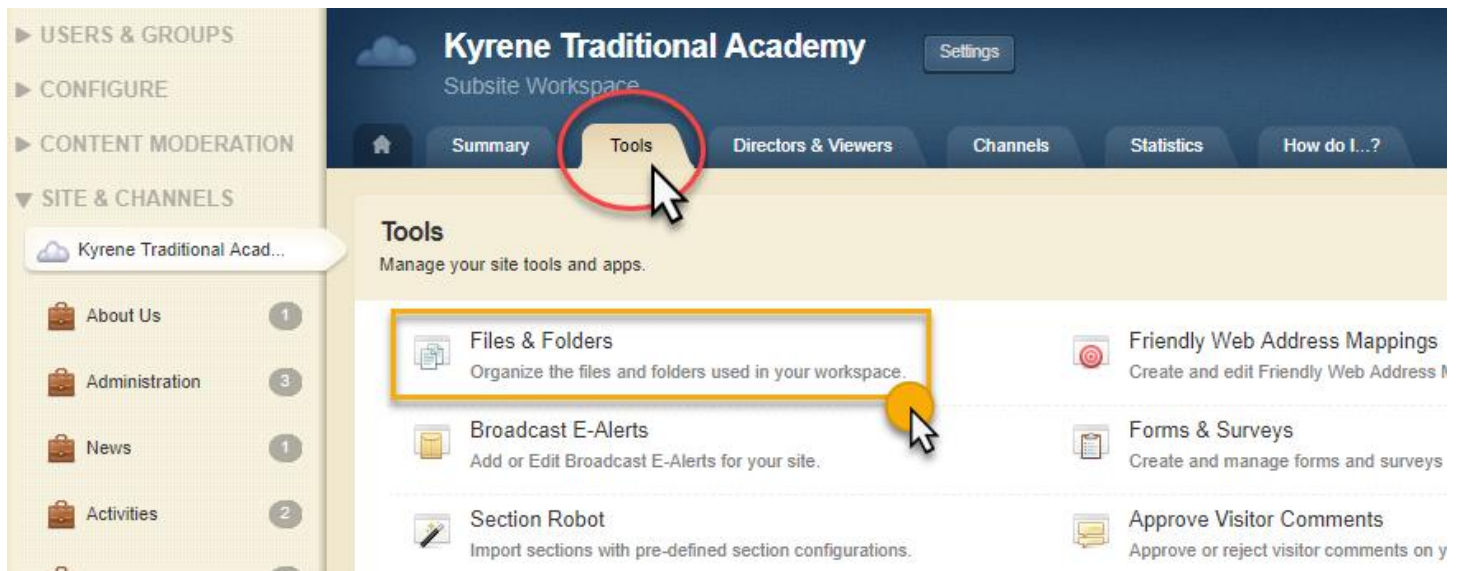
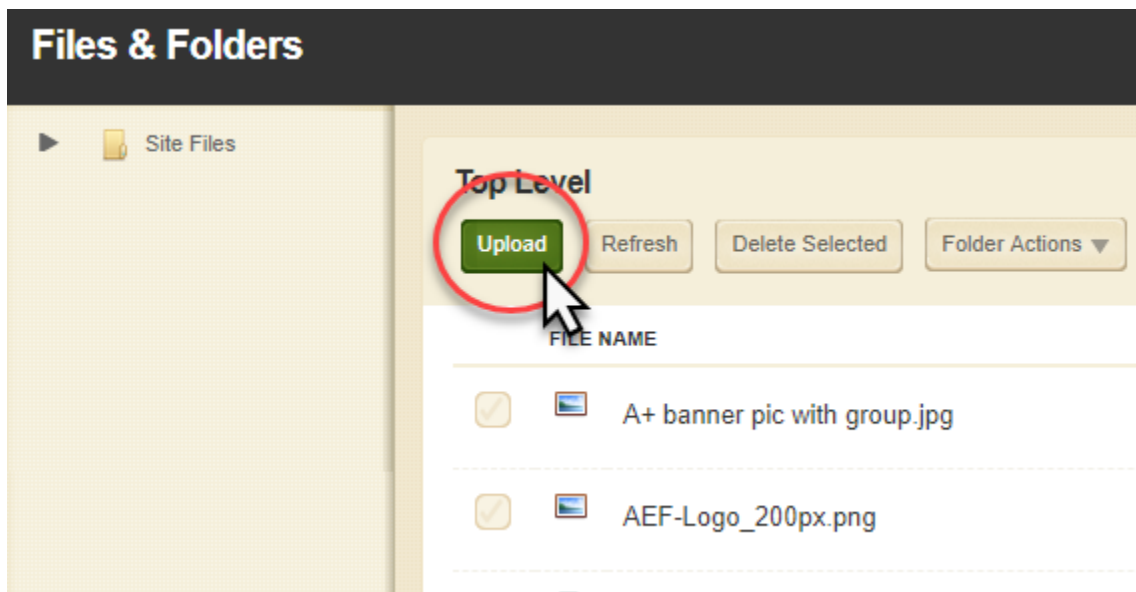


## Upload Revised PDF to Web

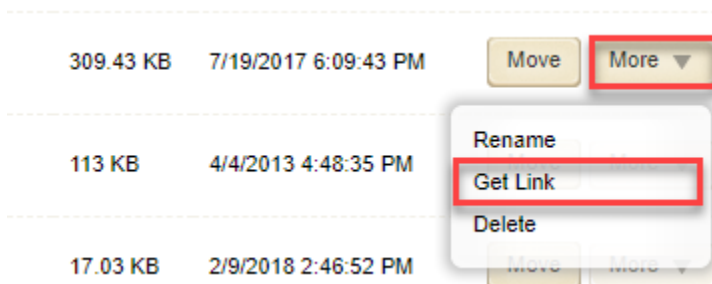
**Step 1:** Log in the Site Manager. Click *Tools*. Select *Files & Folders*.



**Step 2:** Click *Upload* button. Browse PC files to locate updated PDF, and click *Upload*.



**Step 3:** Once uploaded, click the *More* drop-down button to the far right of the new file. Select *Get Link*.



**Step 4:** Copy link address. Click Close.

### Get Web Address

Right click a web address to copy it to your clipboard.

#### Full Web Address:

[https://www.kyrene.org/cms/lib/AZ01001083/Centricity/Domain/32/All Grades Supply L](https://www.kyrene.org/cms/lib/AZ01001083/Centricity/Domain/32/All%20Grades%20Supply%20List.pdf)

#### Relative Web Address:

/cms/lib/AZ01001083/Centricity/Domain/32/All Grades Supply L

Close

**Step 4:** With link copied, navigate to your preferred web page to embed. In this example, we link the new Supply List PDF under the *News & Announcements Section*.

The image shows a website editor interface. On the left is a sidebar titled "SITE & CHANNELS" with a search bar and a list of menu items: About Us (1), Administration (3), News (1), Activities (2), Classrooms (1), Programs & Services (1), Teachers (42), Parents (1), and Students (1). At the bottom of the sidebar is a "Change Site" button. The main content area is titled "Homepage Page" and shows "Last edited by Sharon McGrath Yesterday at 3:04 PM." Below the title are seven content blocks labeled A through G. Block A is empty. Block B contains "Quicklinks" (Site Shortcuts) and "Welcome" (Content). Block C is "Facebook small - KTA" (Embed Code). Block D is "Left Rotating Images 480x204" (Photo Gallery). Block E is "Right Rotating Images 233x204" (Photo Gallery). Block F is "KTA News & Announcements" (Headlines & Features). Block G contains "District Alerts" (Announcements, Shared) and "Mark Your Calendar". A red arrow points to the "Teachers" link in the sidebar.

**Step 5:** Select the article.

## KTA News & Announcements

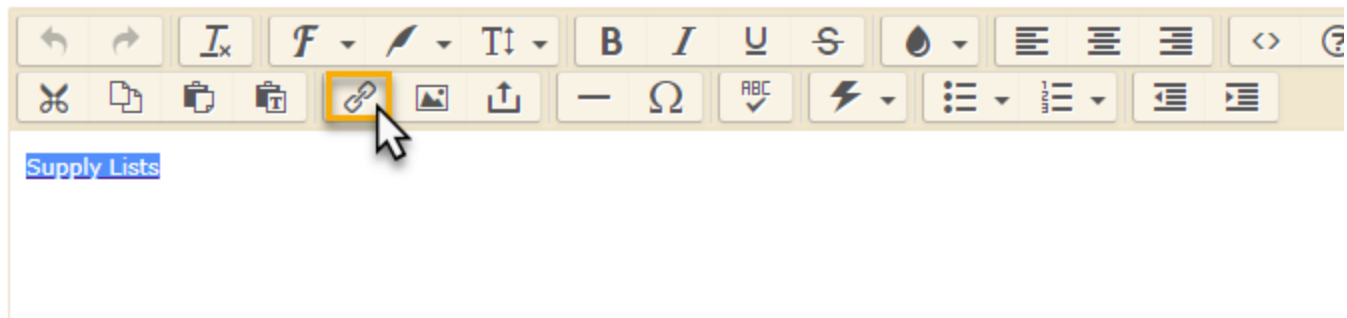
**New Headline** Sort Headlines

STATUS	HEADLINE
ACTIVE	Welcome to Kyrene Traditional Academy!
ACTIVE	KTA named AZ Excellence in Civic Engagement Merit School
INACTIVE	Our school has expanded to 6th Grade for 2017-18 School Year
ACTIVE	Important Information for the 2017-18 School Year
ACTIVE	2017-2018 Supply Lists

**Step 6:** Under Headline Body, highlight text from body text and select hyperlink icon.

### Edit Headline

Headline **Headline Body** Attachments Author Advanced Viewers Tags



The screenshot shows the 'Edit Headline' interface. The 'Headline Body' tab is selected and highlighted with a red box. Below the tabs, the text 'Supply Lists' is highlighted in blue. The toolbar below the text contains various icons for editing. The 'Hyperlink' icon, which is a chain link, is highlighted with a yellow box and has a mouse cursor pointing to it.

**Step 7:** Click *Web Address*. Paste file link in Web Address field. Click *Insert Link*.

## Insert Link

To map to a site, choose the site. To map to a channel or section, choose the site then the channel or :



Your Site

Link to an area of your site.



Email Address

Link to an email address.



Web Address

Link to a web address.



Bookmark

Link to a bookmark on this page.



Form or Survey

Link to a form or survey.

\* **Web Address:**

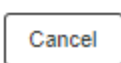
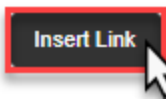
<https://www.kyrene.org/cr>

**Text to Display:**

Important Information 201

**Target:** ?

Open in New Window ▼



**Step 8:** Click Save.

**Activate on my page**

