

# 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.

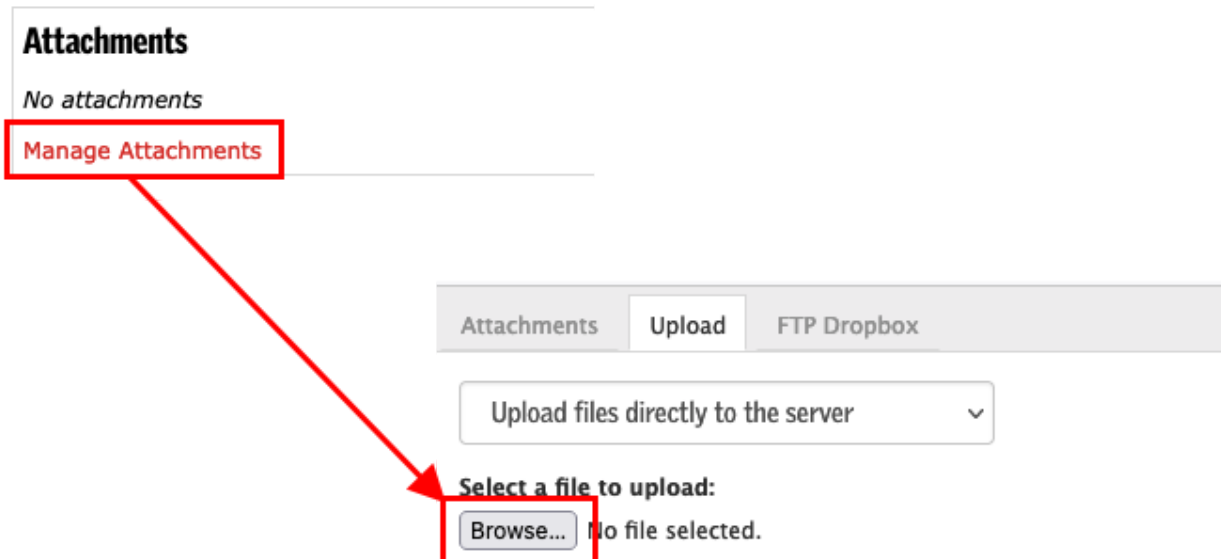
The screenshot shows the Creative Circle MEDIA SOLUTIONS CMS interface. On the left is a sidebar with a 'Welcome!' message and a list of content types: Site content, Dynamic sections, Static content, Taxonomy, E-newsletters, Rates &amp; packages, Transactions &amp; orders, Users and groups, and Content feeds. The 'Site content' tab is selected. The main area is titled 'Site content' and contains a table of content items. The table has columns for ID, Source, Title, Author, Created, and Status. A single item is listed with ID 21, Source 'This is an e-edition', and Status 'Live'. Above the table is a filter input and a search button. Below the table is a 'Create New' button. Red arrows highlight the 'Site content' tab, the 'E-editions' sub-tab, and the 'Create New' button. The interface also includes a 'Filter:' input, a 'Search' button, and a 'Toggle advanced options' link. At the bottom, it shows 'Showing 1 - 1 of 1 (Page 1/1)' and a 'Currently viewing live content. View archived content' message.

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.

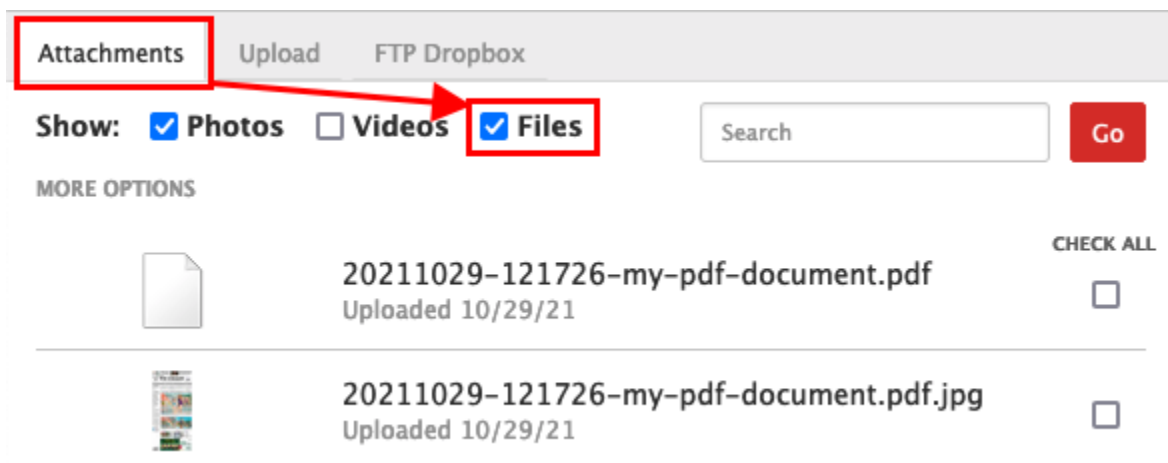


Once these basic settings have been entered, upload your PDF document by clicking the “Manage Attachments” link in the “Attachments” section in the right column of the form. Browse to the “Upload” tab, and upload your PDF document, as you would a photo or any media attachment.



The screenshot shows the 'Attachments' section of a form. It includes a link 'Manage Attachments' which is highlighted with a red box. A red arrow points from this link to the 'Browse...' button in the 'Upload' tab. The 'Upload' tab is also highlighted with a red box. The 'Browse...' button is also highlighted with a red box. The text 'No file selected.' is visible next to the 'Browse...' button.

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 screenshot shows the 'Attachments' tab selected, with a red box around it. The 'Files' checkbox is also selected, with a red box around it. The list of attachments shows two items: '20211029-121726-my-pdf-document.pdf' and '20211029-121726-my-pdf-document.pdf.jpg', both uploaded on 10/29/21. A 'CHECK ALL' link is visible at the top right of the list.

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

**A College Grad at 15**  
Local Girl Earns Centralia College Degree Before Her High School Diploma / Life 1

**Another Title for Bearcats**  
W.E. West Bowling Team Rolls to 22nd Straight Win and Second Consecutive Title / Main 11

Meet the Top Twin Cities Academic Graduates  
Main 2 & 3

## The Chronicle

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Mid-Week Edition  
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### Frustrated Seniors Say Centers Not Reopening Fast Enough

**AN UPGRADE IN WINLOCK:**  
Tensions Build as Seniors Yearn For Socialization

*By Cassia Yew*  
[cyew@chronline.com](mailto:cyew@chronline.com)

The Lewis County Seniors nonprofit is on its way to re-opening its six centers, finalizing a COVID-19 safety plan that could open the door to in-person activities as soon as this month.

But in Winlock, some seniors say it's not fast enough, and a recent upsurge has led to hate mail, a padlock on the senior center and fledgling plans to secede from the centralia nonprofit.

Lewis County Seniors Vice President Carolyn Brock said seniors from the Twin Cities, Toledo, Morton, Packwood and Pe Ell are also clamoring to resume in-person enrichment activities.

"Those seniors want their buildings open too," Brock told *The Chronicle*. "They just haven't tried to investigate a creep."

Last week at the Rowdy Rooster, a meeting between

*please see CENTERS, page Main 7*

### Centralia COVID-19 Isolation Facility Could Be Relocated

**LAKEVIEW INN:** Lewis County Officials Grill State Health Official Over Quarantine and Isolation Facility

*By Cassia Yew*  
[cyew@chronline.com](mailto:cyew@chronline.com)

Lewis County officials grilled a state health official Tuesday over the state-run COVID-19 quarantine and isolation facility, situated in a Centralia inn.

News of the facility growing from four to 23 patients did nothing to soothe the situation.

### Scorcher Sends Residents to Water

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