CLOVIS
UNIFIED
SCHOOL DISTRICT

# Adding a PDF

# or Download

## with eSchoolView

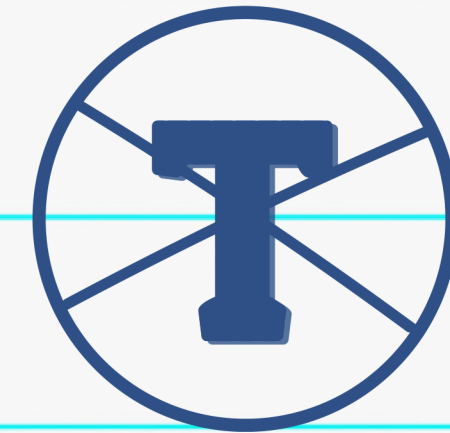# Guidelines for Download Files

**1**

Primarily use PDF files on your website.

*Word documents or JPEG images should rarely, if ever, be used as downloads.*

**2**

Create an RTF for ALL PDF files you upload.

*This is for ADA compliance. RTFs download as Word documents (editable by the user, but will not affect the file online).*

**3**

**DO NOT** place your PDFs inside a Text Window component!

# Window 1 Content

**⊗ Delete Window**

**⊕ Add Page Component**

**①**

Text
Window

Clovis West Counseling Center  [💾]

☐ Cannot be deleted

**T**

100% ⌄  [💾]

**✏ Edit**

**✖ Delete**

1. When editing your page, click here to add your Downloads component. Choose "Downloads" from the Component Type drop-down menu.
2. Once your component is created, click on it to access the "Add Download" option.

## Manage Existing Downloads

**⊕ Add A New Download**   **⬆ Bulk Upload**   **❓**

Order By:  Please Select ⌄   **⬇ Sort**

**②**

☐ Select All   **⊗ Delete Selected**

☐   Food Vendor Agreement (District Food Vending Agreement - Fillable... )   item details   **⊗ Delete**

☐   Food Vendor Agreement (.rtf) (aee651c0_RTF.rtf)   item details   **⊗ Delete**

Manage Existing Downloads

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Select All   Delete Selected

**3**

☐ Food Vendor Agreement (District Food Vending Agreement - Fillable... )   item details   Delete

☐ Food Vendor Agreement (.rtf) (aee651c0_RTF.rtf)   item details   Delete

1. Click here to upload the PDF you want to add to your site.
2. Or, if you have multiple PDF files, you can Bulk Upload them.
   a. This WILL NOT create the RTF file - you will need to go back to each PDF and manually choose to add an RTF.
3. Your list of downloads. They can be rearranged to a new order by clicking and dragging.
   a. MAKE SURE the RTF stays JUST BELOW its PDF. Otherwise the formatting on the webpage will look off.

1. Write the name you want displayed for your PDF.
2. **OPTIONAL**: if you want the PDF to appear or disappear on certain dates, add those here.
3. Choose the file you want to upload. **IT MUST BE A PDF. No periods in the file name.**
4. Keep this box checkmarked to automatically create an RTF file of your PDF.
5. Click Save, or Save And New if uploading more files.

**Add A New Download**

**1** Download Title:

Short Description:

250 character limit
**???** characters left.

do not use

**2** Date Visible: mm/dd/yyyy

Date Expires: mm/dd/yyyy

Existing File: do not use

**3** File: Choose File No file chosen

Image Resize Width (px): 50

See "Adding a PDF or Download" Tutorial for more information on using these options. For now, leave them blank.

☐ **Resize image**

NOTE: This only applies to newly upload

Icon: Choose File No file chosen

☐ **Use icon as download link**

**Required** Photo ALT text: If you're using an icon image, this is Required

**4** ☑ If you are uploading a PDF, would you like the system to create a Rich Text Format file?

**5** 💾 Save | ⊕ Save and New | ❌ Cancel

If you forget to create an RTF , OR if you bulk upload files and need to create the RTFs:
1. Click the title of the PDF in the list.
2. Scroll down to the "Create RTF Version" button. Click on it to create your RTF.
   a. *Depending on the PDF file size, this can take a little time.*
   b. *Any other changes made to the Download will not save after clicking the RTF button, so save your work!*
3. Your RTF will appear at the top of the list. MAKE SURE to click and drag it below its PDF version.

Text:

**B** | *i* | U | A: | ≡ | ⊤ | ☰ | ¶: | 🔗 | 🖼 | 📄 | +: | ↶ | ↷ | ⋮

**①**

Our school offers students the chance to develop skills in instrument mu
five and six. Our band and orchestra students perform at festivals

**Drop file
(or click)**

**②**

Banana Boat Song - Bass
Banana Boat Song - Viola
Banana Boat Song - Violin

1. DO NOT add a PDF in a Text Window!
2. Adding a PDF this way will only create the PDF link - with no way to add an RTF link.
   That is out of ADA compliance!