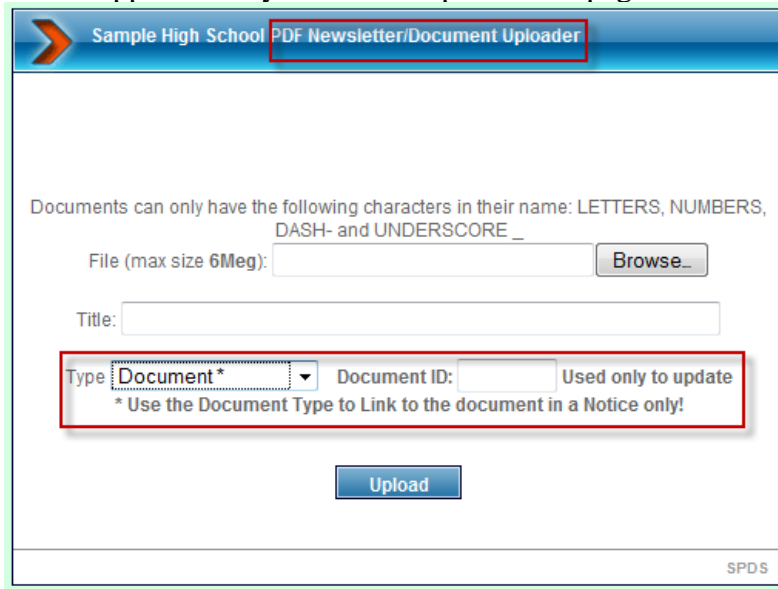


Uploading a PDF Document for a Notice

If you need to add a link to PDF document in a notice proceed as follows:

1. Upload the PDF file and select **Document** type- this will make sure that the document does NOT appear on any of the other predefined pages.



Sample High School PDF Newsletter/Document Uploader

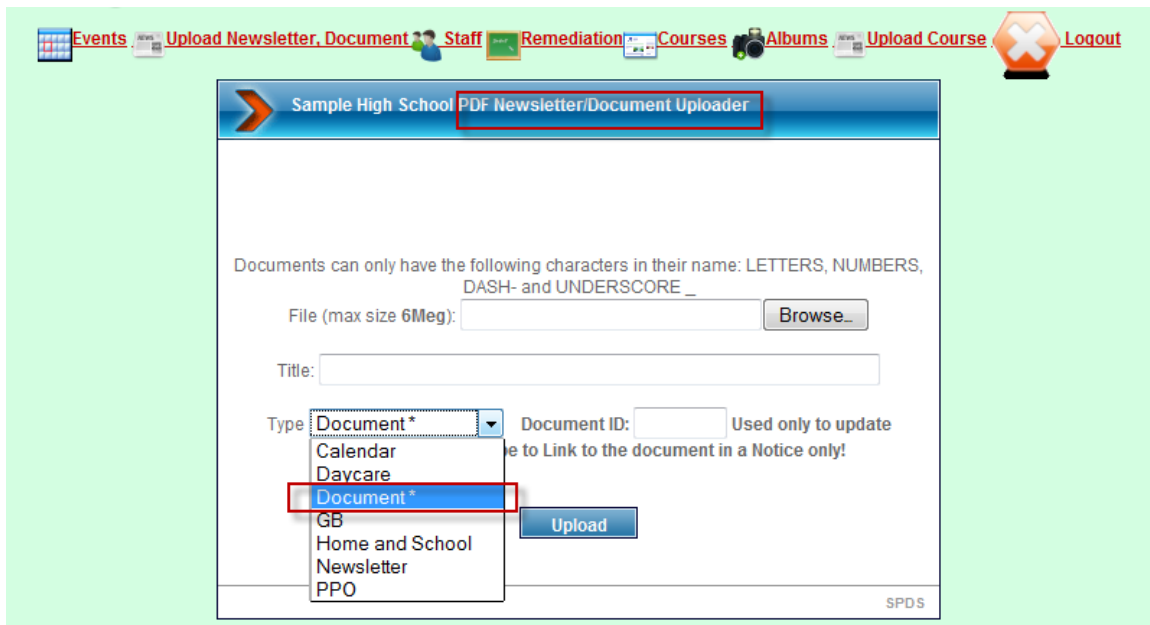
Documents can only have the following characters in their name: LETTERS, NUMBERS, DASH- and UNDERSCORE _

File (max size 6Meg):

Title:

Type: **Document*** Document ID: Used only to update
* Use the Document Type to Link to the document in a Notice only!

SPDS



Events Upload Newsletter, Document Staff Remediation Courses Albums Upload Course Logout

Sample High School PDF Newsletter/Document Uploader

Documents can only have the following characters in their name: LETTERS, NUMBERS, DASH- and UNDERSCORE _

File (max size 6Meg):

Title:

Type: **Document*** Document ID: Used only to update
* Use the Document Type to Link to the document in a Notice only!

- Calendar
- Daycare
- Document***
- GB
- Home and School Newsletter
- PPO

SPDS

2. Now Add a Notice

Laurier Senior High School
Add A Notice webmaster

Logged in for 0 minutes

Dashboard Add Notice Folders Upload Photo Upload PDF Edit Your Home Page Help Files

Events Upload Newsletter, Document Staff Remediation Courses Albums Upload Course Logout

You cannot save notices with the same Title and Page.

Title

Notice ID : (used only to update or delete a notice) Delete This Notice

Page(s) You can select up to 5 pages

sports
studentcouncil
studentlife
studentservices
webmaster

(This url will be linked to the title) URL Notice Type Normal

OR Select a Document If you select a document and specify a URL, the URL will be used

Image URL This is an image that will appear below the title

From Date (default is today)

To Date (default 30 days from today)

Type Your Notice In the Space Below

3. Select the PDF document you uploaded in step 1.

webmaster

(This url will be linked to the title) URL Notice Type Normal

OR Select a Document

Image URL

From Date (default is today)

To Date (default 30 days from today)

Type Your Notice In the Space Below

governance/gb/pdf/GB_.pdf
governance/gb/pdf/Proposal_for_Tracking_Student_Community_Service.pdf
governance/gb/pdf/instru_ctions.pdf
regulations/AGENDA_85 X 11_FINAL.pdf
calendars/swlsb0910.pdf
righnews/HighSchoolNotice.pdf
doc/pdf/dashboard.pdf
daycare/pdf/login.pdf
newsletters/pdf/weekofoct52009.pdf
newsletters/pdf/weekofsept21_2009_.pdf
newsletters/pdf/weekofnov2_2009.pdf
staff/webmaster/pdf/webmaster_1.pdf

4. Proceed by completing the required fields in the Add Notice form

You cannot save notices with the same Title and Page.

Title

Notice ID : (used only to update or delete a notice) Delete This Notice

Page(s) You can select up to 5 pages

regulations
resources
righnews
safety
webmaster

(This url will be linked to the title) URL Notice Type Normal

OR Select a Document doc/pdf/dashboard.pdf If you select a document and specify a URL, the URL will be used

Image URL This is an image that will appear below the title

From Date (default is today) 2010-01-25

To Date (default 30 days from today) 2010-02-24

Type Your Notice In the Space Below