

How to Add a Document to a Webpage

My Documents

My Documents is like a **filing cabinet with folders that contain all the documents (PDF files)** that you want to store and upload to the pages of your website.

The best practice is to load your PDF files to a folder in My Documents **before** you add that document to an individual webpage.

NOTE: These documents are not visible to your customers, unless and until you attach the document to a page of your website.

Step 1: Save Documents as PDF Files

- Uploading Word Documents to your website is not ADA compliant. The best practice is to save all documents as PDF to your desktop before you add them to **My Documents**. See **How to Convert a Word Document to PDF tutorial** for more details.

Step 2: Login to Client Dashboard on Your Website

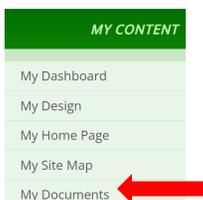
- In the lower right corner of your website's home page, you will see the word **Admin**



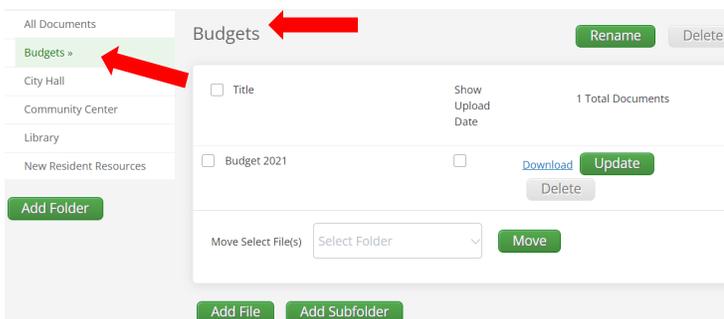
- **Click that link**, then login with your username and password

Step 3: Add a Document to My Documents

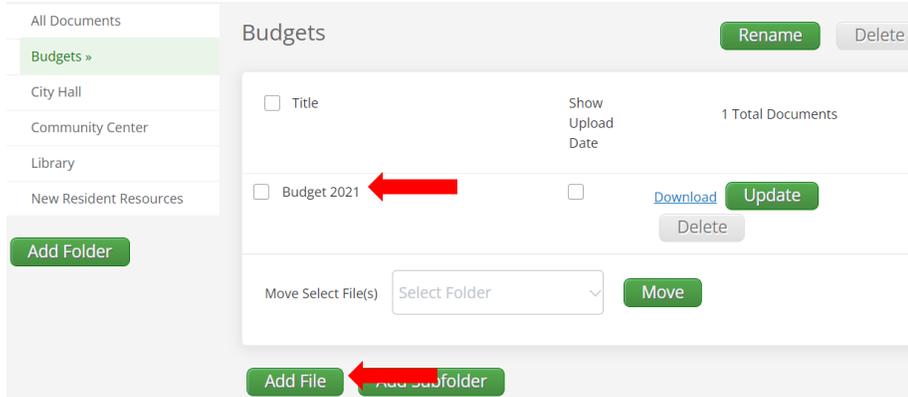
- On the left side of the screen, **click My Documents**



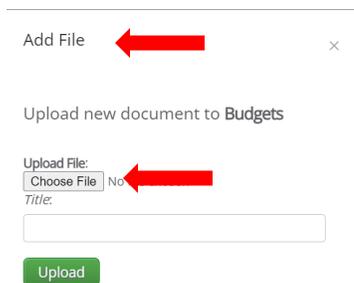
- On the right side of the screen, **click the folder name** where you want to save the document to place on a webpage (in the example below, the Budgets folder is selected)



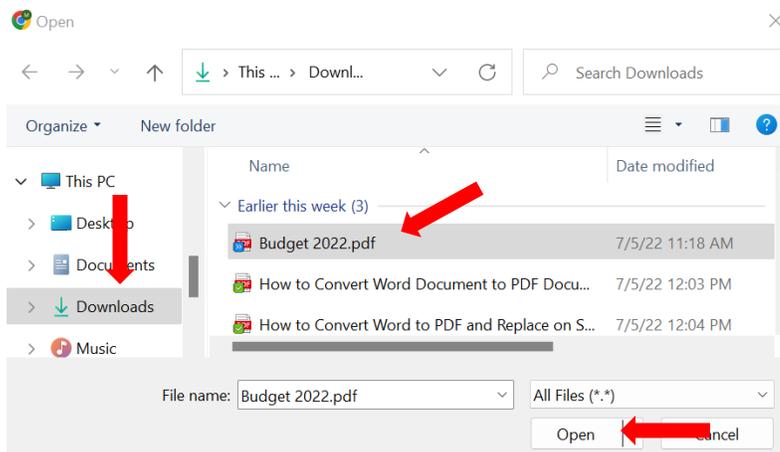
- To the right of the list of folders, you will see the contents of that folder (in this example, there is one file titled Budget 2021), **click the Add File button** to add a new document



- When the Add File box opens, **click the Choose File button**



- When your PC's browser opens, **locate the PDF document you want to add, click the name of the file, then click Open**



- When you see the name of the file you chose to the right of the **Choose File** button, name the document in the **Title** box, then click the **Upload** button

Add File ×

Upload new document to **Budgets**

Upload File:
 Budget 2022.pdf ←

Title:
 ←

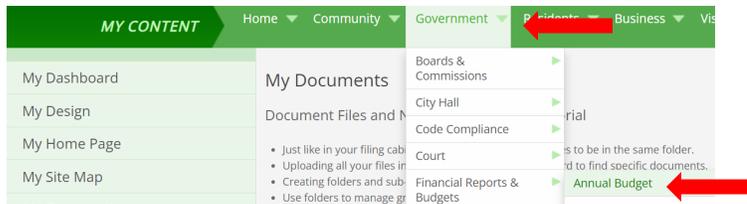
←

- **NOTE:** Be consistent in naming files that are similar. If applicable, add a date at the end or beginning of the title (for example, Budget 2022 or 2022 Budget).

Budgets		<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	Title	Show Upload Date	2 Total Documents
<input type="checkbox"/>	Budget 2021 ←	<input type="checkbox"/>	Download <input type="button" value="Update"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Budget 2022 ←	<input type="checkbox"/>	Download <input type="button" value="Update"/> <input type="button" value="Delete"/>

Step 4: Add a Document to a Webpage

- On the **MY CONTENT** toolbar at the top of the screen, navigate to the webpage where you want the document to appear (for example, **Annual Budget**, under the Government tab)



- **Scroll down to the bottom of the screen to the Available Features on this Page section, make sure the box on the left side of Related Documents is checked**

Available Features on this Page ←

- Content Box
- Related Documents ←
- Related FAQs
- Contact Information
- Images on Page
- Related Links
- Group Members
- Locations

- Now you have two choices - you can choose to **display all documents in a specific folder** on this page **OR** you can choose to **display only specific documents** on this page

Step 5: Display all Documents in a Specific Folder

- In the **Documents on this Page** section, **click the circle to the left of All Documents in this Folder** if you want to display all documents in a specific folder on your webpage

Documents on this Page

You can choose either individual documents, or a folder, to associate with this page.

All Documents in this Folder
 Individual Document(s) listed below
 Display the first document inline on this page

-- NONE --

-- NONE --

All Documents

Community

- Senior Citizen Center

Government

- Financial Reports & Budgets

-- Annual Budget

- **Click the down arrow** to the right of the box with -- NONE -- showing (see blue arrow above), **click the name of the folder** you want displayed on your webpage from the drop-down list (see purple arrow above)
- If you have subfolders within the folder you chose and want those displayed as well, **click the box to the left of Display Subfolders & Subfolder Contents**, then **click the Update button**

You can choose either individual documents, or a folder, to associate with this page.

All Documents in this Folder
 -- Annual Budget

Display Subfolders & Subfolder Contents

Step 6: Display Only Specific Documents

- In the **Documents on this Page** section, **click the circle to the left of Individual Document(s) listed below** if you want to display only specific documents on your webpage, then **click the Add Existing Document button**

Documents on this Page

You can choose either individual documents, or a folder, to associate with this page.

All Documents in this Folder
 Individual Document(s) listed below
 Display the first document inline on this page

-- NONE --

Display Subfolders & Subfolder Contents

File 1: 2021 Budget ✕

Add Existing Document

- After you click **Add Existing Document**, a new File # will appear below documents already listed on this page (in the example below, there is already one file listed on this page), **click the down arrow** on the right side of the Select Document box

Individual Document(s) listed below
 Display the first document inline on this page

File 1: 2021 Budget ✕

File 2:

Select Document: ▼ 

[Add Existing Document](#)

- When the drop-down list appears, **click the name of the document** in My Documents you want listed on this page, then **click the Update button**

Individual Document(s) listed below
 Display the first document inline on this page

File 1: 2021 Budget ✕

File 2:

Select Document: ▼

Select Document:

All Documents

2022 Press Release

Visitors

Word doc for test

- Senior Citizen Center

SCC Events for July 2022

SSC Menu week of 7-1-22

-- Annual Budget

2022 Budget

2021 Budget

[Add Existing Document](#)

Title:

Folder:



- Now the 2022 Budget document has been added to this page (see below)

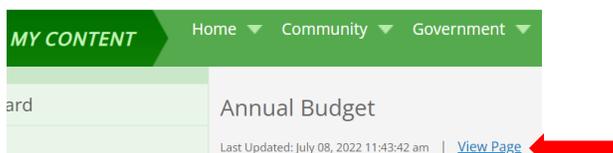
Individual Document(s) listed below
 Display the first document inline on this page

File 1: 2021 Budget ✕

File 2: 2022 Budget 

[Add Existing Document](#)

- **Click the View Page link** at the top of the screen (under the MY CONTENT toolbar) to see how the document looks on your webpage

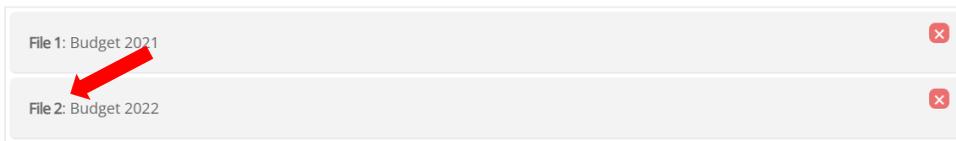


Step 7: Change Order of Documents on Webpage

- If you want the Budget 2022 document above the Budget 2021 document, **drag and drop the document into place**, then **click the Update button** (see instructions below)

NOTE: If you have a PDF viewer section on the page (for example, the Water Quality Report page), the document in the top position will be the one showing in the PDF viewer, so you always want the latest version to be on top

- To drag the 2022 Budget above the 2021 Budget in the following example, see next steps



- **Hover your mouse cursor** over the word **File** next to the document you want to move until you see a four-headed arrow like the one shown below



- **Click and hold the left mouse button down, drag your cursor up or down** until the file is where you want it, **release the mouse button** to "drop" the file in the new position
- A small black box with the words "Document Order Saved." will appear briefly in the bottom right corner of your screen



- **NOTE:** For more information regarding My Documents, please see **How to Manage Folders in My Documents** and **How to Manage PDF Files in My Documents** tutorials.

If you have questions about this tutorial or need additional assistance with your website, please click the **CONTACT SUPPORT** button on the left side of your website's Client Dashboard. Complete the form to tell us how we can help, then click Submit. Or you may call us at (888) 551-4815. **We are here to help!**