

How-to Guide: Updating the GTC Thumbnail

The Thumbnail is a WORD document; however, it must be converted into two formats: a PDF file and also a PNG file. Both versions appear on the website.

Manipulating the Document

1. Store the WORD document in a local folder on the desktop. Be sure the file has a unique name - datestamp and version number.
2. Open the document, then save it as a PDF file.
3. Use a free tool to convert the PDF file to a PNG file. This one works well: <https://pdf2png.com/>

Uploading the Thumbnail

1. Under Websites > Files, open Documents > Thumbnail.
2. Upload all three formats of the file: WORD, PDF, PNG.

Updating the Website

The Thumbnail Display:

1. Edit the page, then edit the content gadget where the Thumbnail is placed.
2. Delete the existing Thumbnail.
3. Click Images, and select the PNG format to insert. Save.

The Link to the Printable Version:

1. Edit the layout where the printable link is.
2. Highlight the [here](#) link, and click Link > Edit Link.
3. Swap the existing link for the link to the new PDF. Save.