

Creating PDF e-reader content within the Creative Circle web CMS

PDF documents can be posted to your web site for a variety of uses. While most commonly used for e-editions, special sections and print advertising displayed online.

The process for creating PDF e-readers is the same for each content type.

To begin, be sure to have a valid PDF document on hand and ready to upload. When you're ready, log into the CMS, and begin by creating a new piece of content of the appropriate content type. In SITE CONTENT, pick the tab across the top for the content type you want to create and then click the CREATE NEW button at the bottom of that list view. In this example, we will be setting up an e-edition, but again, the process is identical for all PDF content.

The screenshot shows the Creative Circle CMS interface. The top navigation bar includes "Creative Circle MEDIA SOLUTIONS" and various content type tabs: Stories, Photo Galleries, Events, Polls, Maps, Packages, E-editions (highlighted with a red box), Special Sections, Display ads, Classifieds, Refers, Comments, and Media & files. A sidebar on the left lists content management options like "Site content" (highlighted with a red box), Dynamic sections, Static content, Taxonomy, E-newsletters, Rates & packages, Transactions & orders, Users and groups, and Content feeds. The main content area displays a table of "Site content" with columns for ID, Source, Title, Author, Created, and Status. A single row is visible with ID 21, Source "This is an e-edition", Author, Created "2021-10-27 16:38:11", and Status "Live". Below the table, there is a "Create New" button (highlighted with a red box) and a "Filter:" search box. The footer of the interface indicates "Showing 1 - 1 of 1 (Page 1/1)" and "Currently viewing live content. View archived content".

Within the form, PDF content is configured similar to how you would format a regular piece of editorial content. Give the item a title, then you can add a subhead, overline or any other text fields as you prefer. You can categorize or assign the item to its appropriate subsites as applicable, and give it the appropriate publish date information.

The primary difference is that e-edition content is usually not given any textual body content, though if provided, it will appear below the e-reader widget when viewed on the website. On most sites, we also don't assign e-editions to categories.

Editing item #23

Create New

Save Item

Back to main

Preview this item

Reload

Created: 2021-10-29 12:08:12

Last Modified: 2021-10-29 12:08:12

* Shaded fields are required

Headline

Friday, October 29, 2021

Subhead

This week's edition

Overline

E-EDITION

Byline

Print Issue

URL Slug

Lead

Content

Edit raw HTML Use graphical editor

Formats **A** **B** *I* Ω

Media manager

0 WORDS

Display Date

Show this as being published on:

10 / 29 / 2021

(MM/DD/YYYY) | [Show Calendar](#) | [Clear Values](#)

Publication Options

- This is a featured item
- Disable commenting on this item
- Omit this item from the archive

Run Options

- This is currently live on the site

'Go live' date:

10 / 29 / 2021 00 : 00

(MM/DD/YYYY HH:MM) | [Show Calendar](#) | [Clear Values](#)

Schedule this to be taken down on:

/ / : :

(MM/DD/YYYY HH:MM) | [Show Calendar](#) | [Clear Values](#)

Story 'Fulltext' Access Options

- This story is indefinitely available in full

This story is available in full through:

/ / : :

(MM/DD/YYYY HH:MM) | [Show Calendar](#) | [Clear Values](#)

'Private' Story Link

- Assign this story a non-indexed, full-text URL

Attachments

No attachments

[Manage Attachments](#)

Slug image

[Set slug image](#)

Addresses / Locations

Add a location ...

Sidebar Items

None yet.

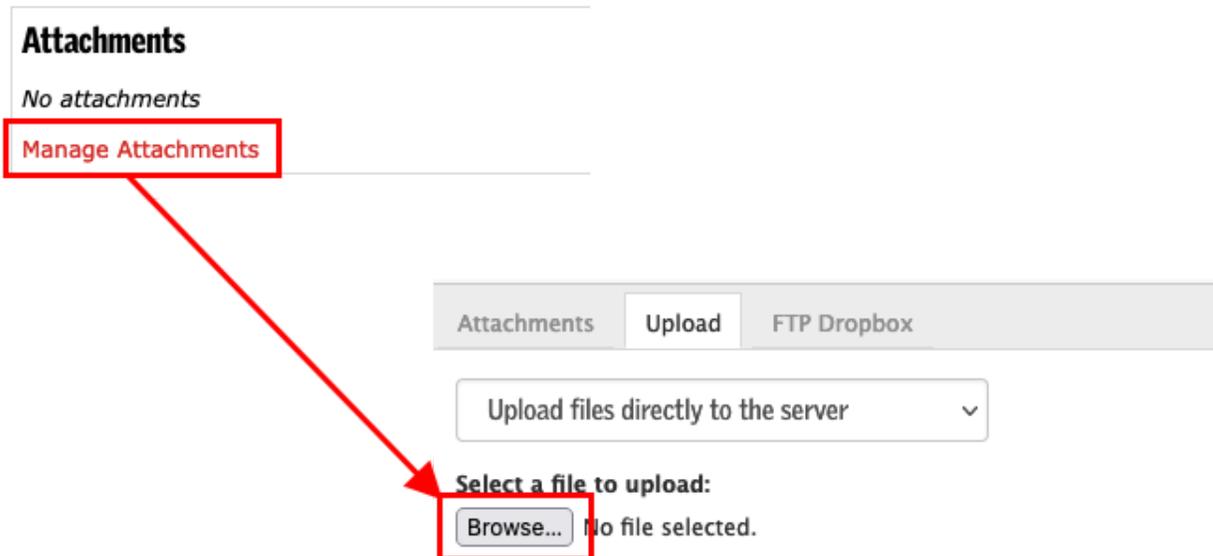
ID	Title	Order
New: <input type="text"/>	<input type="text"/>	<input type="text"/>

Related Links

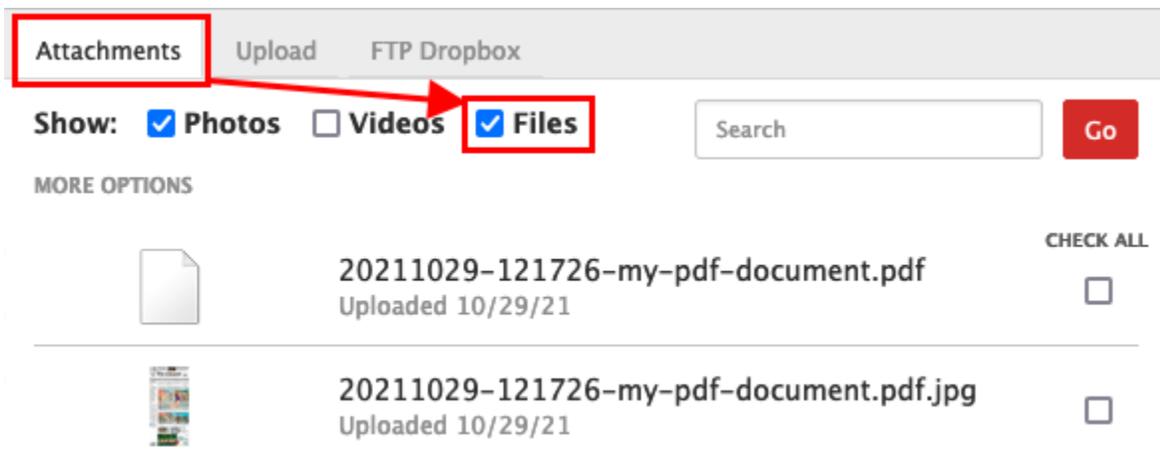
None yet.

URL	Title	Order
New: <input type="text"/>	<input type="text"/>	<input type="text"/>

Once these basic settings have been entered, upload your PDF document by clicking the “Manage Attachments” link in the “Attachments” section in the right column of the form. Browse to the “Upload” tab, and upload your PDF document, as you would a photo or any media attachment.



Once your PDF document has successfully uploaded, click the “Attachments” tab to bring up the full list of media. From here, make sure that the “Files” checkbox is selected, in the list of media types along the top.



The CMS will generate two items for every PDF document - it stores a copy of the actual PDF as a file, and it also creates an image of the first page of the document. You want to select and attach both of these and click the “Attach” button.

2 attachment(s) selected.

Attach Edit Delete Clear

Attachments Upload FTP Dropbox

Show: Photos Videos Files

Search Go

MORE OPTIONS

		CHECK ALL
	20211029-121726-my-pdf-document.pdf Uploaded 10/29/21	<input checked="" type="checkbox"/>
	20211029-121726-my-pdf-document.pdf.jpg Uploaded 10/29/21	<input checked="" type="checkbox"/>

2 attachment(s) selected.

Attach Edit Delete Clear

Attachments Upload FTP Dropbox

Attach 2 items

Note: Drag and drop items using the ✕ icon to adjust order of appearance

PHOTOS (1)

20211029-121726-my-pdf-document.pdf.jpg

Caption:

Credit:

FILES (1)

20211029-121726-my-pdf-document.pdf

Caption:

Credit:

Save Cancel

Once you've saved the attachments, save the story form and you're done! When you preview the content, you should see the e-reader display in the main body of the item.

Friday, October 29, 2021

This week's edition

Posted Friday, October 29, 2021 12:00 am

The screenshot shows a digital newspaper page with a dark interface. At the top, there are navigation icons and a page number '1 of 22'. Below this, there are three main headlines: 'A College Grad at 15' with a photo of a young woman, 'Another Title for Bearcats' with a photo of a bowling team, and 'Meet the Top Twin Cities Academic Graduates'. The main title 'The Chronicle' is prominently displayed in the center, with the tagline 'Serving our communities since 1889' and the website 'www.chronline.com'. To the right of the title, it says '\$1.75 Mid-Week Edition Thursday, June 3, 2021'. Below the title, the main headline is 'Frustrated Seniors Say Centers Not Reopening Fast Enough'. Underneath this headline, there are several columns of text, including a sub-headline 'AN UPGRADE IN WINLOCK: Tensions Build as Seniors Years For Socialization' and a photo of a senior center. To the right of the main headline, there is another headline 'Scorcher Sends Residents to Water' with a large photo of children playing in a water park. At the bottom of the page, there is a small text box with a link to download the PDF.

Having trouble viewing this document? [Click here to download the PDF.](#)

You should be able to use this method any type of PDF content. If you find any part of this process not to be operational as described above, please [contact support](#).

Thanks for taking the time to review this method for posting PDF e-reader content to your website.