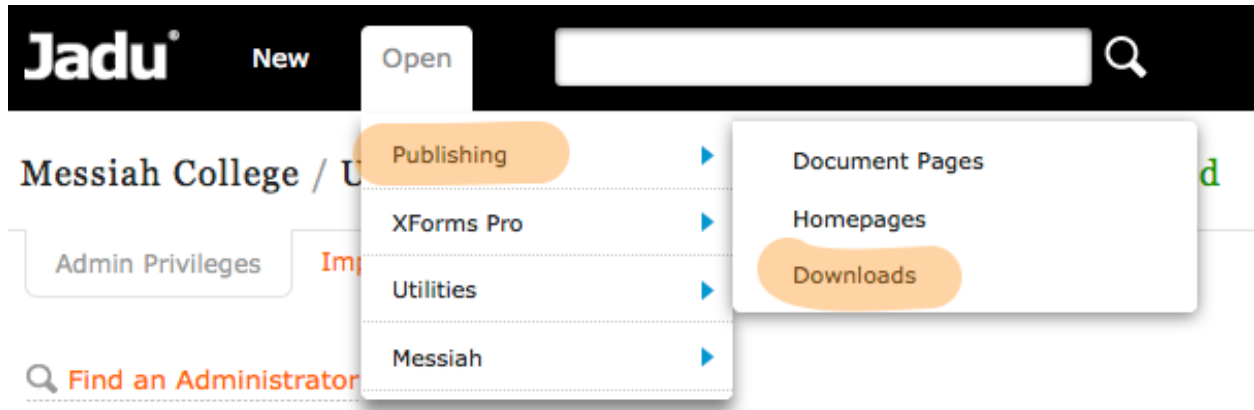


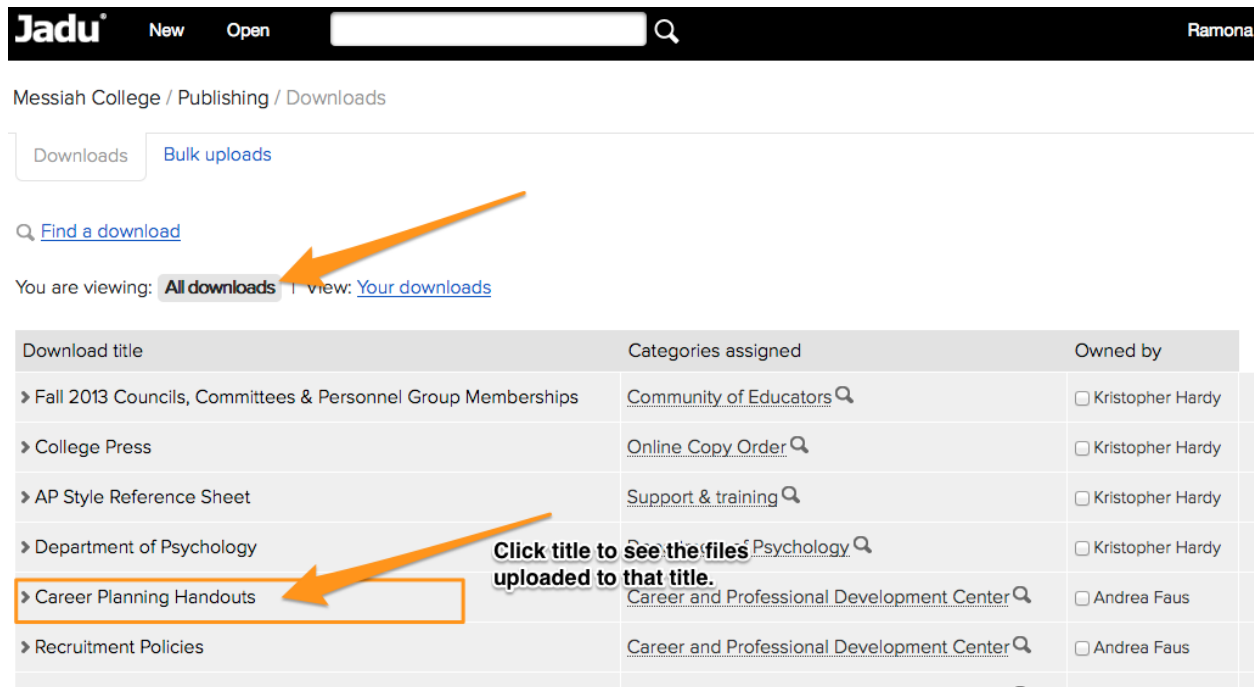
Uploading a PDF / Word Doc / PPT file to Jadu

Open Jadu and click Open > Publishing > Downloads

(Note: if you don't see the Downloads option, please contact rfritschi@messiah.edu for access)



To find a download that has been added already, click **View: All downloads**, and you will see the downloads that have been added by others with access to your categories.



Click on the download title to see all the files that have been uploaded to that have been uploaded to that title:

Actions ▾

LIVE TAKE OFFLINE MAKE VISIBLE INVISIBLE

Title of download*	Career Planning Handouts	Download title (this acts like a 'folder' for the files you upload)
Categories*	Assign Categories	
Description of download	<input type="text"/> Characters left: 200	
Enable download password?	No ▾	

Save

File title defined on upload Actual file names

File Listing:

Type	File title	Size	Filename / URL	Copy URL	Position
PDF	Management and Business Career Plan	1.23 MB	http://www.messiah.edu/download/downloads/id/7/ManagementandBusinessCareerPlan.pdf	Copy To Clipboard	↓
PDF	Health and Human Performance Career Plan	1.26 MB	http://www.messiah.edu/download/downloads/id/8/HealthandHumanPerformance_updated.pdf	Copy To Clipboard	↑ ↓
PDF	Communication Career Plan	1.28 MB	http://www.messiah.edu/download/downloads/id/9/CommCareerPlan.pdf	Copy To Clipboard	↑ ↓
PDF	Biological Sciences Career Plan	1.25 MB	http://www.messiah.edu/download/downloads/id/10/BiologicalSciencesCareerPlan_updated.pdf	Copy To Clipboard	↑ ↓
PDF	Modern Languages Career Plan	1.28 MB	http://www.messiah.edu/download/downloads/id/11/ModernLanguagesCareerPlan_updated.pdf	Copy To Clipboard	↑ ↓
PDF	Career Planning Questionnaire	216.04 KB	http://www.messiah.edu/download/downloads/id/12/CAREERPLANNINGQUESTIONNAIRE_withhyperlinks.pdf	Copy To Clipboard	↑ ↓

Find the file you want to link to and click the “**Copy to Clipboard**” button. Or upload a new file to the downloads folder (see the next set of directions under “How to create a new folder for files and upload new files”)

Open a new browser tab (this works best for me) and **navigate to the Homepage or document page** where you want your link, highlight the appropriate text, go to Insert / Modify Link, and paste the url you copied into the “web or email address” text field.

How to create a new 'folder' for files and upload new files

Click "Create New Download". The title behaves like a folder on your hard drive would, you can group like files in this area), assign the appropriate category.

Jadu New Open Q Ramona Fritschl (15)

Messiah College / Publishing / Downloads

Downloads Bulk uploads

Q Find a download

Keyword (Authors, Title, Description) Category search

mindy Go Choose Category

You are viewing: All downloads | View: Your downloads

Download title	Categories assigned	Owned by
Department of Management and Business	Department of Management and Business	<input type="checkbox"/> Mindy Lange

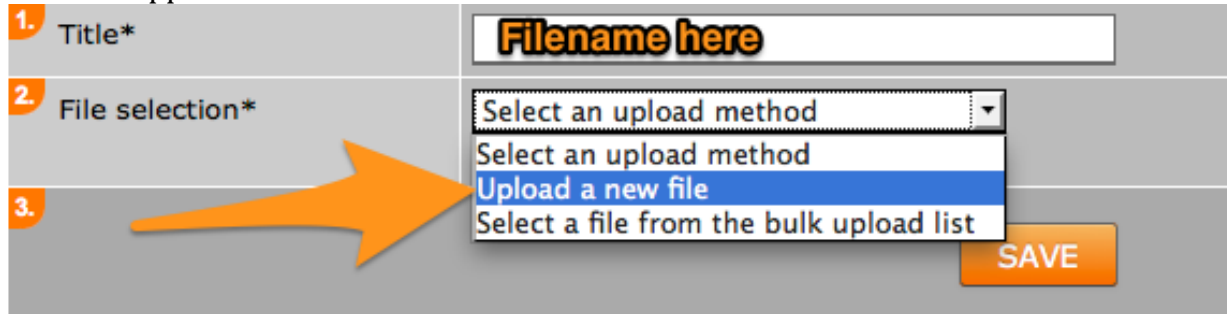
Edit this Create New Download Change Delete

Here's where you upload your file (click Upload New File):

1. Title of download*
2. Categories*
3. Description of download
Characters left 200
4. Enable download password?
5.

There are no files assigned to this download

This will appear:



The screenshot shows a form with three numbered steps:

1. Title* (Text input field containing "Filename here")
2. File selection* (Dropdown menu with options: "Select an upload method", "Select an upload method", "Upload a new file", "Select a file from the bulk upload list")
3. (An orange arrow points from this step to the dropdown menu)

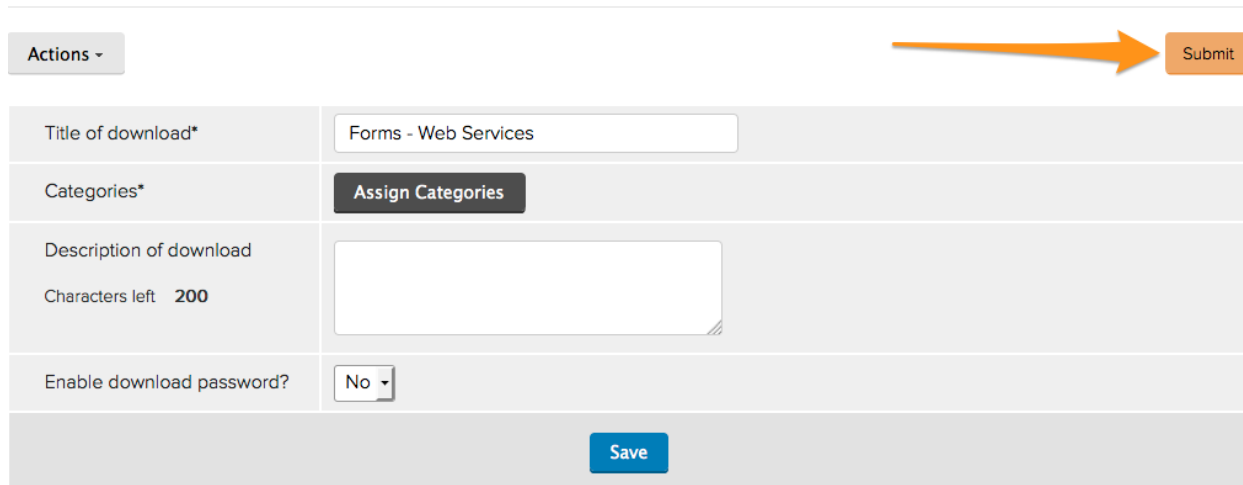
A "SAVE" button is located at the bottom right of the form.

This is where you name the file, and then select Upload new file from the dropdown. When you click "Save" a browse button will appear and you navigate to where the file is on your machine. When you've found your file, click "Save" again.

Just like a document page, you have to click "Submit" and "Approve" to make your file live:

Click "Submit"

Messiah College / Publishing / [Downloads](#) / Download Details





The screenshot shows a form with the following fields:

- Actions - (Dropdown menu)
- Title of download* (Text input field containing "Forms - Web Services")
- Categories* (Assign Categories button)
- Description of download (Text area with "Characters left 200")
- Enable download password? (Dropdown menu with "No" selected)

A "Submit" button is located at the top right, highlighted by an orange arrow. A "Save" button is located at the bottom center.

File Listing:

Type	File title	Size	Filename / URL	Copy URL	Position
 DOC	Training documents	28.5 KB	http://www.messiah.edu/download/downloads/id/193/SampleDocument.doc	 Copy To Clipboard	<input type="checkbox"/>

Buttons: Upload new file, New Link to File, Drop in new files, Delete

The click “Approve” :

Messiah College / Publishing / [Downloads](#) / Download Details

Actions ▾ **Decline** **Approve**

Title of download*	<input type="text" value="Forms - Web Services"/>
Categories*	Assign Categories
Description of download Characters left 200	<input type="text"/>
Enable download password?	<input type="text" value="No"/>

Save

File Listing:

Type	File title	Size	Filename / URL	Copy URL	Position
DOC	▶ Training documents	28.5 KB	http://www.messiah.edu/download/downloads/id/193/SampleDocument.doc	Copy To Clipboard	<input type="checkbox"/>

Upload new file **New Link to File** **Drop in new files** **Delete**

Then click “Make Live”

Actions ▾

MAKE LIVE **OFFLINE**

Title of download*	<input type="text" value="Forms - Web Services"/>
Categories*	Assign Categories
Description of download Characters left 200	<input type="text"/>
Enable download password?	<input type="text" value="No"/>

Save

Linking to your file:

You'll see the filename/ URL for your file:

File Listing:

Type	File title	Size	Filename / URL	Copy URL	Position
DOCX	> Test	107.61 KB	http://www.messiah.edu/download/downloads/id/188/ProgramS_Page_Management.docx	Copy To Clipboard	<input type="checkbox"/>

Upload new file New Link to File Drop in new files Delete

Click "Copy to Clipboard" to get the link for your file.

Open a new browser tab (this works best for me and **navigate to the Homepage or document page** where you want your link, highlight the appropriate text, go to Insert / Modify Link, and paste the url you copied into the "web or email address" text field.