



Adding PDFs to a Submenu



Retail User Guide

Overview

Welcome to **Web Genius**, a cloud-based password-protected website management console designed to provide retailers with the ability to manage their website in one central online location. This portion of the user guide will explain **Adding PDFs to a Submenu**.

Web Genius – Adding PDFs to a Submenu

1. After logging into console you will be in the “Monthly Maintenance” module. Then you will click on “Manage PDF Documents”



2. Next select “Newsletter”

PDF Document Maintenance



3. You will give the PDF a name, select the “Start Date” and “End Date”, then click “Save”.

Set Up/Edit PDF Document

Use this form to set up or edit a PDF Document. Fields with a Red Asterisk are required.

Document Type: **Newsletter**

Document Name: * 1. Create name of document.

Document URL: [No PDF Available](#)

Start Date: * 2. Select start date.

End Date: * 3. Select end date.

4. Click save.

- Click "Upload PDF" to pull up browse box to add your PDF.


Set Up/Edit PDF Document


Use this form to set up or edit a PDF Document. Fields with a Red Asterisk are required.

Document Type: **Newsletter**

Document Name: *

Document URL: [No PDF Available](#)

Start Date: 

End Date: 

Click here to upload PDF.

- Select the PDF you wish to load and then click "Upload"

PDF Upload - Google Chrome

www.livingnaturally.com/retailer/account_maint/docupload.asp?storeId=E9F1F3CA

Document Upload

File Selection

Please follow these instructions to upload a PDF document:

- Click on the "Browse" button to select your desired PDF file located on your computer or your network.

IMPORTANT: Do not attempt to upload PDFs that exceed the physical size (KB) constraint shown.

- Click on the "Upload" button to upload the document.

Select File Location

(If you can't see the buttons at the bottom of the page, [click here](#).)

Image Type: **Adobe Acrobat PDF Documents**

Max. Storage: 10240 KB (1000bytes)

Image Location: No file chosen

1. Click to choose PDF to load.

2. After selecting PDF click "Upload"

- Click "View PDF" to view PDF

Set Up/Edit PDF Document

Use this form to set up or edit a PDF Document. Fields with a Red Asterisk are required.

Document Type: **Newsletter**

Document Name: *

Document URL: [View PDF](#)

Start Date: 

End Date: 

Click here to view PDF.

- The PDF will be displayed, click the link in the PDF and copy that link. We will use it later.



8. Save your PDF for future use.

Set Up/Edit PDF Document

Use this form to set up or edit a PDF Document. Fields with a Red Asterisk are required.

Document Type: **Newsletter**

Document Name:

Document URL: [View PDF](#)

Start Date:

End Date:

Click "Save" and PDF will be saved.

9. To display PDF on Menu section of Website. Go to "Web site Management" then scroll down and click on "Menu Setup".



10. Select Click "Add New" Left menu to add PDF link to website.

Left Menu				Top Menu		
Left Menu				Click "Add New" to add PDF link to website.		
Delete	Type	Menu Text	Elevated?	Display Order	Links To	Edit
<input type="checkbox"/>	+ Custom Main	Tuck's Brand	NO	1	/shop/brand2.asp	Edit
<input type="checkbox"/>	- Custom Sub	Tea	NO	1.1	/shop/subcategory2.asp	Edit
<input type="checkbox"/>	- Custom Sub	Vitamins	NO	1.2	/search_results.asp	Edit
<input type="checkbox"/>	- Custom Sub	Chili	NO	1.3	/shop/product_view.asp	Edit
<input type="checkbox"/>	Custom Main	PDF FLYER	YES	2	www.pdflyerfucker.com	Edit

11. To add PDF to one of the main menu tabs select "Sub-Menu Bar" then select the main menu tab you wish to attach the PDF to. Then name the PDF, select the display order of the PDF. Then right click in the box for "Links to" and select "Paste". The link to the PDF will display in the box. Lastly put a check box in "Elevated".

Left Menu Setup

1. Select Sub-Menu Bar

Menu Type: ☐ Main Menu Bar ☒ Sub-Menu Bar

Menu Name:

Display Order:

Links To:

Target:

Elevated: ☒

2. Select Main Menu Tab to attach PDF.

3. Menu name for PDF.

4. Display order number.

5. Paste PDF web link.
(1) Right click mouse in box.
(2) Select "Paste" to enter PDF web link in box.

6. Place check mark in box to display menu link on website.

7. Click "Add"

13. Your PDF is now available on your website.



For Further Assistance

For further assistance with any aspect of your **Web Genius** account, please contact Genius Central support at **800-360-2231** or by email at customerservice@livingnaturally.com