Ektron Training Guide - PDFs

Uploading PDFs

1. On the top navigation, click the "Library" tab.

2. Make sure the drop-down is updated to "Files."
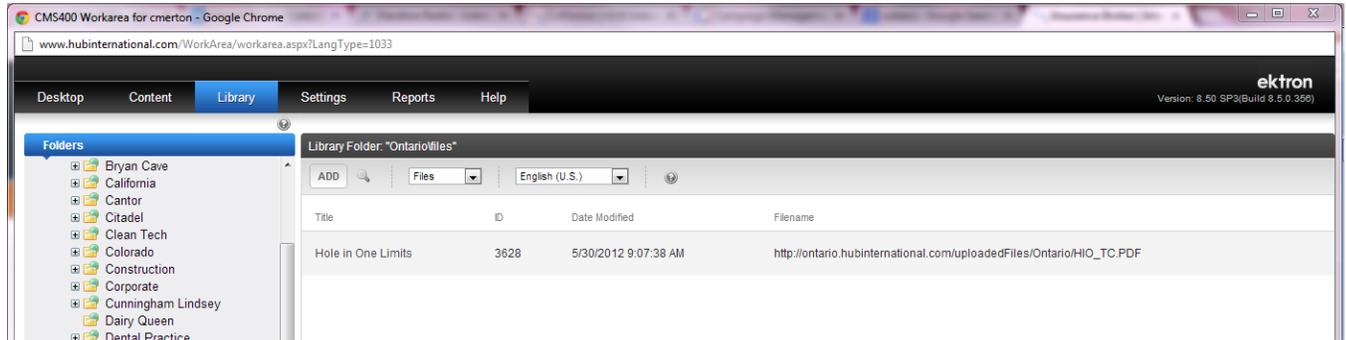
3. Open a folder that has content relating to the PDF you are going to upload. To stay organized PDFs should go accordingly with their section.

4. Once the folder is selected, click "Add" in the Workarea.

5. To upload the PDF, click "Choose File" and locate the PDF on your computer.

6. Add a title to the "Title bar," and click "Save."

How to Overwrite a PDF

1. Find the original file/PDF in the Library section of Ektron.

2. Once the image is found, select the image title.

3. On the toolbar, select "Overwrite"
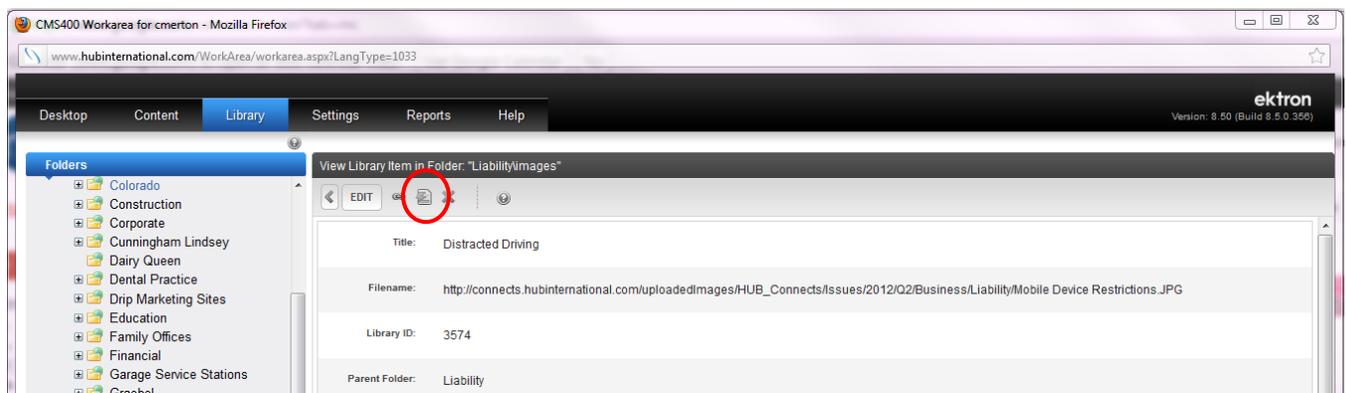
4. Select "Choose File"

5. Select the updated PDF

6. "Update"

<u>Hyperlinking:</u>

1. To hyperlink, select the text you want to link. Click on the "Hyperlink Manager" button.

2. If the link is external or a PDF, select "New Window" in the "Target" dropdown.

3. If the link is internal, delete the "http://" and paste the alias of the page. The alias will be all text after www.hubinternational.com.

4. To link to a PDF, select the "…" button next to the right of the URL field. Select "Files" in the dropdown. Find the folder the PDF is located in. Once located, double to insert. Select "New Window" in the "Target" dropdown.

5. Select "OK" to insert link.