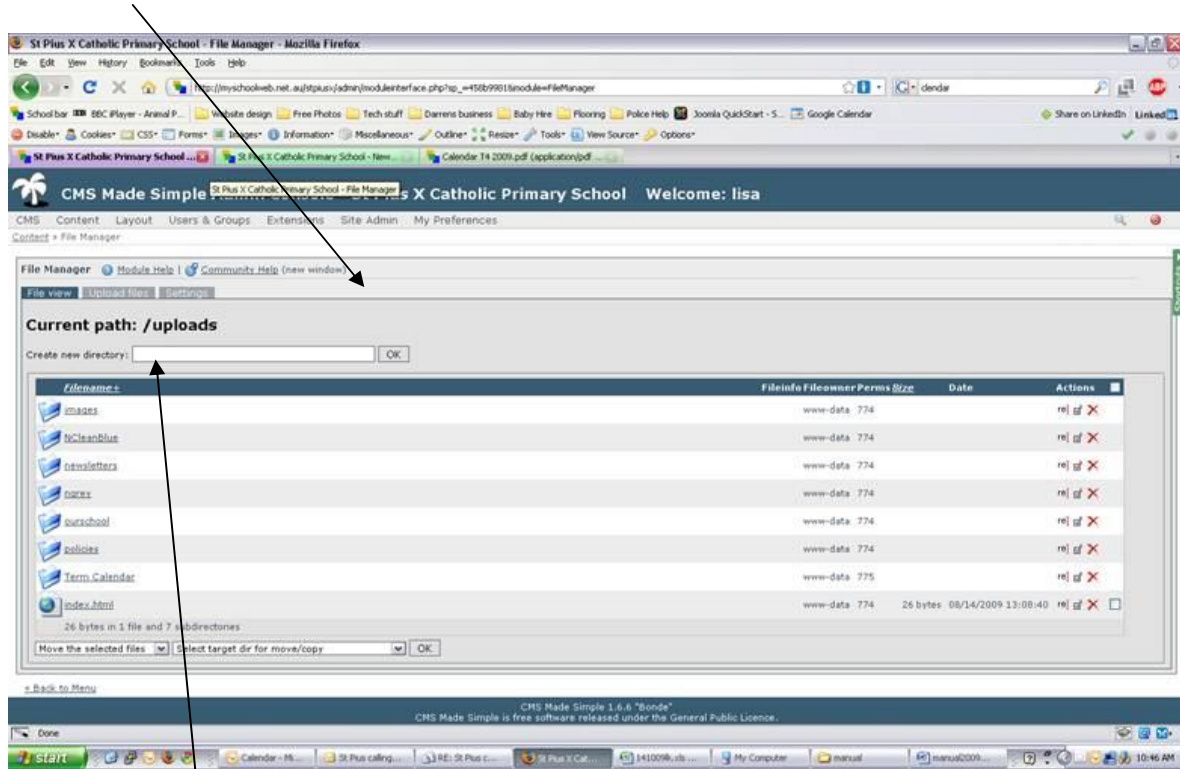


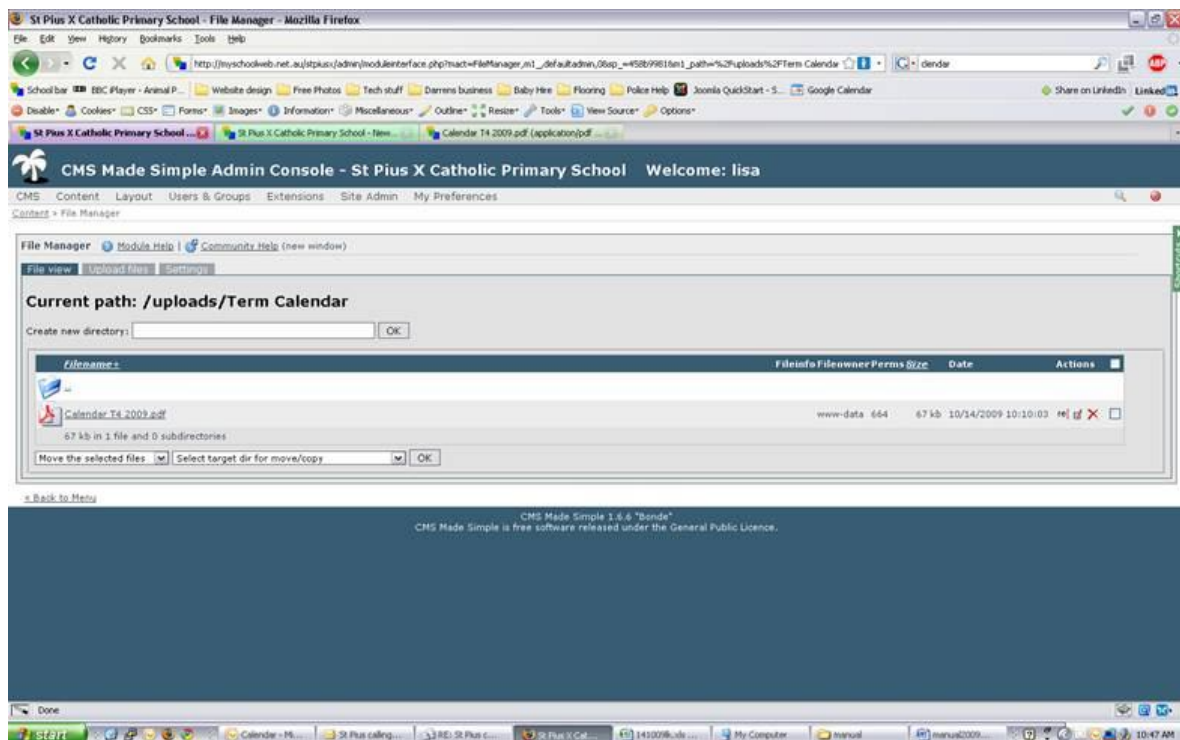
This process is to get an PDF straight from a Menu Button Click

For this you need to log in as admin. Go to the top menu Content then Pages then File Manager you will see this screen:-

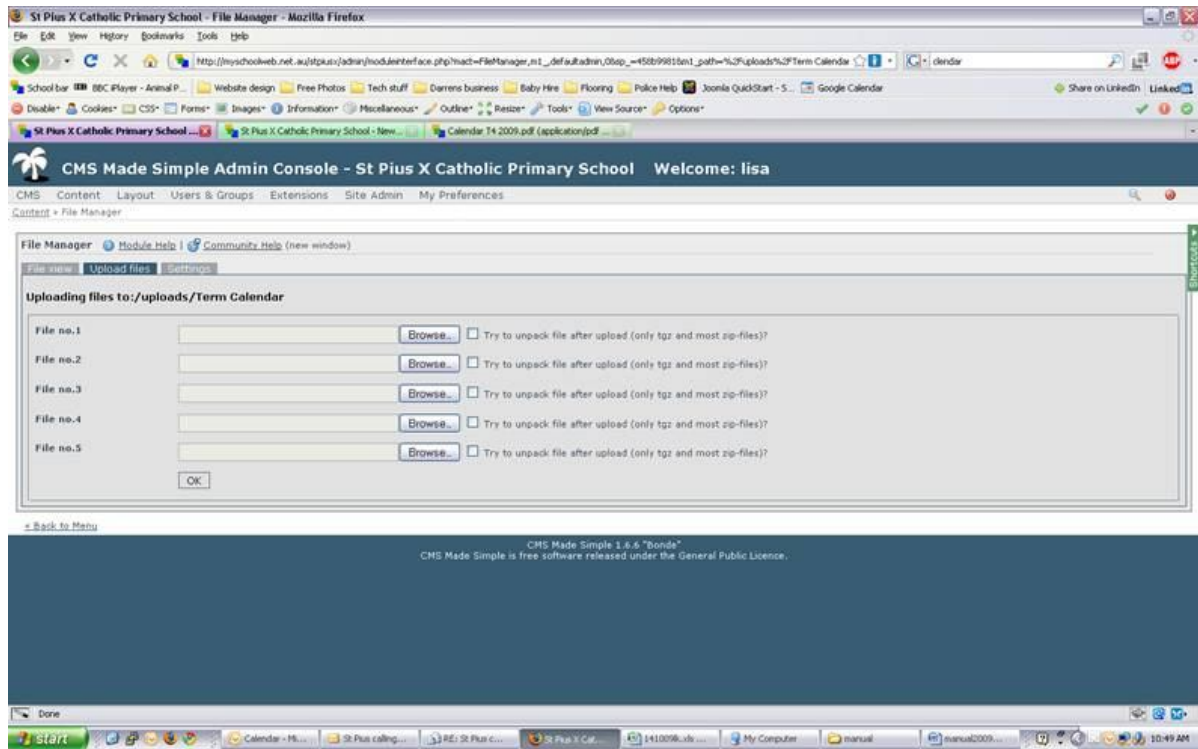


* If there isn't a folder you want there, this is where you create new folder *

You select the Term calendar folder (click to open) you will see this next screen :-

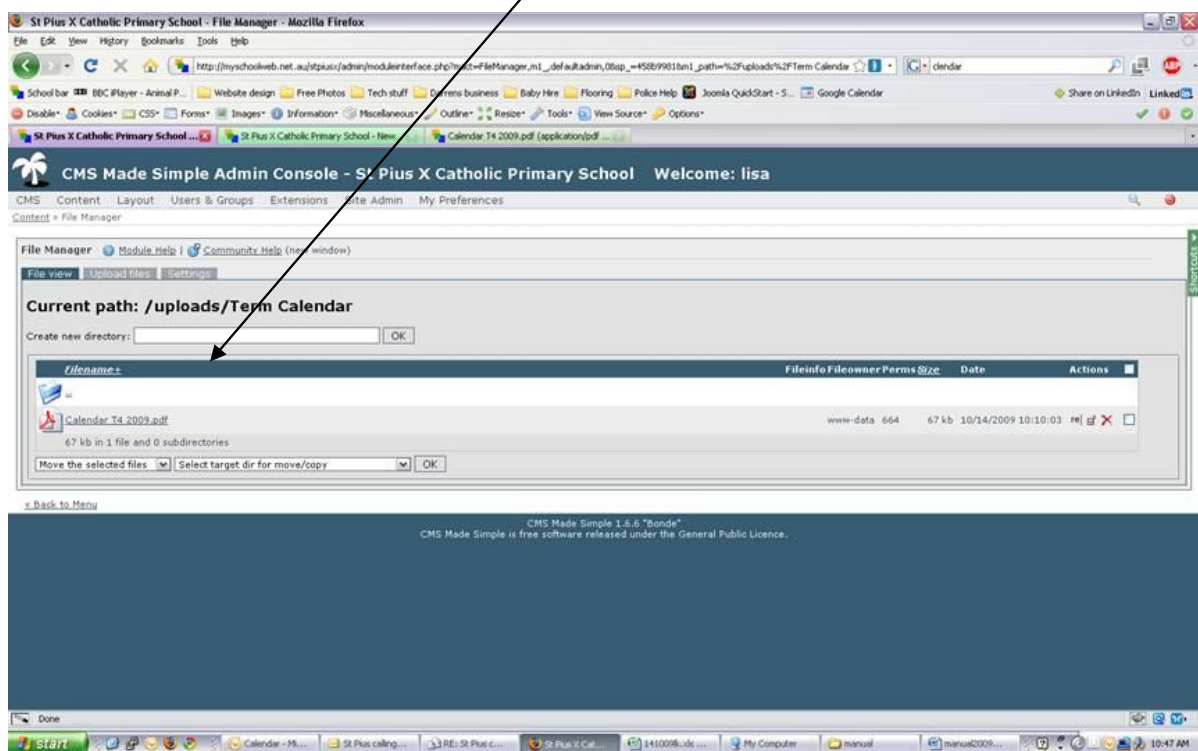


You then click on the Upload Files tab. You then see the next screen :-

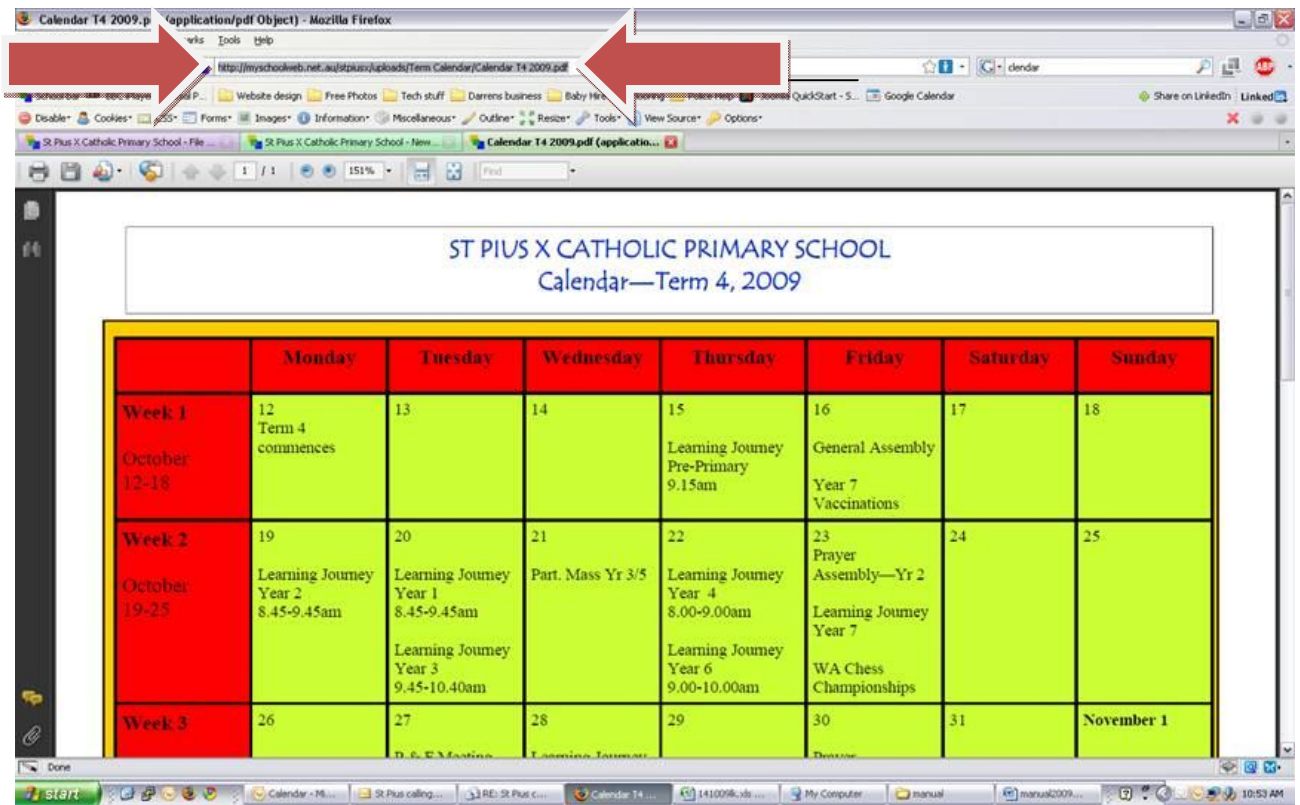


You then click the browse button to find the PDF on your Machine (you can upload five at once if you like) then click OK.

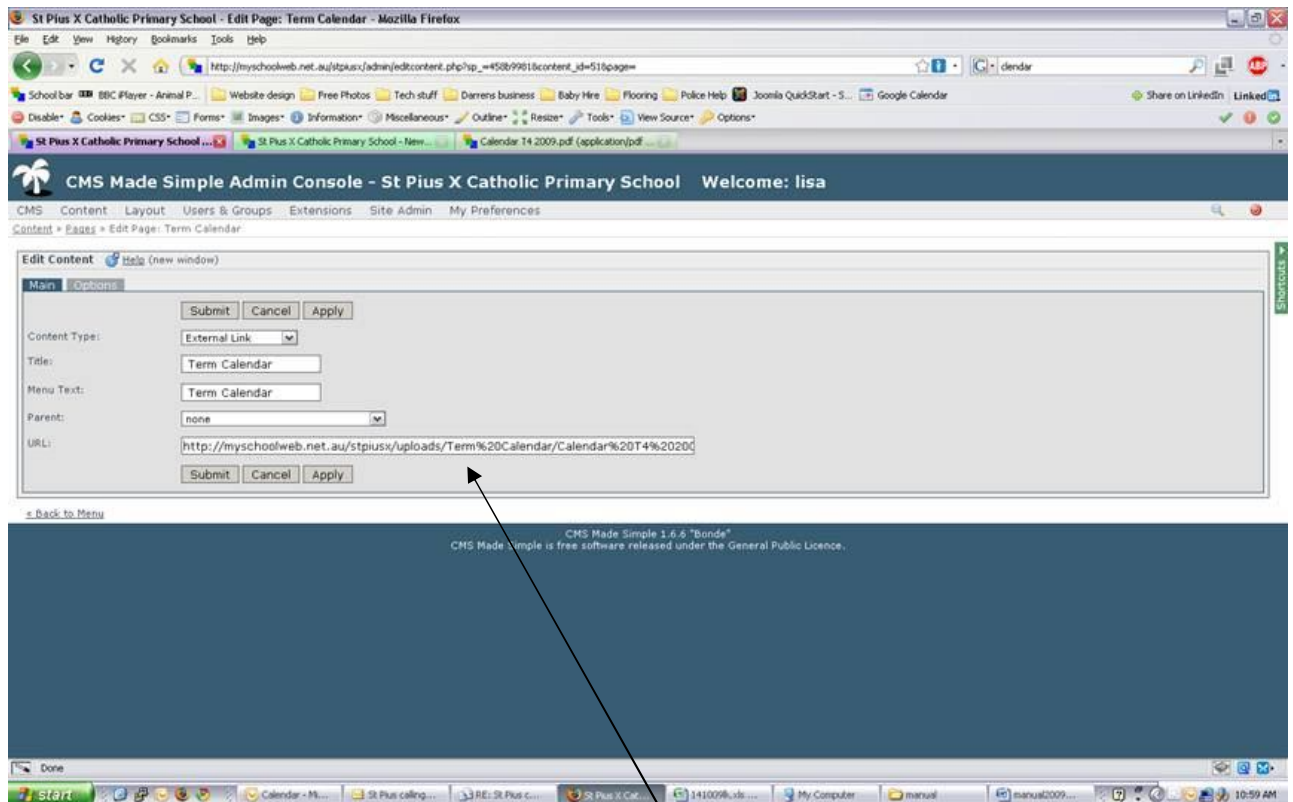
You then will be taken back to the previous screen, with the file in the list.



While you are on this screen you click onto the PDF (It will one into a new page) and copy the whole URL (address of the PDF on the website) see picture below.



Return to Content then Pages and find the Term Calendar Page and open it (click on it)



You will see this page, you then delete the URL here and Paste the one you got earlier, and then submit.