

## PDFs and other documents on the website

Files such as PDFs, Word documents, and Excel files are not uploaded through Cascade because the system is not meant to store massive amounts of documents. Only those with access to the web server files can create links to PDFs and other docs for the website.

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### Naming external PDFs

Naming documents correctly is very important. Once a document is linked on the website, it can be continually updated by saving updated versions with the same name. If the name of the document, or the name of the folder that it is saved in, changes, then every link to that document has to be located in Cascade and corrected. Please name documents carefully, and think about what someone might think this doc is named if they are looking for it in the folder.

1. Save the document in the correct folder in here: [S:\Website\web-uploads\public-site\](S:\Website\web-uploads\public-site)
  - a. msu-way: Everything linked under /about/initiatives/msu-way
    - i. This section is no longer published. The PDFs still exist here, but could be removed upon a later date or website reorg.
  - b. reports: PDFs of reports
  - c. user-guides: Any user guides, typically Telecom guides found on /resources/user-guides
  - d. telecom-workshops: PDFs and presentations for Telecom workshops
  - e. main folder: All other PDFs on the public site
2. Main PDFs folder
  - a. Rename the PDFs as follows:
    - i. File name will be in all lower-case letters and numbers with hyphens between each term.
    - ii. The file name will contain the following elements:
      1. General section of website:
        - a. **about**
        - b. **business-partners**
        - c. **construction**
        - d. **green**
        - e. **resources**
        - f. **services**
      2. Name of sub-page or area (if applicable)
      3. Title of document or description of document
    - iii. Examples:
      1. about-new-organization-town-hall-presentation-external.pdf

- 2. construction-cj-presentation-buildings-impacted-january-2012.pdf
- 3. construction-cj-presentation-november-8-2012.pdf
- 4. green-practices-energy-conscious-lighting-april-19-12.pdf
- 5. resources-building-contacts.pdf
- 6. services-events-5k-east-standard-route.pdf
- b. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
  - i. [http://ipf.msu.edu/\\_files/pdfs/\*\*name-of-doc.pdf\*\*](http://ipf.msu.edu/_files/pdfs/name-of-doc.pdf)
  - ii. Example: [http://ipf.msu.edu/\\_files/pdfs/resources-building-contacts.pdf](http://ipf.msu.edu/_files/pdfs/resources-building-contacts.pdf)

### 3. Sub-folders

- a. Rename the PDFs as follows:
  - i. File name will be in all lower-case letters and numbers with hyphens between each term.
  - ii. Files in **reports** will be named according to the type of report and the date. NOTE: These should be transferred to Meridian soon.
    - 1. Examples:
      - a. facilities-and-infrastructure-report-2009.pdf
      - b. water-quality-report-2011.pdf
  - b. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
    - 1. [http://ipf.msu.edu/\\_files/pdfs/\*\*reports/name-of-doc.pdf\*\*](http://ipf.msu.edu/_files/pdfs/reports/name-of-doc.pdf)
    - ii. Files in **user-guides** will be named by formatting the title to be web-friendly.
      - 1. Examples:
        - a. 9611G-ip-telephone-guide-may-2012.pdf
        - b. avaya-ec-500-marketing-2011.pdf
        - c. starplusdigital-1428-2856.pdf
  - c. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
    - 1. [http://ipf.msu.edu/\\_files/pdfs/\*\*user-guides/name-of-doc.pdf\*\*](http://ipf.msu.edu/_files/pdfs/user-guides/name-of-doc.pdf)

## Naming Hub PDFs

Note that any document in this folder or subfolders that has –MERIDIAN at the end of the file name has been moved to the Meridian system and is no longer kept updated in these folders. On the website, these documents will be linked to the Meridian version of the document, not the one in here. Eventually, these may be deleted. Discuss with the IPF staff in charge of Meridian first.

1. Save the document in the correct folder in here: <S:\Website\web-uploads\intranet>
  - a. communications: All PDFs that are linked to in hub/resources/communications
  - b. custodial: All documents that are linked to in hub/resources/custodial
  - c. hr: Pretty much everything that lives in hub/resources/human-resources
  - d. leadership: PDFs and other documents that are linked in hub/leadership-teams
  - e. pdc: The few documents in hub/resources/pdc
  - f. main intranet-uploads folder: everything else on the Hub

## **2. Main intranet-uploads folder**

- a. Name the documents as follows:
  - i. File name will be in all lower-case letters and numbers with hyphens between each term.
  - ii. The file name will describe the type of document as well as the date of creation.
    1. Examples:
      - a. annual-plan-accomplishments-2010-2011-major-accomplishments.pdf
      - b. annual-plan-goal-2005-2006-annual-plan.pdf
      - c. annual-reports-PP-1969-1970.pdf
      - d. montly-report-2011-november.pdf
    - i. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
      - i. [http://ipf.msu.edu/\\_files/intranet-uploads/name-of-doc.pdf](http://ipf.msu.edu/_files/intranet-uploads/name-of-doc.pdf)
      - ii. [http://ipf.msu.edu/\\_files/intranet-uploads/name-of-doc.docx](http://ipf.msu.edu/_files/intranet-uploads/name-of-doc.docx)
  - c. **NOTE:** Be sure to include the correct file extension in the link, or the link will not work.

## **3. Communications folder**

- a. Name the documents as follows:
  - i. File name will be in all lower-case letters and numbers with hyphens between each term.
  - ii. The file name will describe the type of document, other identifying details and the date if applicable.
    1. Examples:
      - a. alerts-fire-alarm-testing-template.docx
      - b. desktop-background-green-1080x720.jpg
      - c. facilities-focus-november-december-2011.pdf
      - d. letterhead-land-management.docx
      - e. memo-transportation-services.docx
    - i. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
      - i. [http://ipf.msu.edu/\\_files/intranet-uploads/communications/name-of-doc.pdf](http://ipf.msu.edu/_files/intranet-uploads/communications/name-of-doc.pdf)
      - ii. [http://ipf.msu.edu/\\_files/intranet-uploads/communications/name-of-doc.dotx](http://ipf.msu.edu/_files/intranet-uploads/communications/name-of-doc.dotx)
  - c. **NOTE:** Be sure to include the correct file extension in the link, or the link will not work.

## **4. CSN folder**

- a. Name the documents as follows:
  - i. File name will be in all lower-case letters and numbers with hyphens between each term.
  - ii. The file name will be a web-friendly version of the document title.
    1. Examples:
      - a. acceptable-use-policy.pdf

- b. sapgui-access.pdf
- b. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
  - i. [http://ipf.msu.edu/\\_files/intranet-uploads/csn/\*\*name-of-doc.pdf\*\*](http://ipf.msu.edu/_files/intranet-uploads/csn/name-of-doc.pdf)
- c. *NOTE:* Be sure to include the correct file extension in the link, or the link will not work.

## 5. Custodial folder

- a. Name the documents as follows:
  - i. File name will be in all lower-case letters and numbers with hyphens between each term.
  - ii. If the file is linked from the MSDS page, its file name will be “msds-” followed by a web-friendly version of the document title.
    - 1. Examples:
      - a. msds-cirto-shield-furniture-polish.pdf
      - b. msds-control-plus.pdf
    - iii. If the file is any other, its file name will be “main-” followed by a web-friendly version of the document title.
      - 1. Examples:
        - a. main-micro-fiber-laundry-form.pdf
        - b. main-Waterless-0105-Maintenance-Instructions.pdf
  - b. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
    - i. [http://ipf.msu.edu/\\_files/intranet-uploads/custodial/\*\*name-of-doc.pdf\*\*](http://ipf.msu.edu/_files/intranet-uploads/custodial/name-of-doc.pdf)
  - c. *NOTE:* Be sure to include the correct file extension in the link, or the link will not work.

## 6. HR folder

- a. First, check the document to see if it can be a web page instead of a PDF. Encourage HR to use more web pages.
- b. If this document should remain a PDF or other doc type, name the documents as follows:
  - i. File name will be in all lower-case letters and numbers with hyphens between each term.
    - 1. Examples:
      - a. authorization-to-invoice-msu.pdf
      - b. counseling-letter-attendance.docx
      - c. strength-reports-12-31-97.pdf
- c. The PDF can be accessed via the Internet by using the URL below with the name of the document in the **name-of-doc.pdf** slot. These cannot be accessed from Cascade.
  - i. [http://ipf.msu.edu/\\_files/intranet-uploads/hr/\*\*name-of-doc.pdf\*\*](http://ipf.msu.edu/_files/intranet-uploads/hr/name-of-doc.pdf)
  - ii. [http://ipf.msu.edu/\\_files/intranet-uploads/hr/\*\*name-of-doc.docx\*\*](http://ipf.msu.edu/_files/intranet-uploads/hr/name-of-doc.docx)
- d. *NOTE:* Be sure to include the correct file extension in the link, or the link will not work.

## Updating an existing PDF

Updating the IPF functional organizational chart is used as an example throughout these steps.

1. Locate the file on the website.
  - a. one of the pages where org chart is linked from is <http://ipf.msu.edu/about/index.html>
2. Find out what the PDF is named by looking at the link.
  - a. Looks like the file is named **about-orgchart-current.pdf**
3. Locate where the existing file is saved
  - a. the website address shows us \_files/pdfs/... This means that the PDF is saved as an external website file, not in an intranet files folder.
4. Open up the folders and find the location in the web-uploads.
  - a. Remember that you start here <\\PPS-FILESRV2\InterDeptShare\Website\web-uploads> and then have to dig deeper to find the right location.
  - b. You know the PDF is saved as an external document, so go into **public** folder, not the **intranet** folder. Find the existing PDF file in the **public** folder, so you know you are in the right place.
    - i. Note: if the PDF is housed in the Hub, you will have to go into the **intranet** folder.
5. Make sure the new version of the PDF is open on your computer. Click **Save As**.
  - a. We didn't want to accidentally save it somewhere, so now that we've found the right location, use the same process to get to the right folder in the Save As window.
  - b. Once you are in the correct location again, click the name of the existing document and hit save.
    - i. Saving over the old document will make sure that the new document has the same name as the old one, so anywhere that document was linked on the website will now show the updated document.
6. We just saved the doc in a library of sorts for PDFs on the website. Now we need to save it in the place that actually puts it up on the web.
  - a. Keep the new PDF open. You'll be saving it again.
7. Open the folder structure, but this time start in [\\pps-web\IPFCascade\\$\IPFHome](\\pps-web\IPFCascade$\IPFHome). This is the website, and everything on it. Please be careful not to move, rename, or delete things.
  - a. Remember you already looked at where the PDF was saved, so go into \_files, then **pdfs**. Find the existing file again to check you are in the right place
  - b. Note: If the PDF is housed in the Hub, you will have to look in \_files > intranet-uploads than the corresponding folder.
8. Repeat step 5 to save the new PDF over the existing one in this location.
9. Now you've updated the PDF. Check one or two links to that PDF on the website to make sure it's there.

## Publishing new PDFs to the website

Adding new PDFs for the HR area is used as an example throughout this.

1. Find where you are going to save the PDF first. Open up the folders and find the right location in the web-uploads. Remember that you start here <\\PPS-FILESRV2\InterDeptShare\Website\web-uploads> and then have to dig deeper to find the right location.
  - a. These PDFs are all for HR procedures and information, so find the **intranet /hr** folder.
2. Make sure the PDF is open on your computer. Click **Save As**.
  - a. We didn't want to accidentally save it somewhere, so now that we've found the right location, use the same process to get to the right folder in the Save As window.

- b. Once you are in the correct location again, name the new document following the naming structure and hit save.
    - i. For these ones, you should just have to name them based on the topic, so Termination Standardize Process will become **termination-standardize-process.pdf**
3. We just saved the doc in a library of sorts for PDFs on the website. Now we need to save it in the place that actually puts it up on the web.
  - a. Keep the new PDF open. You'll be saving it again.
4. Open the folder structure, but this time start in [\\apps-web\IPFCascade\\$\IPFHome](\\apps-web\IPFCascade$\IPFHome). This is *the* website, and everything on it. Please be careful not to move, rename, or delete things.
  - a. Remember the document is for the Hub, so go into **\_files, intranet-uploads**, then **hr**.
  - b. Repeat step 2 to name the file (it usually keeps the name you just used to save it as previously) and save it.
5. Now determine the link for the PDF. The link will start with [http://ipf.msu.edu/\\_files/](http://ipf.msu.edu/_files/) and then any folder names and then the doc name.
  - a. For the termination standardize process doc, the link will be [http://ipf.msu.edu/\\_files/intranet-uploads/hr/termination-standardize-process.pdf](http://ipf.msu.edu/_files/intranet-uploads/hr/termination-standardize-process.pdf).
6. Now that you know the link, copy and paste it into a browser and check that the document is live.
  - a. If you are posting this PDF on the website, use this link in the content or a callout box to link to the PDF on the appropriate pages.
  - b. If someone else asked for the PDF to be turned into a link so THEY can post it (i.e. the students in the HR office), just email the links back to them.