

# NYU Law – Web Help: PDF Files

## TOPICS:

Checking in PDF files  
Linking PDF files to your page



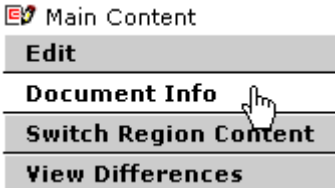
This document discusses how to use PDFs in the new site. Adding a PDF is a two step process. First, the file needs to be uploaded, or “checked in”, to the content server. And second, once the document is in the system, create the link to it from your page.

### Requirements

Be sure to have Adobe Acrobat Version 7 or higher.

### First, “Check In” your document to the content server.

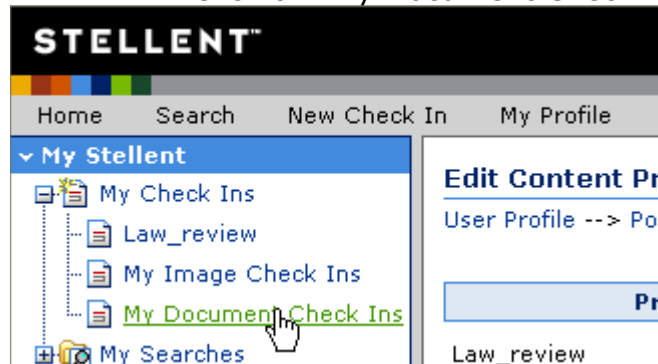
1. Access the content server through the web page contributor mode or directly by URL.

<ol style="list-style-type: none"><li>a. While in the page you need to link a PDF document to, open new browser window (Ctrl-N).</li><li>b. Enter contributor mode and right click on edit icon.</li><li>c. Select “Document Info.”</li></ol>	 <p>Main Content Edit Document Info Switch Region Content View Differences</p>
Or direct content server access: <a href="http://editweb.law.nyu.edu/ecm_pro/">http://editweb.law.nyu.edu/ecm_pro/</a>	

2. The **Stellent Content Server** interface will launch.
  - a. Click on “My Stellent” > expand “My Check Ins” by clicking on the plus sign

My Stellent

My Check Ins > Click on “My Document Check Ins”



## NYU Law –Web Help: PDFs

3. The "Content Check In Form for My Document Check Ins" will display with the following required fields:

### Content Check In Form for My Document Check Ins

Type	Documents
Sub Type	pdf (Portable Document Format) <input type="button" value="v"/>
<b>Title</b>	NYU Law Website - Technology - Oracle/Stellent Help - H
Author	kdh5
Folder	/Contribution Folders/Websites/NYU Law <input type="button" value="Browse..."/>
Account	nyu_law_website__technology <input type="button" value="Browse..."/>
<b>Primary File</b>	F:\USERS\TRAINING\Website\How to Ed <input type="button" value="Browse..."/>
Alternate File	<input type="button" value="Browse..."/>
Collaboration Project	<input type="text"/> <input type="button" value="Modify Access..."/>
Comments	<input type="text"/>

NYU School of Law Audiences

NYU School of Law Journals

Miscellaneous

The Content Check In Form will launch with two required fields in red.

**Title** requires a specific naming convention. See below.\*

**Primary File** – click on **Browse** to upload the document.

In addition, you will also need to fill out the following fields:

- **Sub Type** – select PDF from drop down box.
- **Folder** – Select the folder where the document will reside. This is typically the department you belong to.

Browsing - Microsoft Internet Explorer

### STELLEN™

Your Department

- /
- Contribution Folders
- Websites
- NYU Law Website
- Technology

- **Account** – This will automatically populate after the Folder field is defined above.

**Click on Check In**

\*Document **Title** naming convention:

**NYU Law Website – Your Section Name – Your Page Name – Your Document Name.**  
**For Example: NYU Law Website – Technology – Web Help – Tables**

4. A confirmation screen will appear once you have checked in your PDF file indicating your readiness for linkage to your page.

# NYU Law –Web Help: PDFs

## Check In Confirmation for 'NYU Law - Technology - Oracle/Stellent Help - Tables'


**Content ID :** ecm\_dlv\_017728 [\[Content Info\]](#)

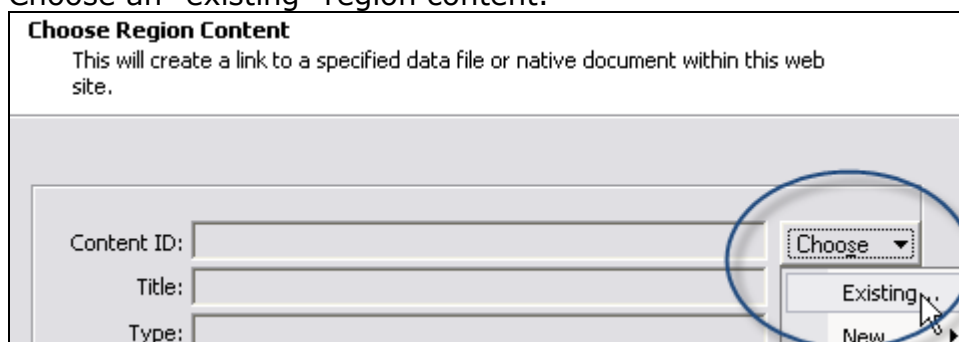
**Title:** NYU Law - Technology - Oracle/Stellent Help - Tables

**Checked in by:** kdh5

### Second, link the PDF on file to your page.

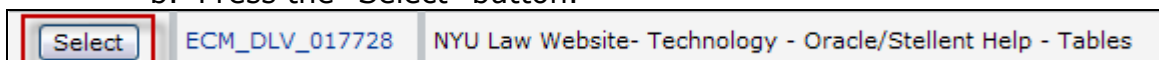
In the Main Content Editor Screen of the Oracle Site Studio Contributor Mode:

1. Highlight the text in your content section you would like to link to your file.
2. Click on the hyperlink icon in the toolbar. 
  - a. Select "Link to a data file or native document"
  - b. Choose an "existing" region content.

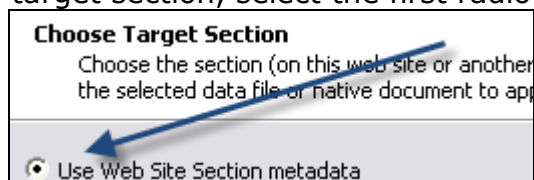


3. The Stellent Content Server will launch.

- a. Search for your PDF File.
- b. Press the "Select" button.



4. Select "Next" in the hyperlink wizard now that the file is attached.
5. When choosing the target section, select the first radio button.



6. Select "Next."
7. On your confirmation page, you have the option to "open link target in new window." If you check this box, remember to set drop down to "\_blank."
8. Select "Finish" and your text will now have an underline indicating the hyperlink. Preview the functionality in the preview tab and "UPDATE" when ready.