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 that have been uploaded to that title:

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.

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

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”**
The click "Approve":

Then click "Make Live"
Linking to your file:

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

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.