to disappear or appear on certain dates, you can choose them here.

3

**File:** Choose your file from your computer here. Make sure it is a PDF.

**\*OPTIONAL\***  
Want to display your PDF as an image/icon instead of a text link? You must save as an image FIRST.  
**See Displaying an Image of a PDF Tutorial for more.**

**\*OPTIONAL\***  
Adding more than one PDF? Click the **Save and New** button to save your current upload and quickly upload another PDF.

### Manage Existing Downloads

+ Add A New Download

?

Order By: 

Please Select

Sort

☐ Select All

Delete Selected

<input type="checkbox"/>	Zoom Technology Information (zoom technology information.pdf)	item details	Delete
<input type="checkbox"/>	Zoom Technology Information (.rtf) (d38511a9_RTF.rtf)	item details	Delete

**After clicking Save:** Your PDFs with their RTF appear in a list.

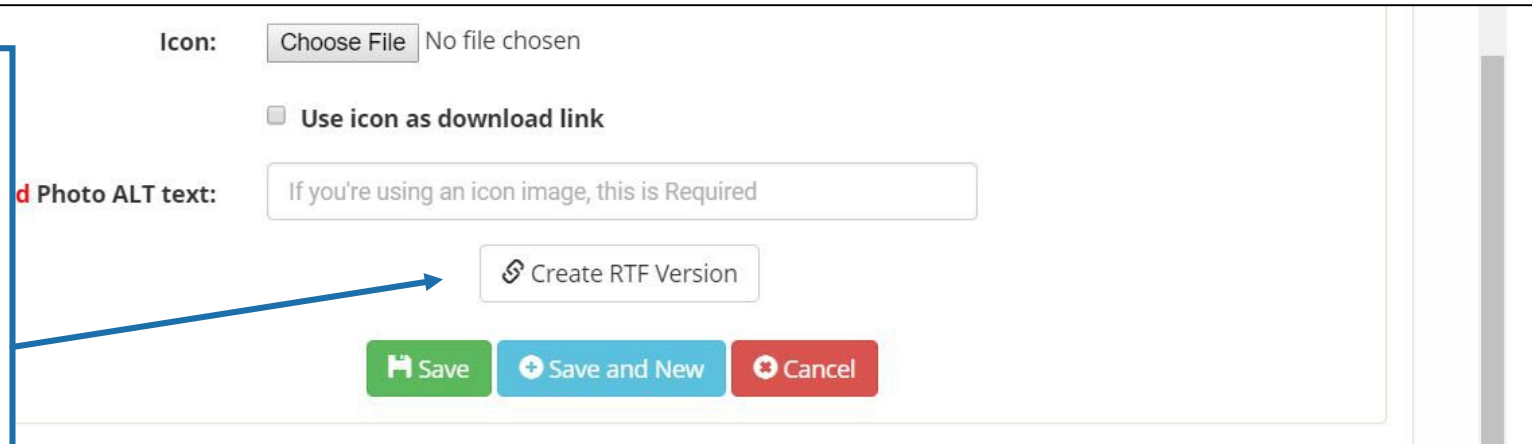
To change the order in which they appear, you can hold and drag each rectangle row to where you want it to be.

# If you forgot to make your PDF an RTF

1

After clicking the title of the PDF on the previous screen: Scroll down and find the “Create RTF Version” button.

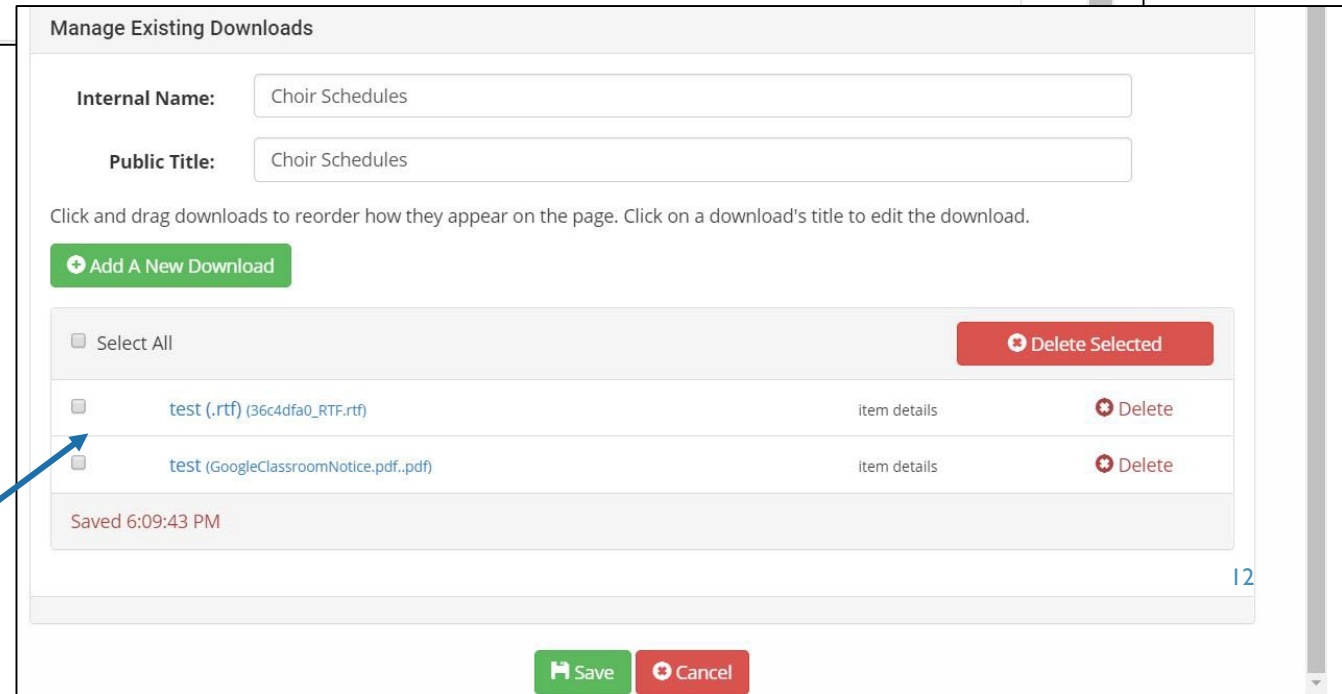
It will create an RTF for you. And will appear on the top on your list of Downloads. \*\*\*Any other change you made to your document will not save after clicking this RTF button.



This screenshot shows a form with an 'Icon' section containing a 'Choose File' button and the text 'No file chosen'. Below this is a checkbox labeled 'Use icon as download link'. A 'Photo ALT text:' label is followed by a text input field containing the placeholder text 'If you're using an icon image, this is Required'. The 'Create RTF Version' button, which has a document icon, is highlighted with a blue arrow pointing to it from the first instruction box. At the bottom of the form are three buttons: 'Save' (green), 'Save and New' (blue), and 'Cancel' (red).

2

Your RTF will appear at the top of the list. If you want to move it under your PDF file, drag it to change the order.



This screenshot shows the 'Manage Existing Downloads' interface. It has input fields for 'Internal Name:' and 'Public Title:', both containing the text 'Choir Schedules'. Below these is a green button labeled '+ Add A New Download'. A table lists existing downloads with checkboxes for selection, the download name, item details, and a delete button. The first item is 'test (.rtf) (36c4dfa0\_RTF.rtf)' and the second is 'teSt (GoogleClassroomNotice.pdf.,pdf)'. A 'Delete Selected' button is at the top right of the table. At the bottom of the interface are 'Save' and 'Cancel' buttons. A blue arrow points from the second instruction box to the first item in the download list.

	Internal Name:	Public Title:
	Choir Schedules	Choir Schedules
Click and drag downloads to reorder how they appear on the page. Click on a download's title to edit the download.		
<a href="#">+ Add A New Download</a>		
<input type="checkbox"/> Select All	<a href="#">Delete Selected</a>	
<input type="checkbox"/>	test (.rtf) (36c4dfa0_RTF.rtf)	item details <a href="#">Delete</a>
<input type="checkbox"/>	teSt (GoogleClassroomNotice.pdf.,pdf)	item details <a href="#">Delete</a>
Saved 6:09:43 PM		

# Check to see what the page looks like

The screenshot shows a web page layout for a school's music program. At the top, there is a header image of students playing brass instruments. Below this, the page is divided into two main sections: "Band & Orchestra" and "Choir". Each section has a title, a subtitle, a teacher's name, and a paragraph of text. To the right of the main content, there is a vertical menu with four items: "Destination Imagination", "History Day", "Science Fair", and "Human Relations Council". Two numbered callouts are present: Callout 1 points to an 'X' icon in the upper right corner of the editing box, with the text "Click the X in the upper right corner of the editing box. This will show you the page you are working in." Callout 2 points to a list item "Banana Boat- Violin (RTF)" under the "Sheet Music" section, with the text "Find the component you've been working in and see your PDFs. If you added a photo".

**Band & Orchestra**

**Band, Classroom Music**  
Teacher: Joe Lenigan

**Orchestra, Classroom Music**  
Teacher: Francisca Preciado

Our school offers students the chance to develop skills in instrumental music through formal music education in grades five and six. Our band and orchestra students perform at festivals and for school performances throughout the year.

**Choir**

**Choir, Classroom Music**  
Teacher: Lorlyn Bartel

The choral arts provide students with an opportunity to build confidence in performing in public, and an appreciation of the arts. Every school in Clovis Unified has formal choral and instrumental music offered to students in grades five and six. Multiple times during the year, our students perform in choral festivals representing our school.

**Choir Schedules**

**Sheet Music**

- Banana Boat- Violin (RTF)

**1** Click the X in the upper right corner of the editing box. This will show you the page you are working in.

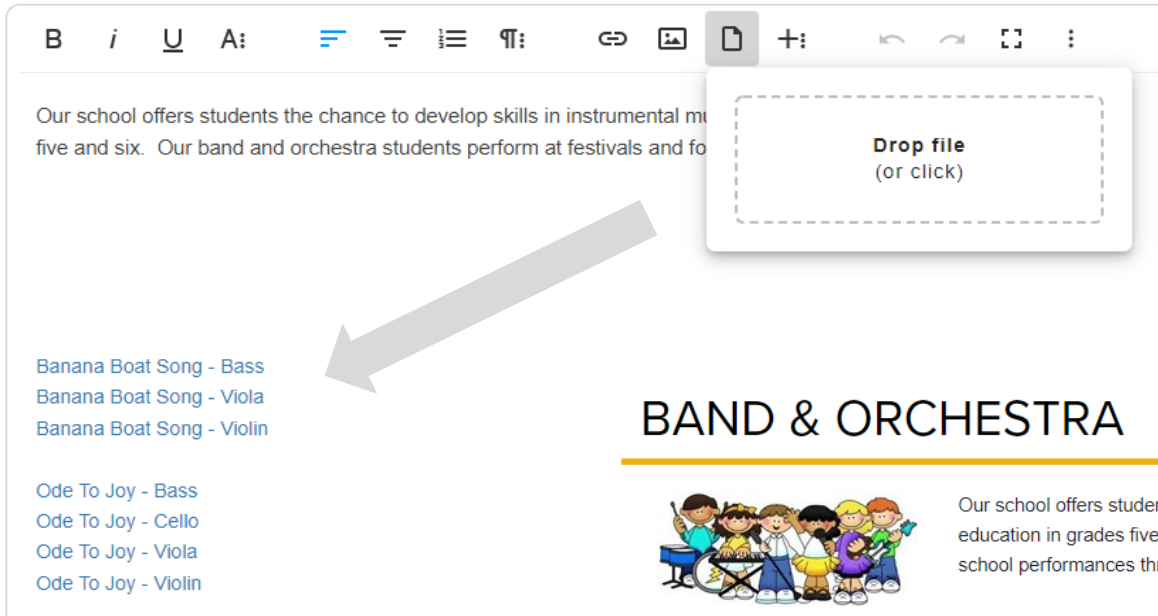
**2** Find the component you've been working in and see your PDFs. If you added a photo

# Want to show a picture of your PDF?

See the [Displaying an Image of a PDF Tutorial!](#)

DO NOT place your PDF in a Text Window

Text:



## BAND & ORCHESTRA



Our school offers students the chance to develop skills in instrumental music through formal music education in grades five and six. Our band and orchestra students perform at festivals and for school performances throughout the year.

Banana Boat Song - Bass  
Banana Boat Song - Viola  
Banana Boat Song - Violin

- Ode To Joy - Bass
- Ode To Joy - Cello
- Ode To Joy - Viola
- Ode To Joy - Violin

## No RTFs

## WARNING:

Adding a PDF in a Text Window this way will only provide the PDF link. It does not provide the RTF link, which is out of ADA compliance.