# ParishPlace/DioPlace– Linking a banner to a PDF.

Unfortunately, there is no way to upload a PDF while in the Scrolling Banner tool. These instructions will help you upload a PDF using other means which you can link to a banner.

Linking a banner to a PDF that already exists on your web page or any other web page.

A. Visit the web page that already has the PDF.
B. Click on the link for the PDF so that it opens in your browser.
C. **Right click** on the URL that appears across the top of the browser.
D. **Left click** on **Copy**.
E. Create your banner and add it to your website according to the instructions found here: https://www.eriercd.org/images/pdf/computer/ScrollingBannersSMCC.pdf
F. Scroll down and click in the **URL** field
G. Press **Ctrl + V** to paste the URL for the PDF into the field.
H. Click **Publish**.

Linking a banner to a new PDF.

1. Create your banner and add it to your website according to the instructions found here: https://www.eriercd.org/images/pdf/computer/ScrollingBannersSMCC.pdf

2. Create your PDF and save it somewhere memorable on your computer like your **Desktop** or **Documents** folder. You can create PDFs using Adobe Acrobat Pro, Microsoft Office applications – word, excel, publisher, or the free application PDF creator. (Do not use spaces in your file name.) If this is a PDF that you will update often (like a calendar) reuse a generic name (like calendar) each time.

3. Log into the ParishPlace/DioPlace interface.

4. Click the **Additional Pages** link under **Manage Content**.

5. Click **Add new**.

6. Click in the **Page Text or Page Content** box which appear below the formatting ribbon.

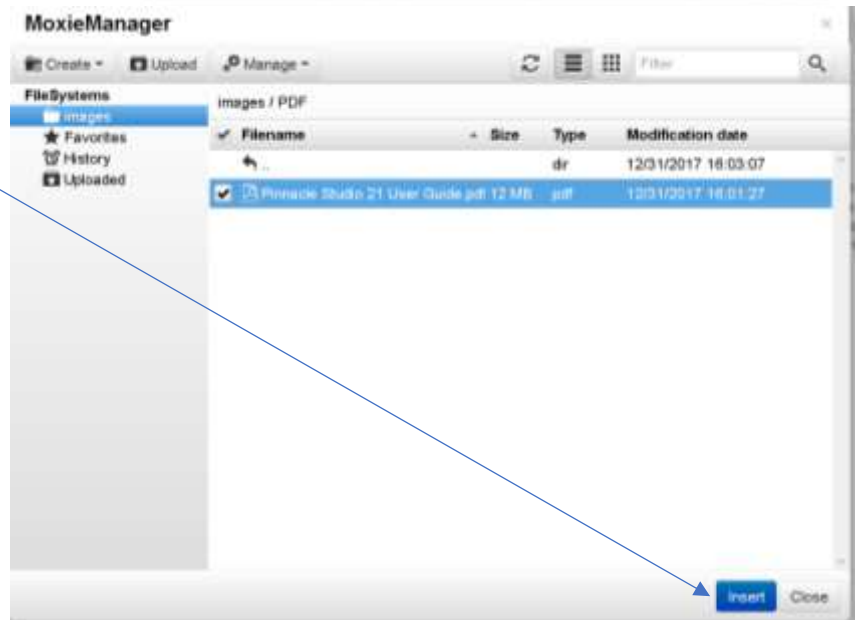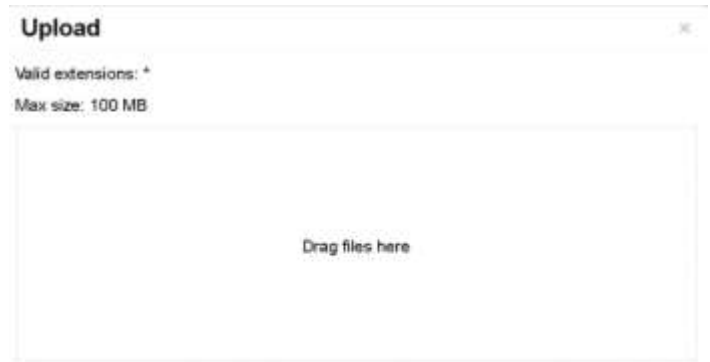7. Click the link **Insert/Edit Link** button on the formatting ribbon.
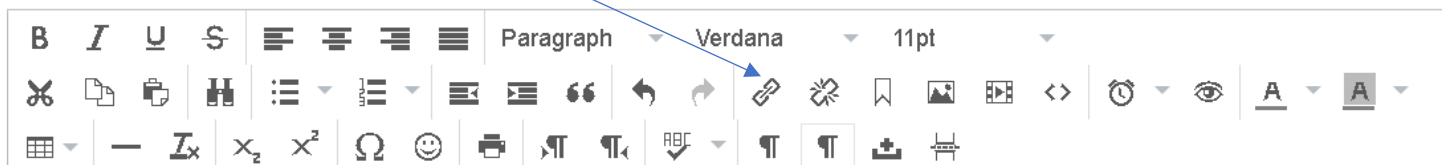
The insert link window will open.

8. Click the **folder** button. The **Moxie Manager** will open.

9. Double click the folder **PDF**.

   Note: If you are updating a previously uploaded PDF, refer to the instructions below for instructions on deleting PDFs.
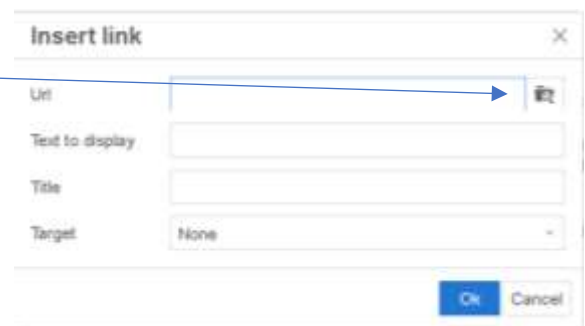
10. Click the **Upload** button and then the **Add Files** button.

11. Locate and select the PDF you created earlier – the one you saved somewhere memorable like your desktop.

12. Click the **Upload** button.

13. When the message changes from "uploading" to "uploaded", click the **Close** button. The file you uploaded will be selected and it will be check marked

14. Click the **Insert** button in the lower right corner of the of the screen.

15. Click once in the URL field and press **Ctrl + A** to select the URL address.

16. Click **Ctrl +C** to copy the URL into memory.

17. Click the **Cancel** button.

18. Click on the **Scrolling Banner** link on the left.

19. Click **Leave Page** on the error screen pictured below.

20. Click **Edit** next to the banner you want to link to the PDF.

21. Scroll down and click in the **URL** field

22. Press **Ctrl + V** to paste the URL for the PDF into the field.

23. Click **Publish**.