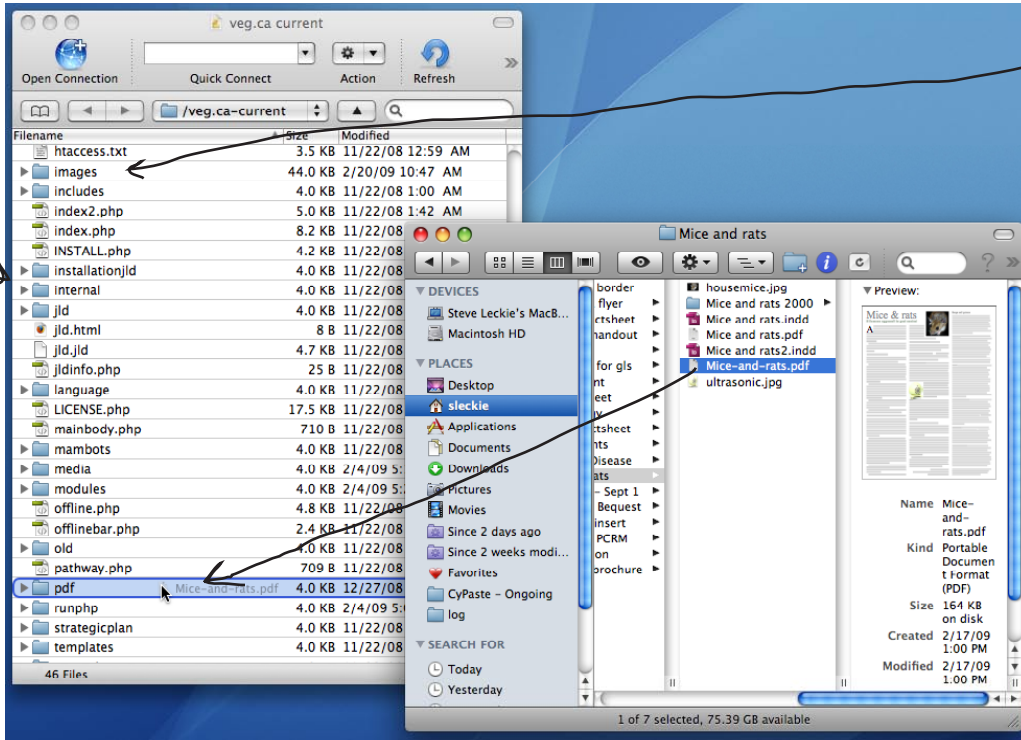


Veg.ca how to (advanced) ftp - pdfs (and images)

You can use any ftp program, but cyberduck for the Mac is a good free one. Download, then set up using our username and password (ask David for it).

Steps

1. Open Cyberduck or other ftp program. It should display a list of veg.ca's files and folders. One folder is called "pdf"

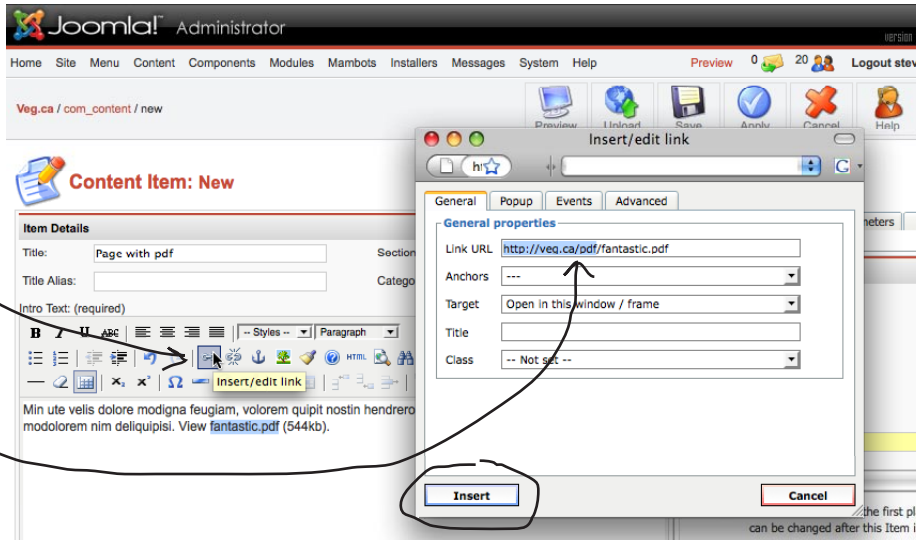


Note: You can use this same method to add images to the Images folder.

2. Go to the finder window that contains the pdf you want to transfer. Make sure there is no spaces in the name. Drag it to the "pdf" folder within Cyberduck. Copy the name of the pdf. Note the size of the file.

3. Go to the Joomla window showing the page you want the pdf to be on.

4. Type the name of the pdf you want to link to. Such as "View pdf-frame.pdf (544kb)". Always mention the size.



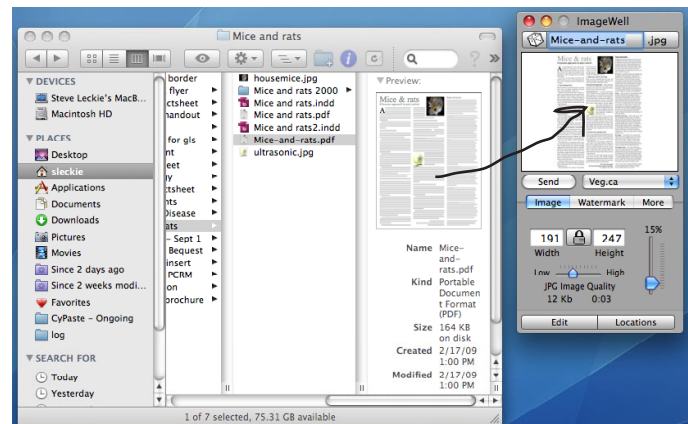
5. Highlight the name and push the "Insert Link" button.

6. Under "Link URL" type: "http://veg.ca/pdf/" and the pdf name. Push "Insert".

7. Optional For a really nice graphical display, add an image of the pdf to the page and link the image. Also include a caption beside or under the image with a text version of the link. For example see our nutrition page.



See page 7 of the main How-to manual – on adding tables, if you want to put the caption right below the image.



To get an image of the pdf, drag a preview from the finder (or from a "Get Info" window) to ImageWell.