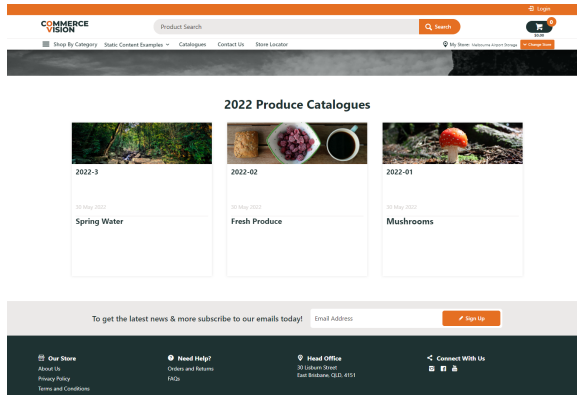


Use a Linked PDF for an Article

Overview

Instead of creating the content of an article using the CMS article template system, in an article page, you can just add a link to a PDF hosted on your website or externally. The linked pdf will open in a popup screen on your site just like one created on your website. This option is a useful way to give site visitors access to articles and other content pages that are already prepared or when you really want ultimate control of content, layout and formatting.

Example: You want to make your product catalogues available on your website. Just add links to the catalogues by creating linked pdf articles and, then using article display templates or widgets.



On this page:

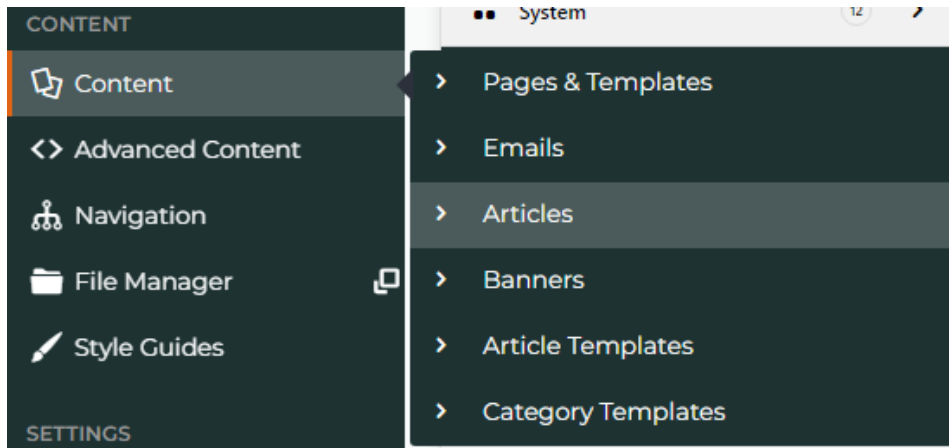
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Step-by-step guide

1. Create Article Type

An 'article type' groups together articles of the same kind, much like a category folder. So before you can display the linked PDF articles, e.g., a set of catalogues, create and name an article type that suits this content type. In our example, we want to create a set of catalogues.

1. In the CMS, go to **Content Content Articles**.



2. Select the **Add a New Article Type** button.

A green rectangular button with a white plus icon and the text 'Add New Article Type'.

3. In **Code**, enter a unique **Code** as the identifier for the article type. It must be one continuous string with no more than 10 characters.



Article Type Details
Edit article type information

Code *
catalogue

Name *
Catalogues

4. In **Name**, enter a title that will clearly identify this article type. Example: 'catalogues'.
5. (Optional) In **Icon**, select a suitable icon. This is displayed only in the CMS.
6. (Only for 4.32+) Content **Schema Type** helps search engines work out the kind of content this article type contains. It may also help return more informative results for users. If used, Google search results can recognise the article content type and pull in details from the article's title and SEO description, thumbnail image, date published/modified. Select a content schema type available: 'article', 'news article' and 'blog posting'. If this is not used, select 'Not Set'.
7. By default, the article type name (usually the article list page name) is excluded in the article's breadcrumb. But you might like your customers to be able to go back to the list of articles available. To include article type, toggle ON **Is Included As Breadcrumb**.



8. **IMPORTANT - Do not use this field if your catalogues will be displayed by the Article List Slider Widget.** Relevant only if you are going to use an Article List page to display the catalogue list. If article type will be part of the breadcrumb, enter the breadcrumb URL. This is usually the 'SEO Friendly URL' for the Article List page. **NOTE** - The article list page must exist as this is the the landing page. If it doesn't, the user will see a 'Page Not Found' error.
9. Click **Save**. Once the article type has been added, it appears in the article type list.

2. Create Article

1. Click into the article type (category) you just created.



2. Select **Add New Article**
3. Give your article a meaningful name, e.g. '2022 Product Catalogue'. **TIP** - The name should match the content for best practice SEO because it will also display in the URL and page title.
4. Add a thumbnail image so readers have an idea what the PDF contents are.
5. Scroll down to **Custom Fields**.
6. Choose a link type:
- External Page Link** - page/file is not on your website. The link will be the URL for the website where the PDF is hosted, e.g., <https://www.commercevision.com.au/BPD>
 - Internal Page Link** - file path is on your website, e.g., /documents/filename.pdf
You can upload this page to your website's 'Documents' folder using the CMS [File Manager](#).

External Page Link

? Use this field to link to an externally-hosted page.

Internal Page Link

? Use this field for an internal page.

i Add Custom Fields to Article Template

If these fields are not available in your article template, they need to be added as [custom fields](#). Use the following fields:

- External link custom field name - CUS_ExternalLinkURL
- Internal file path custom field name - CUS_FilePathToCatalogue

7. Click **Save**.

3. Add the PDFs

Your PDFs need to be prepared separately. Ensure they can be accessed on the Web via the added URL or pathname.

Add the set of catalogue links (with thumbnail images, heading and summary) to an [Article List page](#) template and/or use a suitable widget such as the [Article Slider Widget](#) to display them on any page to your customers.

Related Resources

- [Use a Linked PDF for an Article](#)
- [FAQs Page](#)
- [Carousel Options](#)
- [Layout Creator](#)
- [Code Editor](#)