

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

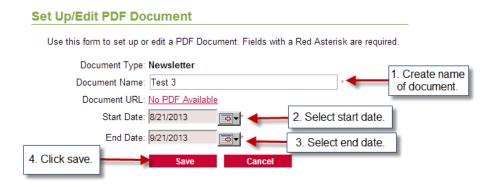
1. After logging into console you will be in the "Monthly Maintenance" module. Then you will click on "Manage PDF Documents"



2. Next select "Newsletter"



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

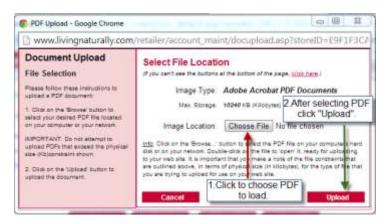




4. Click "Upload PDF" to pull up browse box to add your PDF.

Use this form to set up or edit a PDF Document. Fields with a Red Asterisk are required. Document Type: Newsletter Document Name: Test 3 Document URL: No PDF Available Start Date: 8/21/2013 Save Cancel Upload PDF Clear PDF

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



6. Click "View PDF" to view PDF



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

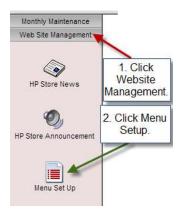




8. Save your PDF for future use.



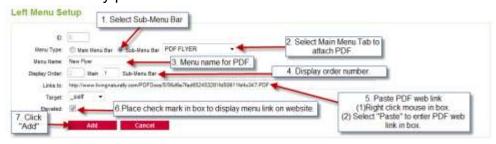
9. To display PDF on Menu section of Website. Go to "Web site Management" then scroll down and click on "Menu Setup".



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



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".





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