



## Linking to Awards/Certificates on MJC.edu

*This how-to document describes how to add an award or certificate PDF file to your division's Web page. Award and certificate PDFs for the current catalog year are available on the MJC.edu server at the following file location: /common/divisions/(your division)/awards.*

- 1) Navigate to your division's Web page on www.mjc.edu.
- 2) Log in to OmniUpdate using the "last updated link" at the bottom of the page.
- 3) Click on an edit icon, either this button , if it's common content, or this button .
- 4) Type the name of the award with (pdf) at the end to let users know the link will lead to a PDF file rather than a Web page.


**Suggestion:** Acronyms are not friendly. Spell out C, SR, AA and AS.

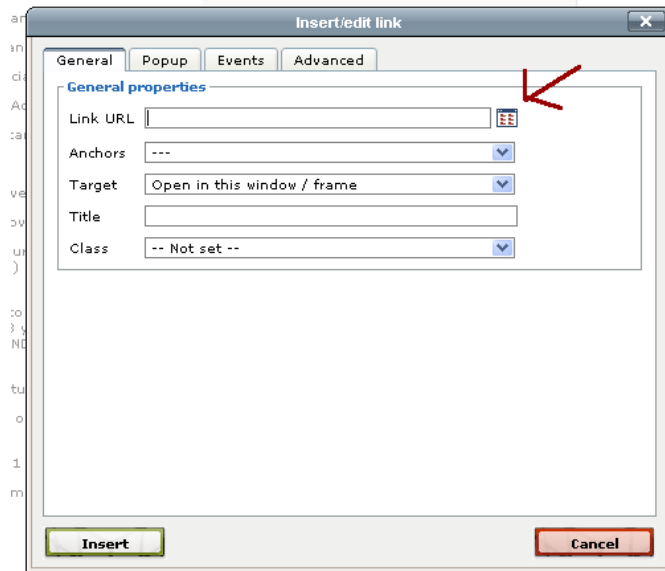
**Example:** [Speech Communication, Associate of Arts degree](#) (pdf)  
or  
[Associate of Arts degree in Speech Communication](#) (pdf)

- 5) Highlight the phrase with your mouse, such as:

Associate of Arts Degree in English (pdf)

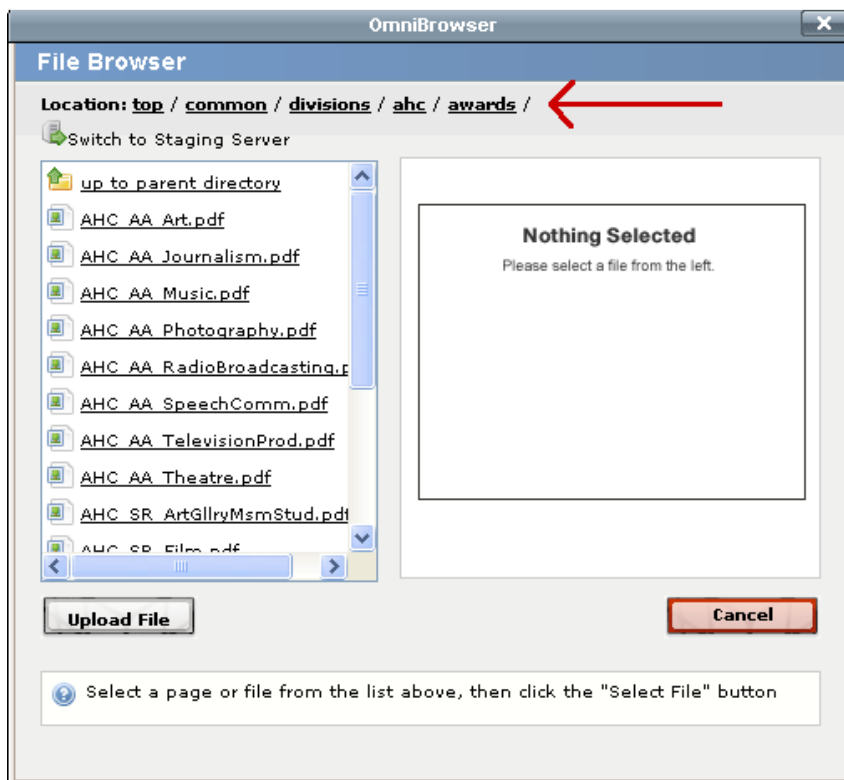
- 6) Click on the insert/edit link icon .

7) In the Insert/Edit Link window, click the browse button .



8) In the Location path of the file browser, navigate to the folder where awards have been uploaded for your division. This path is:

**Location: top / common / divisions / (your division) / awards /**

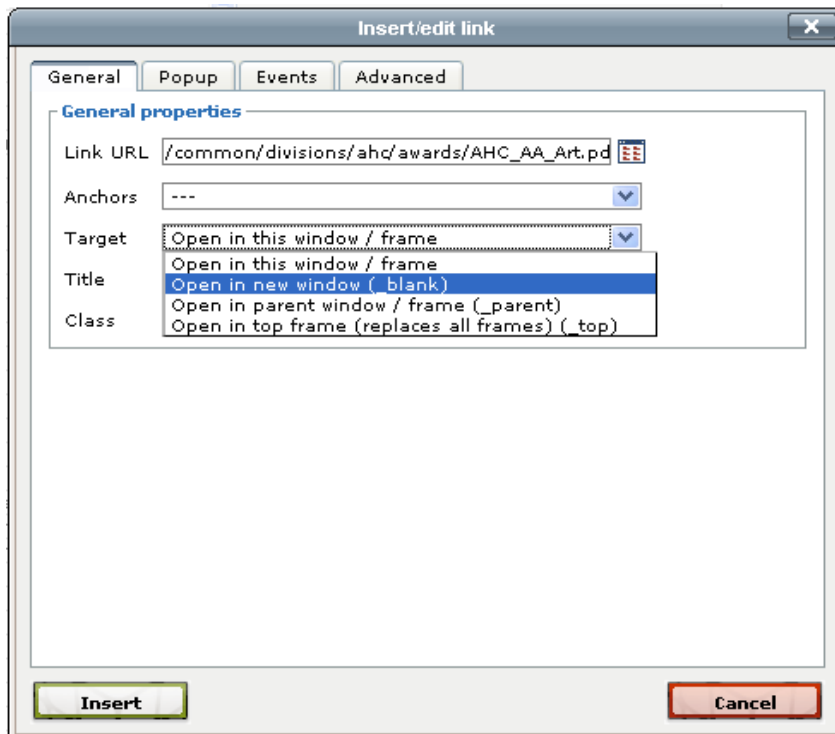



9) Select the PDF file for the award/certificate. The selected file will be in **bold** font.

10) Click Select File .

11) For **PDF files**, change the Target location to “Open in new window (\_blank).”

Links to Web pages, including Web pages outside of [www.mjc.edu](http://www.mjc.edu), should be left at the default “Open in this window/frame.” PDF, PPT, DOC and other non-Web pages should open in a new window.



12) Select Insert  to finish adding the hyperlink to your PDF document.



13) Save , publish  and confirm the publish .

Preview your page to double-check your link to the award/certificate PDF.