

Uploading Documents to the CAC website

***Please upload only pdf documents! Pdf documents open immediately when you click on the link in the website. Word documents have to be saved first and then opened ***

Go to the page you want to add (or update) a linked document

In edit mode, click on “edit page” at the top of the screen

Either go to the current linked text, and highlight it with your cursor, or enter text and highlight the new text with your cursor

Then click on “Add media” at the top of the screen

Click on “Upload Files” and select the file from your computer to upload (a pdf is best)

After the document has uploaded, go to the right hand side of the “Insert Media” screen under “Attachment Details”. Click on the Title box to name the document. You can keep the name of the document or if it is under a placeholder link such as “Information” type the placeholder name again. This is what will show up on the webpage so type it carefully!

Then click on the box below “Insert into page”

This will go back to the webpage in edit mode. Check to see if the text is correct.

If it is, click on “update” to save your work

Then go to the website page to double check your edit (including making sure the right document is downloaded when you click on the text)

That’s it!

Margy Eller Jan 2018