

## Documents

- **All documents must be approved by the Graphic Standards Committee. Copyrighted material will not be approved. \*\*Please be advised that any publication that has been submitted and published by any journal, literature, etc. is considered copyrighted material and we must have written consent from the journal to approve it.**
- **Create a form, application, etc. in a word editor( i.e.-Microsoft Word) and convert to .pdf or .rtf format**
- **“Upload a Document” Form:**
  - No CV's or resumes allowed
  - Management Categories- allow users in those Categories to edit or delete documents
  - Hyperlink/Display Name- Name that will appear for the link to the document
  - Keywords- These are groups that documents will be stored in. If the document could belong to multiple groups please select all groups the document relates to.
  - Custom Keywords- Type in keywords you would like to register with the document. This will allow this document to display when searched by these words or phrases within the cma search engine. Please comma separate different groupings of words (ex. Faculty Directory, Find a Doctor).
  - All files uploaded must be not exceed 2 megabits (mb)
  - Microsoft Word and most other editors (ex. Word Perfect) can be converted to Rich Text Format (.RTF). For Microsoft Word go to "File" then "Save As" and then select "Rich Text Format (\*.RTF)" for the "save as type".
- **File Replacement: In order to make sure there aren't multiples of each document you can edit the document on your desktop, go into the CMA and, click on the title of the document, find the new, edited version and re-save it.**
  - Files that are to be replaced must be the same type as the original uploaded file. (ex:test123.txt can be replaced with test234.txt, but **not** test456.pdf)
  - The original file will be **deleted** and replaced with the new uploaded file.
  - The uploaded file will be required to go through the approval workflow.
- **To Link Uploaded Documents:**
  - Log into the CMA
  - Find the page you want to put the link on
  - Go into the section of the page you want the link to be in ( body text, left navigation, or quick links)
  - Click on browse links (or insert link if you are in the body text)
  - Type the title of the document in the “keyword” box
  - In the bottom right hand corner you will see "Search by Content Type". Click on that and select "Static Document". DO NOT search by your ID.
  - Click on the title of the Document, which will link the document on your page