



Farnham Street Neighbourhood Learning Centre

ABN: 302 021 695 71

28 Farnham Street Flemington, Victoria 3031 Australia

Tel: 03 9376 9088 Fax: 03 9376 7739 Email: fnhouse@vicnet.net.au Web: frwp.org.au

Drupal: how to upload a PDF file on the website

1. Click the **Edit** button

The screenshot shows the AMIEU - Federal Office website. The header includes the AMIEU logo and the text 'AMIEU - Federal Office Australasian Meat Industry Employees Union'. A navigation menu contains 'Home', 'About AMIEU', 'Branches', 'Resources', 'News', 'Links', and 'Logout'. Below the menu is a search bar and a map of Australia with the text 'Click on your state for your Branch'. The main content area displays 'test' and 'test test test test'. A red arrow points to the 'Edit' button next to the 'test' text. A red text box on the right says: '1. When you want to upload a PDF file on your website click Edit'.

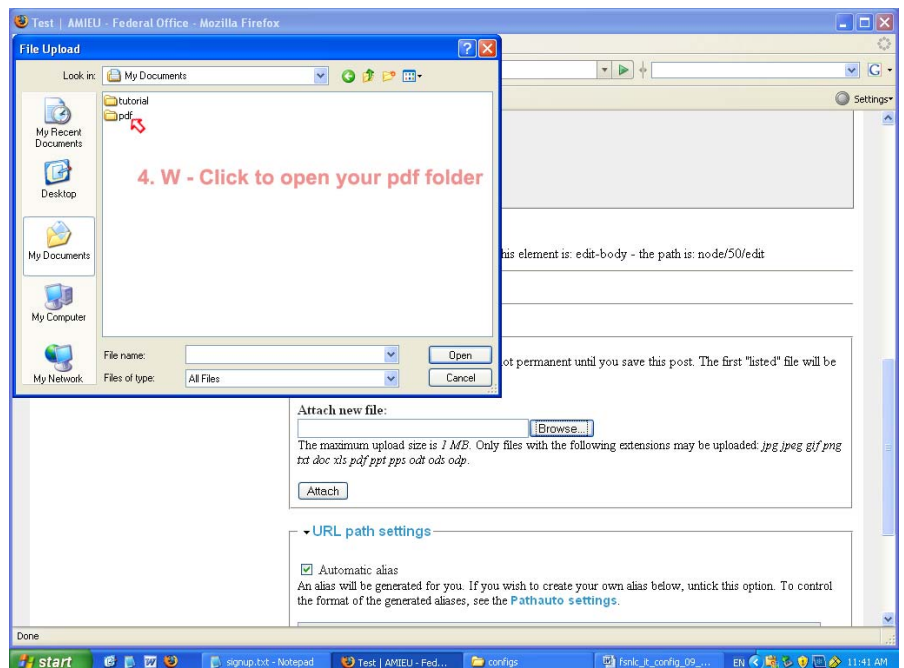
2. Click the **File attachment** to open the options

The screenshot shows the Drupal content editor interface. The 'Title' field contains 'test'. The 'Body' field contains 'test test test test', 'test test test', and 'test test test'. A red arrow points to the 'File attachments' link in the 'URL path settings' section. A red text box on the right says: '2. Click the file attachments to open the options'. The 'File attachments' section is expanded, showing 'Automatic alias' checked and a text field containing 'content/test-1'. At the bottom are 'Save', 'Preview', and 'Delete' buttons.

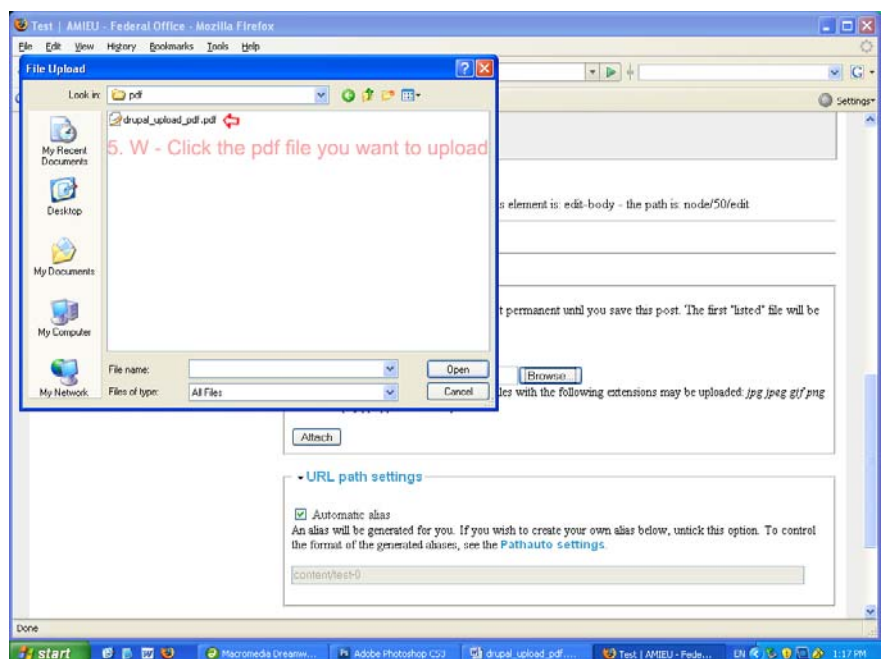
3. Click the **Brows...** button.



4. **W** – click to open your pdf folder



5. **W** - Click the pdf file you want to upload



6. Click the **Attach** button

* The box shows you the pdf file's location and name



File attachments

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

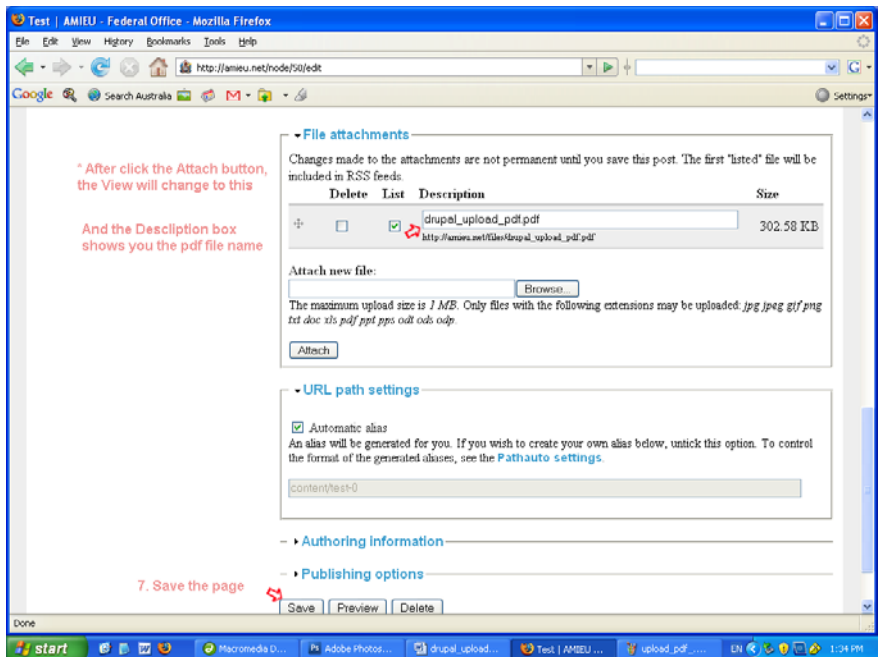
Attach new file:

C:\Documents and Settings\student.FNHO

The maximum upload size is 1 MB. Only files with the following extensions may be uploaded: .jpg .jpeg .gif .png .txt .doc .xls .pdf .ppt .pps .odt .ods .odp.

6. Click the Attach

7. Save the page
Click the **save** button



8. When you have finished editing always click the **Logout** button.

