

How to upload a PDF:

1. Click on "Upload PDF" on the main partnership calls page or on a resources page -- it doesn't matter where.
2. Under "Upload File", click "browse" and browse your computer for the file. Then click "Upload".
3. You'll now see a screen that says "Use the following in place of a URL to create a link to this file: #fileURL:X#" ...Except X will be a number.
4. In the article where you want to add a link to the PDF, create your link just as you would any other link, by using the link tool... except instead of entering the URL for the link, enter #fileURL:X# ...but replace X with the numeric ID of the file upload.

NOTE: This also works with other kinds of files -- not just PDFs. You can follow this same procedure to upload image files, sound files, word processing docs, etc, that are found on your computer.

BTW, the best way to actually get the the PDFs on your computer -- so you can upload them to the server as described above -- would be to right click on the PDF link (such as those found at http://www.healthandenvironment.org/articles/call_resources/52) and then save to a folder on your computer... that is, whatever the Mac equivalent of "right click" is. You're probably best served by downloading all the PDFs to your computer one after another, assembly line style. This is assuming you don't already have all these PDFs on your hard drive somewhere.

Also... needless to say, you don't have to follow this procedure with PDFs found on other org's websites -- only to migrate the cheforhealth.org PDFs. In the case of PDFs on other organizations' websites, you just create a link just as you would create a link to an HTML page, using the editing tool.