


Zimbra

lhurley@digitaltowpath.org

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**Fwd: Posting a PDF to the homepage**

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**From :** Jeanne Brown <jbrown@digitaltowpath.org> Mon, Feb 25, 2019 03:59 PM  
**Subject :** Fwd: Posting a PDF to the homepage  Important  
**To :** Digital Towpath <support@digitaltowpath.org>

Works better without the three p's in support :)

Jeanne Brown  
Project Director  
Digital Towpath Cooperative  
A Shared Technology Service of  
Local Governments Across New York State  
digitaltowpath.org  
315 520-4502

----- Forwarded Message -----

From: Jeanne Brown <jbrown@digitaltowpath.org>  
To: townofsmithfield@centralny.twcbc.com  
Cc: support <support@digitaltowpath.org>  
Sent: Mon, 25 Feb 2019 15:48:46 -0500 (EST)  
Subject: Posting a PDF to the homepage

Janice,

I'm sorry I missed your call last Friday. Lisa Hurley from the Digital Towpath support team tried to contact you Friday afternoon but missed you.

There is no way to post a PDF directly to the website. You can link to it easily, though, once you have the URL for the link.

The software assigns each resource of your site its own unique URL at the point that it is associated with a live page of the site. If you want to post a link on your homepage that will open the PDF for visitors, first post it through the Documents section of some live page on the site.

If there is no logical place to put it, you can post it to a Misc Webpages entry. If you choose this option, leave the Navigation Title field empty. This sets up a page with a live URL but no navigation for the public to access it directly.

Once the PDF has been associated with a live page, go to the public view of the page and take the link to open the document itself. In my system, because of the way my browsers are set up, I have to open the document twice to have it open in a tab of my browser instead of through my PDF reader on my computer like it does the first time I take the link to it. You may have to do this as well. Or, you may have to use a different browser to get to that point. When you can open the document in a browser window, capture its URL.

If you've opted to use a Misc Webpages entry, a link to the live page is in the top section of the entry's Viewing page.

Then use a Link or Text element from Modify Homepage under the Website menu to establish a link from the homepage directly to the document.

Jeanne

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