



# How to add a PDF or Download

Last Revised 1/31/19



# Where to go when you need help:



Digital Communications Tool Training  
Portal on the cusd.com website

<http://www.cusd.com/communications-homepage/digcommtool/>



eSchoolView Help

Click the Help button up at the top bar when  
logged into your website



Contact Leslie Ashford or Jonathan  
Mathis

[LeslieAshford@cusd.com](mailto:LeslieAshford@cusd.com); ext: 73031

[JonathanMathis@cusd.com](mailto:JonathanMathis@cusd.com); ext: 79114

# Guidelines for your Download Files

- Primarily include PDF files on your website, and less Word Documents or jpg images as a download.
- ADA Compliance = American Disability Act. Make sure our PDFs are also RTFs so that we are ADA compliant
  - YES, 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



# MOUNTAIN VIEW ELEMENTARY

Part of the Clovis Unified School District



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[PARENTS](#)

[STUDENTS](#)

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[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.

Find a page on your website that you want to add a PDF to.  
For example: a co-curricular page.

### Co-Curricular

[Co-Curricular Advisors](#)

[Fall Sports](#)

[Winter Sports](#)

[Spring Sports](#)

[Band & Orchestra](#)

[Choir](#)

[Drama](#)

[Oral Interpretation](#)

## 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



12 columns (12/12) 100% ▼



[Edit](#)

[Delete](#)

IF a downloads component doesn't exist yet, **click the "Add Page Component"**.  
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.

# Window 1 Content

Add Page Component

Add Page Component

Type:

Downloads

Internal Name:

Public Name:

Add Component

Cancel

Text Window

Orchestra, Band & Choir

12 columns (12/12) 100%

Select "Downloads" as your component Type.  
You can write your internal name and public name now too.

**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.

**Click "Add Component"**  
\*\*\*This component you just made will add to the bottom of your components list.



# 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



12 columns (12/12) 100% ▼



[Edit](#)

[Delete](#)

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

Created on 6/19/2018 at 11:0

## 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.

To add your PDFs, click  
Add A New Download

 Add A New Download

 Save

 Cancel

### Download Title:

Write the title you want displayed for the PDF.

Download Title:

Description:

Date Visible:

Date Expires:

Existing File:

avoid

File:

 No file chosen

Image Resize Width (px):

☐ Resize image

NOTE: This only applies to newly uploaded images.

Icon:

 No file chosen

☐ Use icon as download link

Required Photo ALT text:

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

If you are wanting the PDF to disappear or appear on certain dates, you can choose them here.

**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.

Making your PDF an image/icon on the page instead of a text link?

If you want it to be an image of your PDF document, you must save as an image FIRST. See Downloads Component Tutorial for more.

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

**IMPORTANT:** Click this button here so that you are ADA compliant.

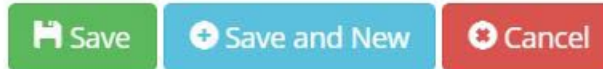
**Did you forget to click the RTF button?** Pages 11-13 will show you what to do.

Make sure this button is checked every time you add a download!

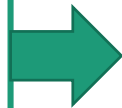


☐ If you are uploading a PDF, would you like the system to create a Rich Text Format file?

Click Save!



**Are you uploading more than one PDF in this component?**  
(These will appear as a list of PDFs/RTFs on your page)



**Click the blue Save and New button.** This will save your current upload and take you into uploading a new PDF right away, without having to manually go in again and add the new Download.

# Edit Downloads Component

\*

**Forgot to create an RTF?!?!?!?**

Click the blue title of the PDF you uploaded,

**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 in their rectangle row and drag it to where you want it to be.

## 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](#)

☐ Select All

[Delete Selected](#)



[test \(GoogleClassroomNotice.pdf..pdf\)](#)

item details

[Delete](#)



[test \(.rtf\) \(36c4dfa0\\_RTF.rtf\)](#)

item details

[Delete](#)

[Save](#)

[Cancel](#)

## If you forgot to make your PDF an RTF:

**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.

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.

☐ Use icon as download link

**Required** Photo ALT text:

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

Create RTF Version



Save



Save and New



Cancel

### Manage Existing Downloads

Internal Name: Choir Schedules

Public Title: Choir Schedules

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

☐ Select All

+ Delete Selected

<input type="checkbox"/>	test (.rtf) (36c4dfa0_RTF.rtf)	item details	+ Delete
<input type="checkbox"/>	teSt (GoogleClassroomNotice.pdf..pdf)	item details	+ Delete

Saved 6:09:43 PM

Save

Cancel

To see what the page looks like:



## Band & Orchestra

### 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

**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

### Choir Schedules

test

test (.rtf)

Destination Imagination

History Day

Science Fair

Human Relations Council

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

Find the component you've been working in and see your PDFs.

## Part 2

- How to convert your PDF into a jpg.
- Adding a photo to your PDF
  - This allows your PDF to show up on your page as either a large picture or a small thumbnail.
  - The image become clickable as the link to the PDF.
- Removing the photo from your PDF or RTF
  - You don't want the photo to appear twice.
  - Decided you don't want an image anymore? Here's how to delete it.



\*

**You may have PDFs on your page, but what if you also want to show a picture of the PDF flyer directly on the page too?** Too make the image of that PDF show up on your page, you will need to convert your PDF to a jpg. That way you will have TWO files: 1 is a PDF, the other a jpg.

Follow these steps to convert your PDF to a .jpg image!

1

Open your PDF. It should open in Adobe Acrobat Reader

2

Click File in the upper left corner.

3

In the dropdown, click Export To > Image > JPG

4

Choose where you want your file to save. **You should now have TWO files: 1 PDF format, 1 JPG format.**

5

**You have TWO options on how to upload your jpg version of the flyer.**

1. Add a new component to the page (Edit Page) and upload the picture as an embedded image like you would normally upload photos.
2. Add this photo as a thumbnail to your PDF file. Follow slides 18 -24 to do this.

\*

**In order to stay ADA compliant:**

**A picture (jpg) with information and text on it (like a flyer, etc) MUST still be uploaded to your page as a PDF AND RTF. Adding the jpg version allows the information to be present on the website page to be the information accessible right away, but You CANNOT only have a picture of the file. You must ALSO have a PDF and RTF of the file.**

1

Click the pencil icon in the black bar above the component you want to edit (in this case, the downloads component)

times during the year, our students perform in choral festivals representing our school.

Choir Schedules

## Choir Schedules

test

test (.rtf)

2

Click the blue PDF file you want to add a picture to

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

☐ Select All

+ Delete Selected



test (GoogleClassroomNotice.pdf..pdf)

item details



Delete



test (.rtf) (36c4dfa0\_RTF.rtf)

item details



Delete

You can edit any information about your pdf here.

Internal Name:

Choir Schedules

Public Title:

Choir Schedules

Edit 'test'

**To add an image of your PDF to appear on your webpage, you must:**

1. Save your PDF as a .jpg by opening your PDF on your computer
2. Click File > Export To > Image > JPG
3. Save your image on your computer where it is easy to find.
4. Now you have a PDF and jpg version of your file.

\*\*\*You are not limited to only adding an image of your PDF. You can also use icons, clipart, or other jpg images to associate your PDF upload with.

3

Download Title:

test

Description:

Date Visible:

mm/dd/yyyy

Date Expires:

mm/dd/yyyy

Existing File:

Please Select [none]

File:

GoogleClassroomNotice.pdf..pdf

Choose File

No file chosen

☐ Overwrite File

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

4

**To make your image appear large on your webpage:**

- Resize to 400 px

**To have the image act as a small thumbnail on your webpage:**

- Resize to 200 px

5

Click the "Resize Image" button

6

**FINALLY, upload your image by choosing the jpg file on your computer.**

7

This button takes away the title and only uses the photo. I suggest you keep it unchecked.

8

Because it is an image, you must include ALT text for ADA compliance.

Create PDF Version

9

Click SAVE

Save

Save and New

Cancel

10

You'll be brought back to the Edit Downloads Component window.

You can see that your PDFs are still listed here below.

11

Click this X to see what it looks like on your webpage.

## Edit Downloads Component

### Existing Downloads

Internal Name: Choir Schedules

Public Title: Choir Schedules

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

☐ Select All

Delete Selected



test (GoogleClassroomNotice.pdf..pdf)

item details

Delete



test (.rtf) (36c4dfa0\_RTF.rtf)

item details

Delete

Save


Cancel

# Choir

## Choir, Classroom Music

Teacher: Lorlyn Bartel

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 **Choir Schedules**

## Choir Schedules



Your teacher is using  
Google Classroom!

### Students:

If you're not already connected to your teacher's Google Classroom, ask your teacher for the class code and join TODAY!

### What is Google Classroom?

Google Classroom is an online system that is designed to boost the learning experience in the physical classroom through the systems developed by Google. Google Classroom is part of the Google Apps for Education suite which looks to develop a paperless environment in the classroom.

### What are the benefits?

For students, Google Classroom provides them access to the learning materials and the assignments prepared by their teacher. It also provides a platform for them to communicate to their teacher or to the class even outside the classroom. When connecting with Google Docs and Drive makes it easy for students to submit their assignments with rich media included.

### Are parents given access to a teacher's Google Classroom?

In general, parents are not given access to a teacher's online classroom. Although parents may view a teacher's Google Classroom with access from their student.

test

**200 px = Thumbnail size:** great for clipart or pictures (ie: using the google classroom logo jpg as the PDF image rather than the actual PDF as an image) or giving a snapshot of your PDF

test (.rtf)

\*

**Warning:** Each time you want to change your PDF image's size, you must:

1. Change the "Image Resize Width (px) size
2. Click the "Resize Image" box
3. THEN you can RE-UPLOAD the jpg using the choose file.

**\*\*You must reupload the image EVERY TIME you want to change it's size.**

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test

#### Suggested\*\*

**400-500 px = Half Page size:** great for your PDFs without taking up the whole page.

\*

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3. THEN you can RE-UPLOAD the jpg using the choose file.

**\*\*You must reupload the image EVERY TIME you want to change it's size.**

test (.rtf)



## Choir Schedules



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**860 px = Full Page size:** Great for image heavy PDFs or flyers, or schedules (Bell Schedule or Sports Schedules).

**\*\*NOT suggested** as it becomes HUGE in relation to the rest of the info on your webpage.

\*

**Warning:** Each time you want to change your PDF image's size, you must:

1. Change the "Image Resize Width (px) size
2. Click the "Resize Image" box
3. THEN you can RE-UPLOAD the jpg using the choose file.

**\*\*You must reupload the image EVERY TIME you want to change it's size.**

test

Decided you don't want an image anymore?

Go in to the editing of the PDF like before.

Click the Remove Existing Icon Box

12

## Google Classroom?

In general, parents are not given access to a teacher's online classroom. Although, parents may view a teacher's Google Classroom with access from their student.

☐ Remove Existing Icon

Choose File No file chosen

☐ Use icon as download link

Required Photo ALT text:

google classroom

Create RTF Version

13

Click Save

Save

Save and New

Cancel

\*

### NOTE:

If you are adding your image to your PDF when uploading the PDF all at one time, and then you click the RTF box on the bottom, it will attach the image to both the PDF and RTF on your webpage!

**You don't want double photos! To remove the RTF's image, click the pencil icon for your Download component and select the RTF from the list. Then follow steps 12-13 on this page.**