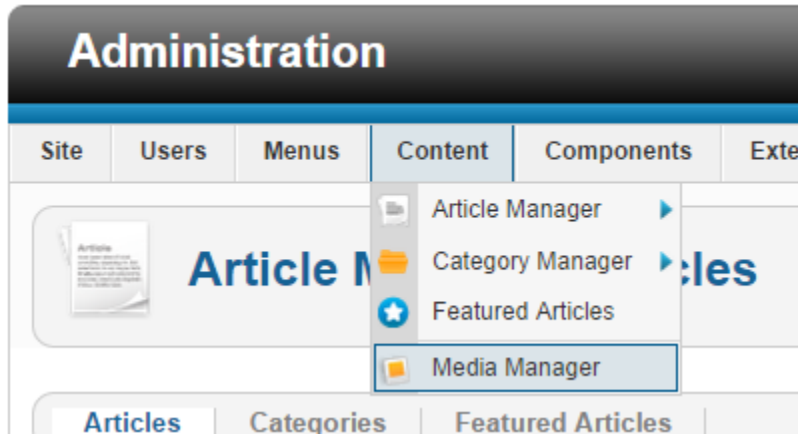
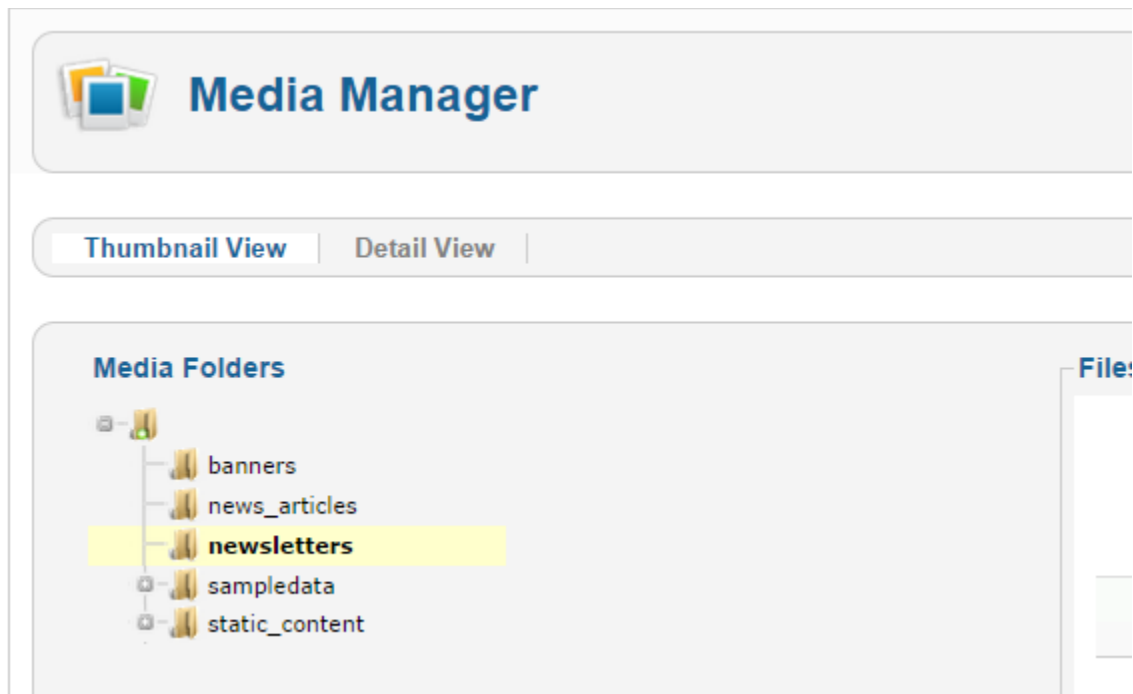


Uploading the PDF File

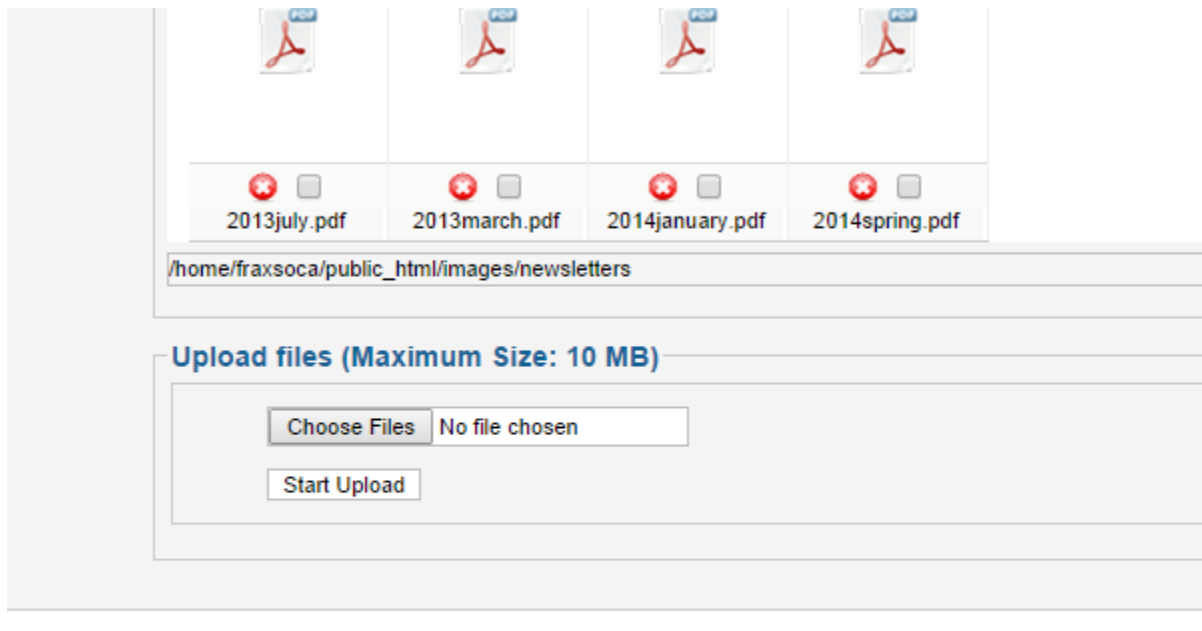
1. Log into the Joomla administrator. Go to the Content menu and click “Media Manager.



2. In the Media Manager screen, click newsletters on the left to set the correct folder for the upload.



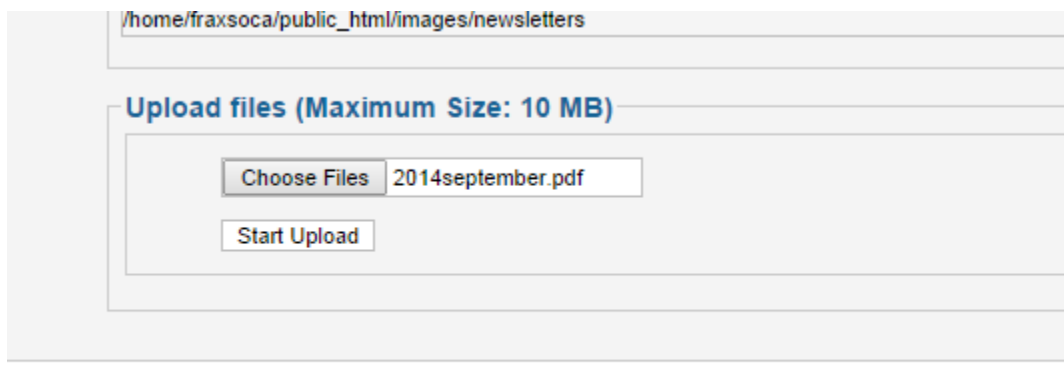
3. Click the Choose Files button to select the newsletter PDF you want to upload. Name it either yyyymonth.pdf or yyyyseason.pdf, depending on what's on the newsletter. E.g. 2014september.pdf.



Joomla! 2.5.22

Joomla!® is free software released under the [GNU General Public License](#)

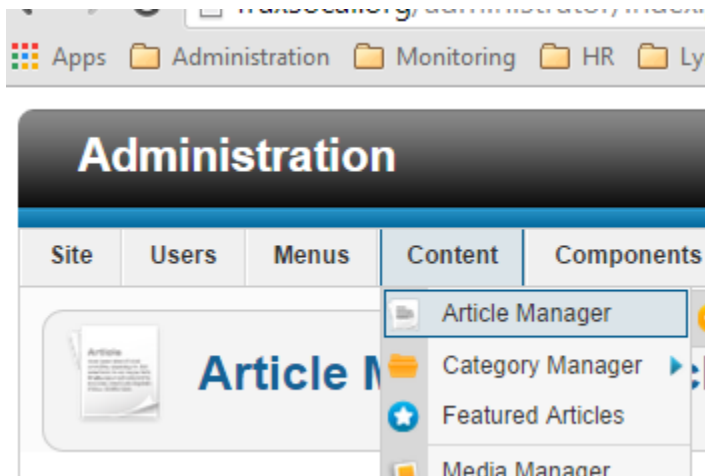
4. Once selected, click the Start Upload button to upload the PDF.



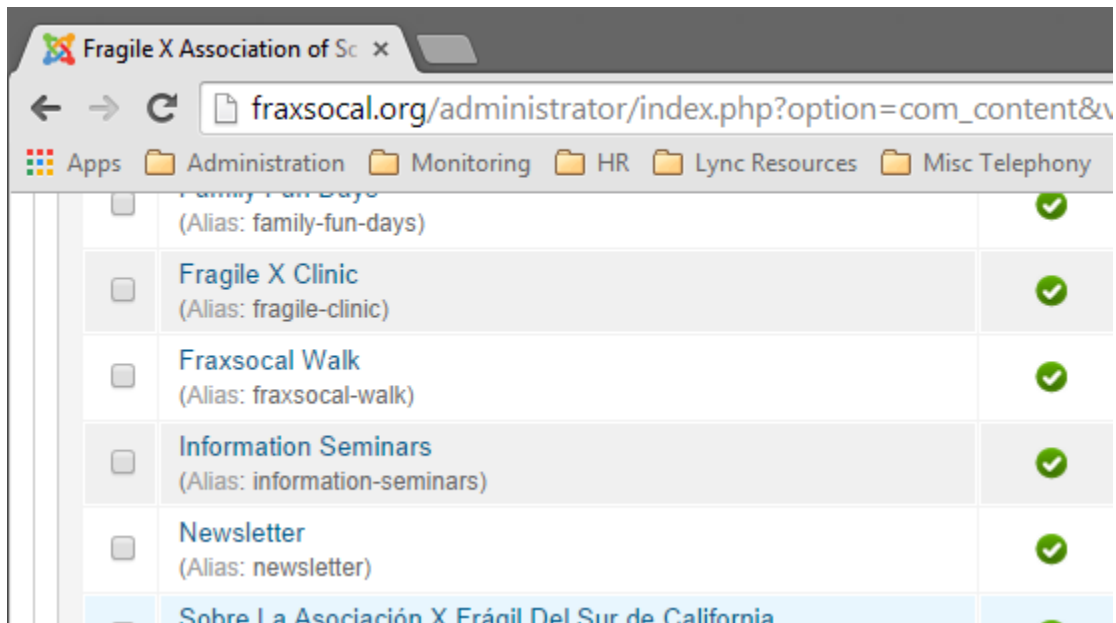
Joomla! 2.5.22

Creating the Newsletter Link

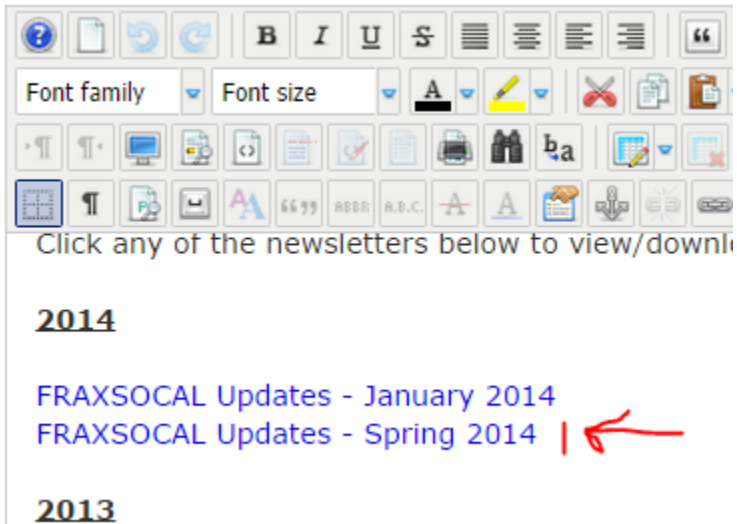
1. Go to the Content menu and click Article Manager



2. Click the Newsletter article to edit it



3. Click a few spaces to the right of the last current link. It's important not to click right on the end of the link because it will mess up the formatting; after clicking, you should see the line of the cursor blinking with a space between it and the line.
4. Hit the Enter key to add a new blank line.



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the text "Click any of the newsletters below to view/download" is visible. Underneath, there are two sections: "2014" and "2013". Under "2014", there are two blue hyperlinks: "FRAXSOCAL Updates - January 2014" and "FRAXSOCAL Updates - Spring 2014". A red arrow points to the end of the second link, where a vertical cursor line is positioned. Under "2013", there are no visible links.

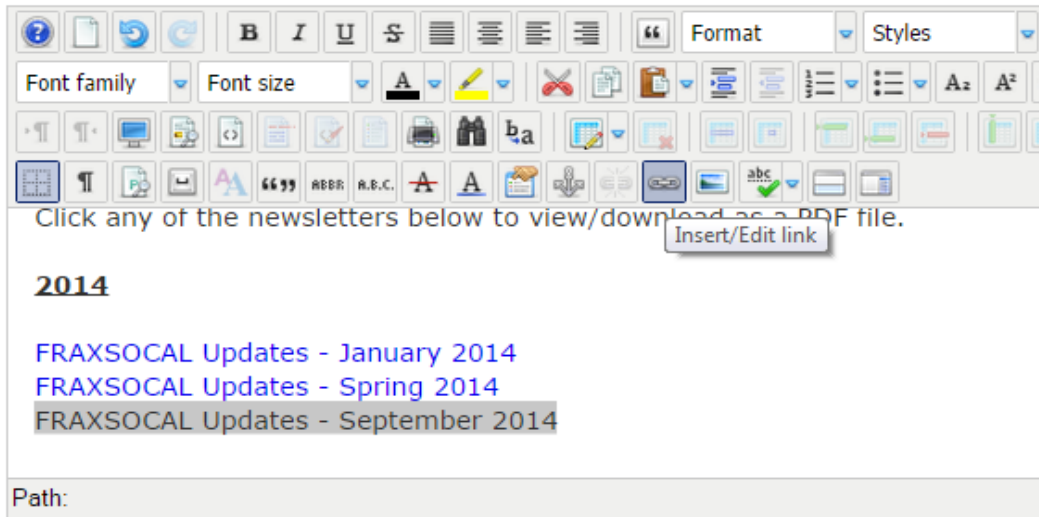
5. Type the text for the new link.



The image shows the content area of a rich text editor. At the top, it says "Click any of the newsletters below to view/download as a PDF file." Below this, there is a section titled "2014" with three blue hyperlinks: "FRAXSOCAL Updates - January 2014", "FRAXSOCAL Updates - Spring 2014", and "FRAXSOCAL Updates - September 2014". Below the links is a "Path:" field. At the bottom, there are four buttons: "Article", "Image", "Page Break", and "Read More".

6. Use your mouse to select the entire link. Be careful not to extend your select past the text to the line below!
7. Click the Insert/Edit Link button (shown below)

[Toggle Editor]



Click any of the newsletters below to view/download as a PDF file.

2014

[FRAXSOCAL Updates - January 2014](#)

[FRAXSOCAL Updates - Spring 2014](#)



[FRAXSOCAL Updates - September 2014](#)

Path:

8. Type the URL. See below for an example; the name needs to match the document that you uploaded.
9. Set target to Open in new window
10. Click Insert





Link : 2.1.3

Link **Advanced** **Popups**

URL:  

Text:

Link Browser


- +  Contacts
- +  Content
- +  Menu
- +  Weblinks

Attributes

Article Anchors:

Target:

Title:



11. Click Save & Close.

