



Staff-Managed Website PDFs on Google Drive

This document provides directions for updating staff-managed PDFs on gepark.org or AckermanSFC.com only.

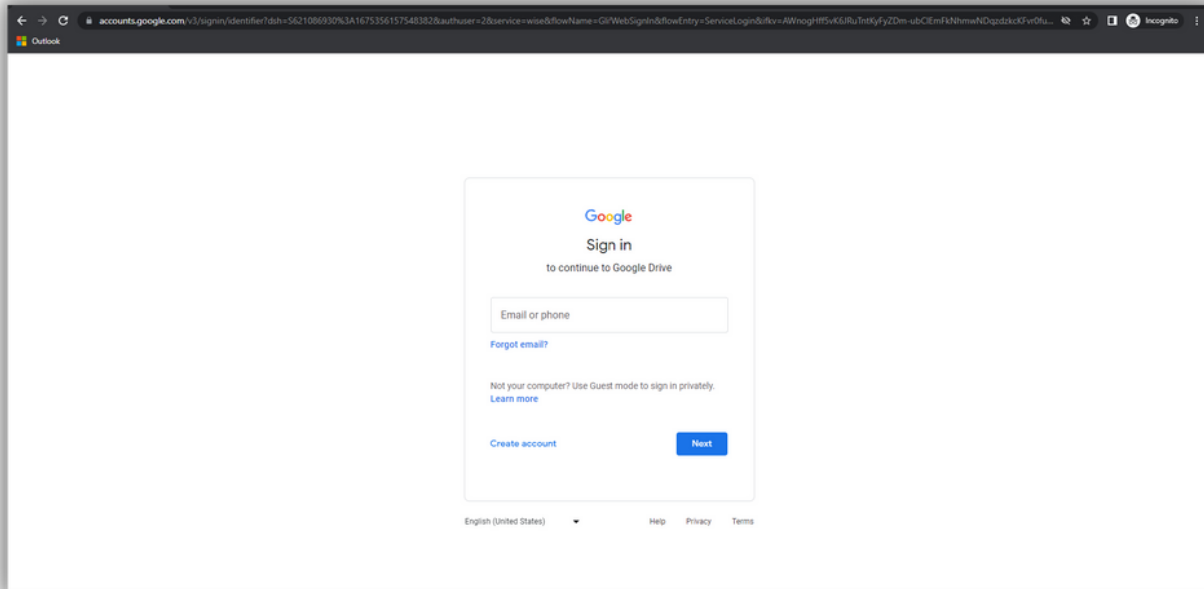
The Google Drive folder mentioned in this document is not used for submitting Word documents or PDFs during the Playbook/Camp Guide production process. See the *Playbook & Camp Guide Production Process* guide for details on where those should be submitted.



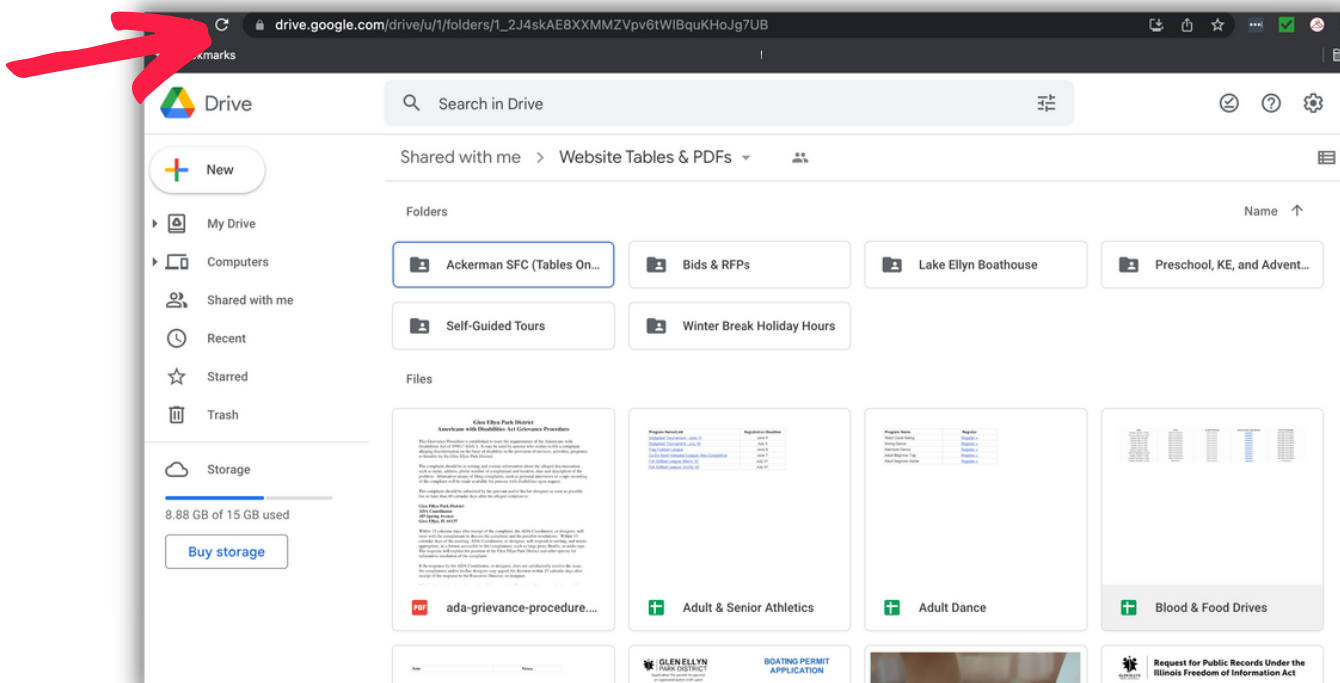
Modifying PDFs on Google Drive

In order to modify an existing PDF on Google Drive, you must be the owner of that file. If you are not the current owner, or are unsure if you are the owner, contact the Superintendent of Marketing for further instructions. **Under no circumstances should you delete a file from Google Drive** unless instructed to do so by the Superintendent of Marketing.

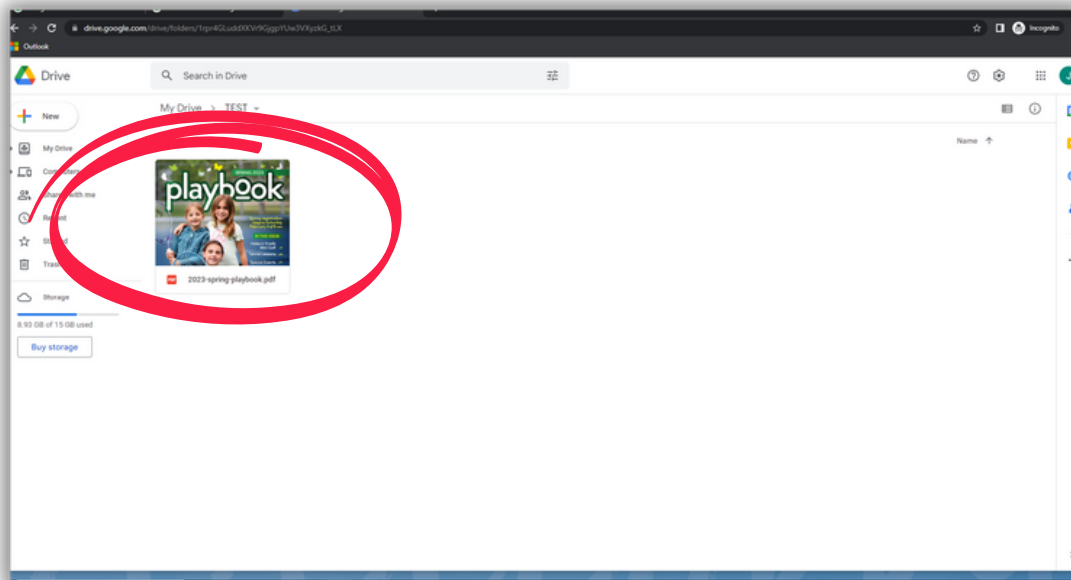
1. Log into the Google account used to upload the original file.



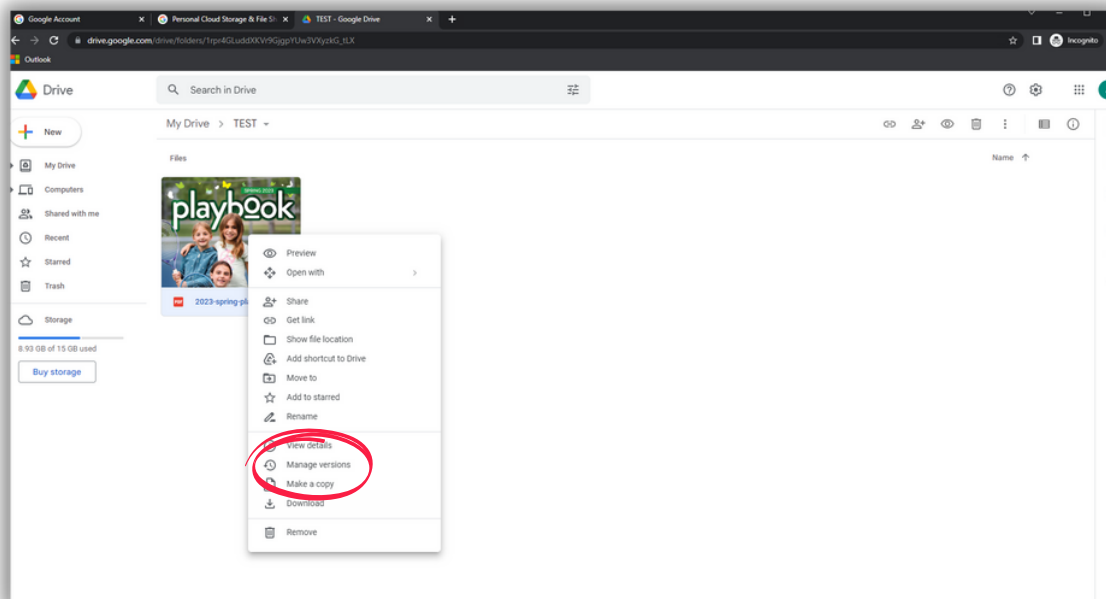
2. Visit the [Websites & PDFs folder](#) on the Drive. A link to the folder is also on the Common Drive.



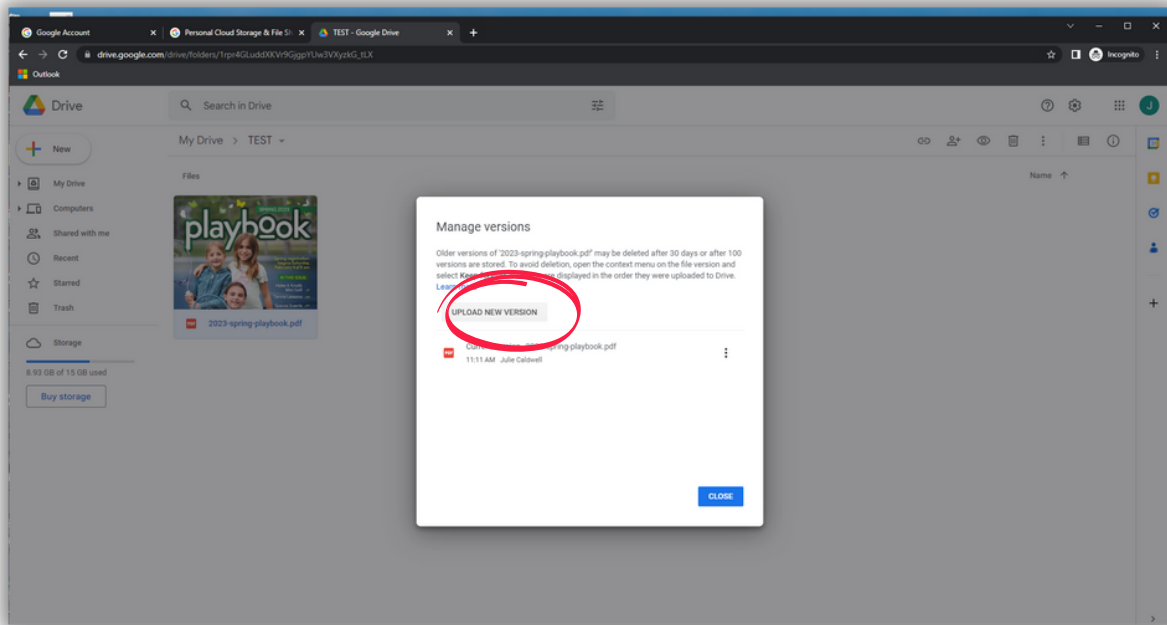
3. Locate the PDF you wish to update within Google Drive.



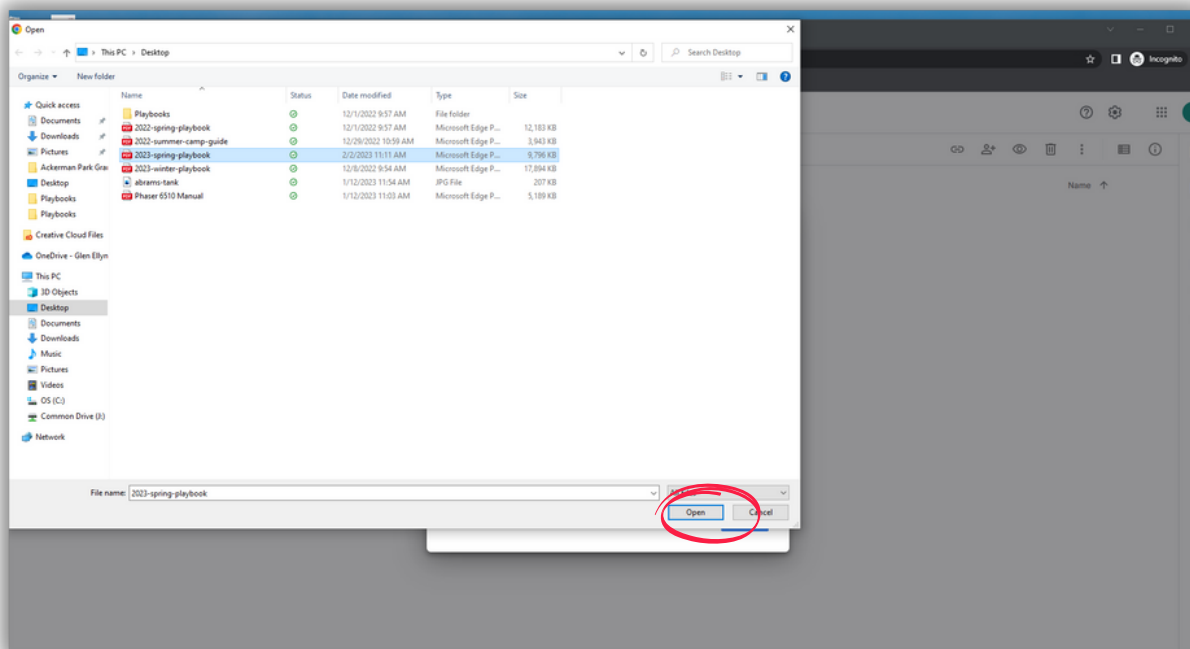
4. Right click on the document and select "Manage versions" in the pop-up menu.



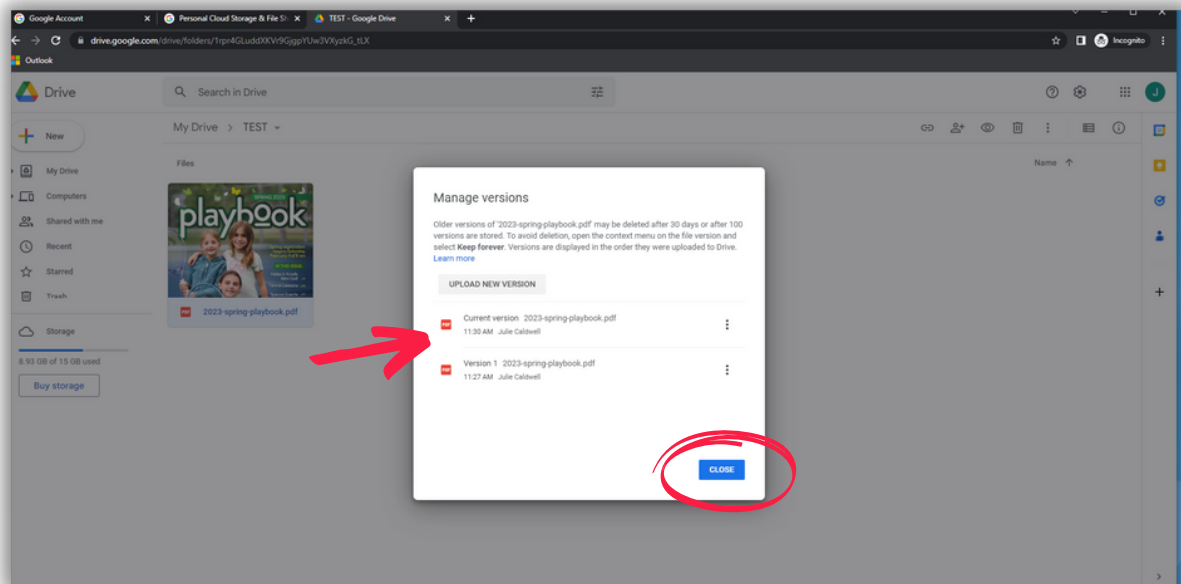
5. Click on "Upload New Version" in the pop-up box. Then select the new document from your computer to replace the existing document.



6. Select the new document from your computer to replace the existing document, then click "Open."



7. Once the document has finished uploading, it will appear at the top of the list. Click CLOSE.



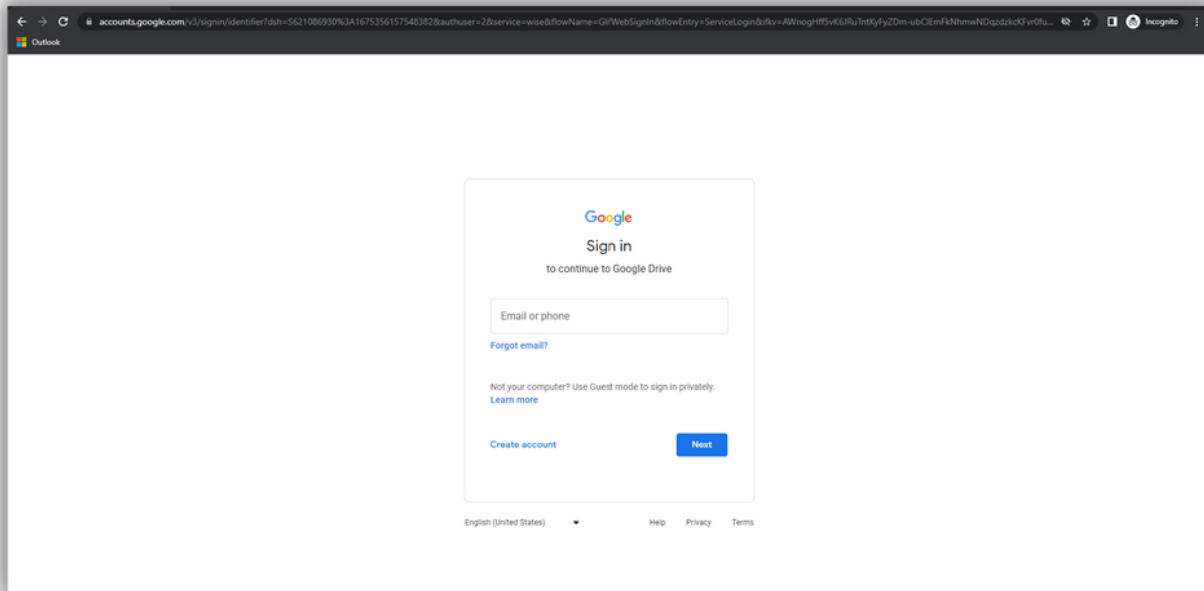
8. Visit the page on the website where the PDF is located and check that it has updated.



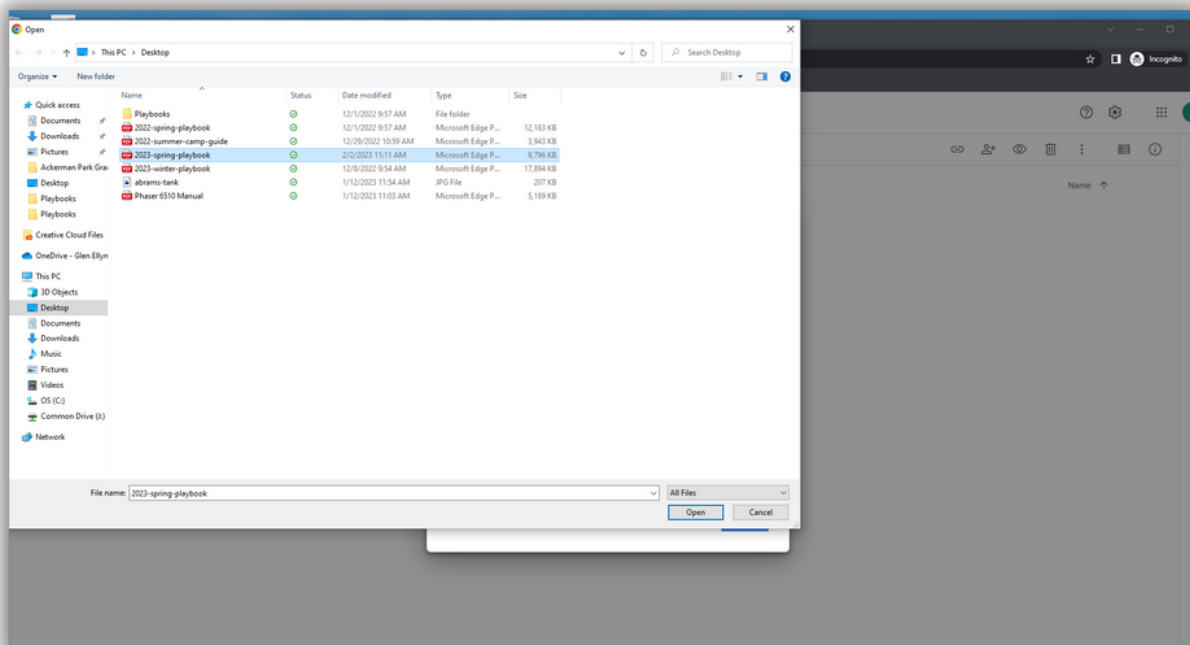
Adding PDFs to the Google Drive

Before adding any new documents to Google Drive, you must first contact the Superintendent of Marketing for permission and to further discuss how it will be used on the website.

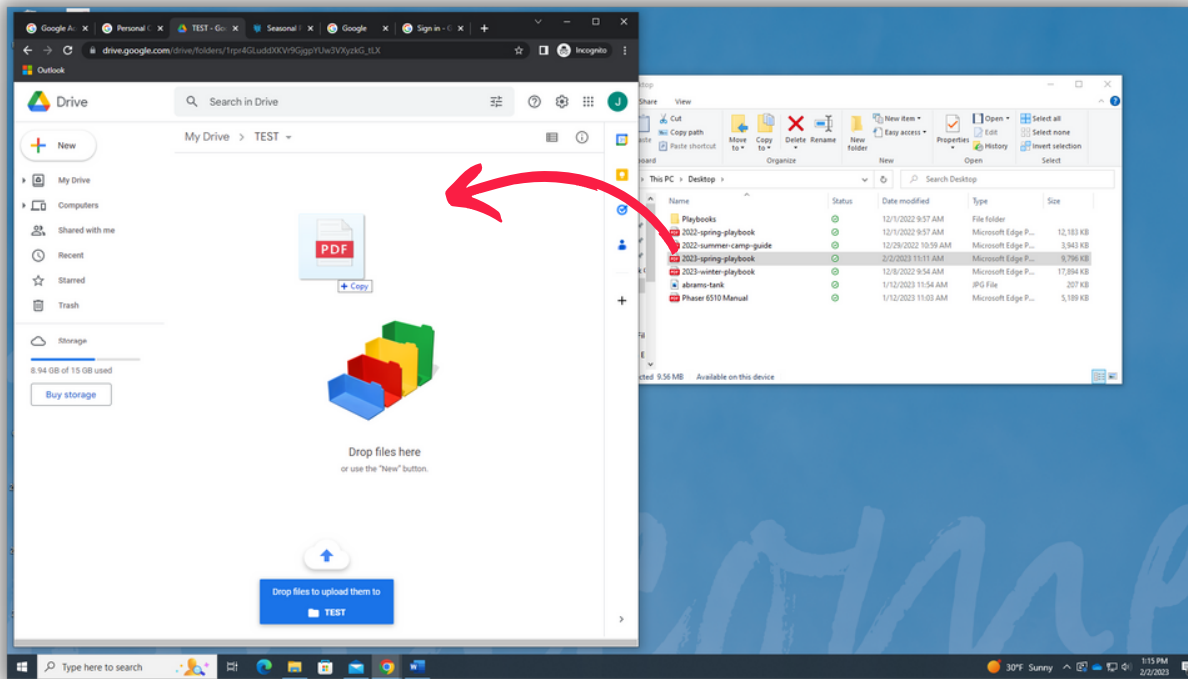
1. Log into the Google account that will be used to access the file.



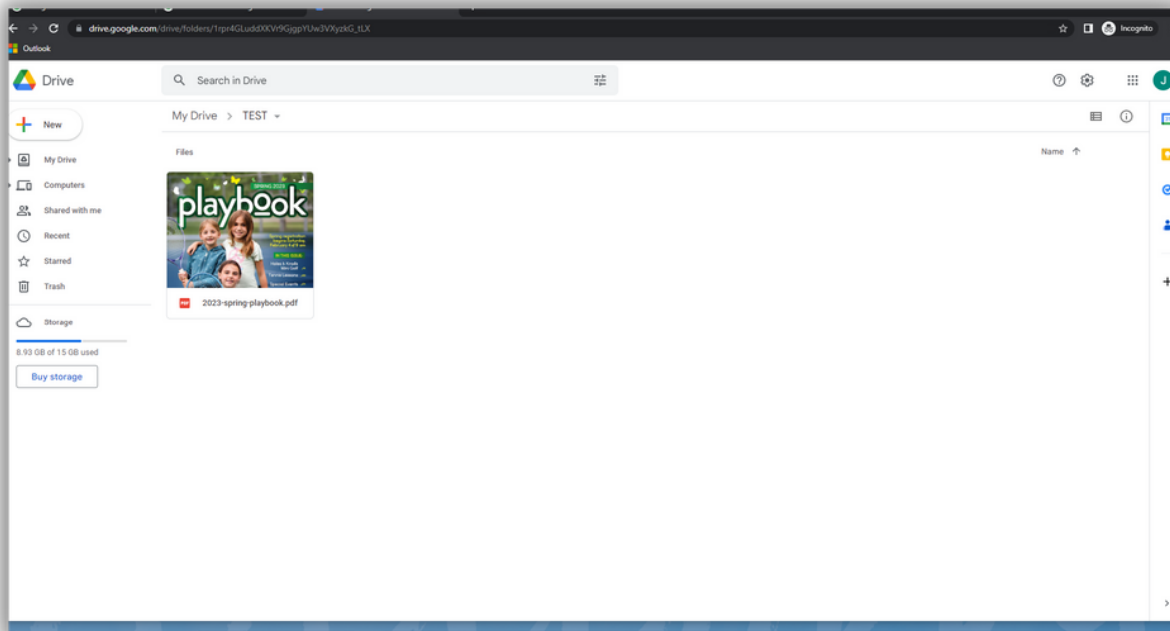
2. Download the file to your computer and name it with hyphens between each keyword (eg. sportswap-accepted-items). File names should be evergreen. Do not include years.



3. Add the file to Google Drive by dragging it into folder.



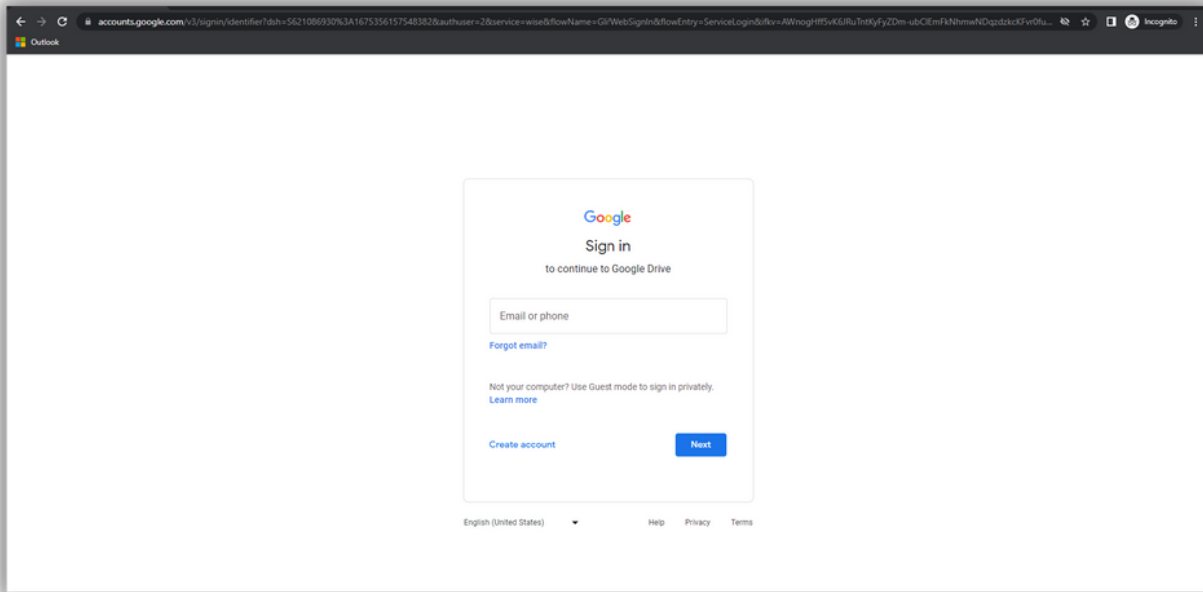
4. Once the file appears in Google Drive, notify the Superintendent of Marketing.



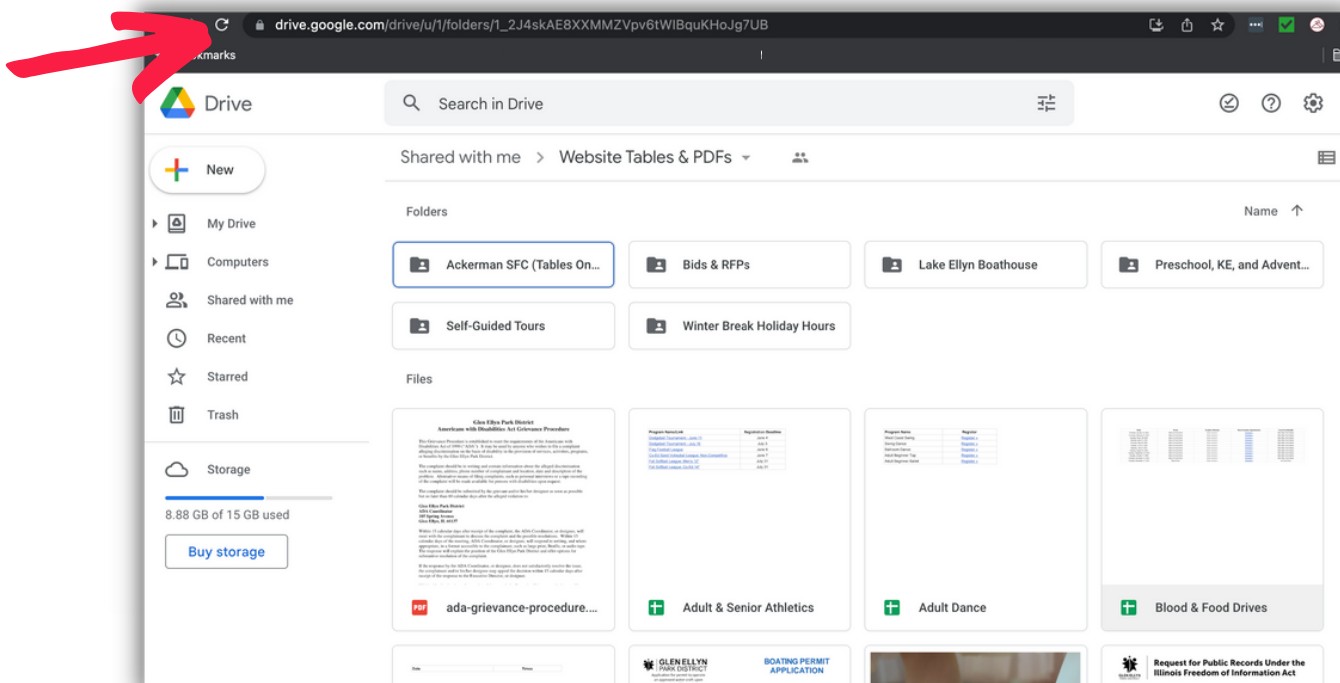
Adding Additional Editors to PDFs on Google Drive

PDFs on Google Drive can be shared with other people who can then make changes. This is a good option if you want another staff member to serve as a backup or additional editor. In order to modify permissions on an existing PDF on Google Drive, you must be the owner of that file. If you are not the current owner, or are unsure if you are the owner, contact the Superintendent of Marketing for further instructions.

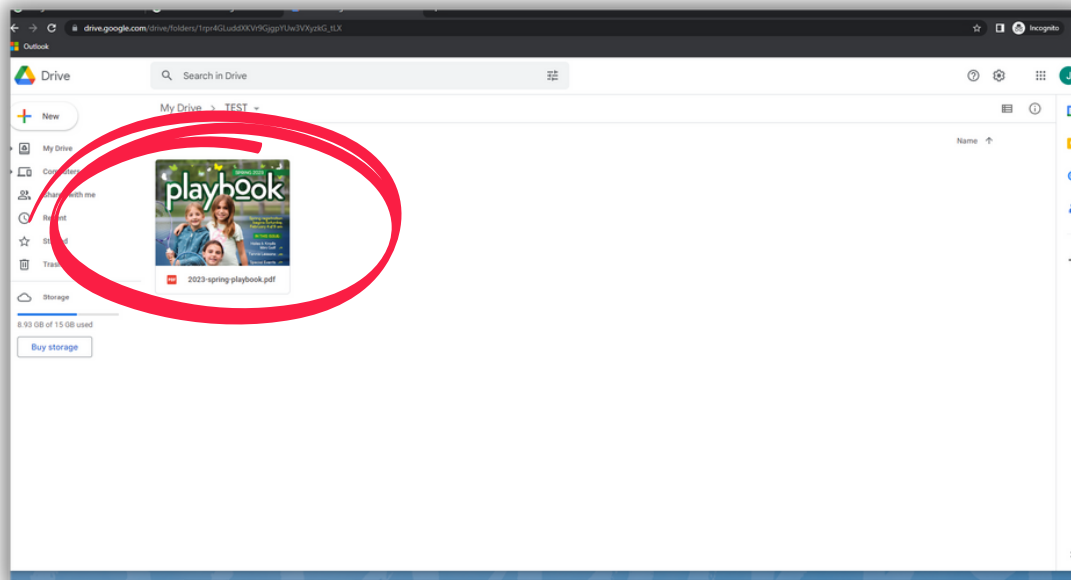
1. Log into the Google account used to upload the original file.



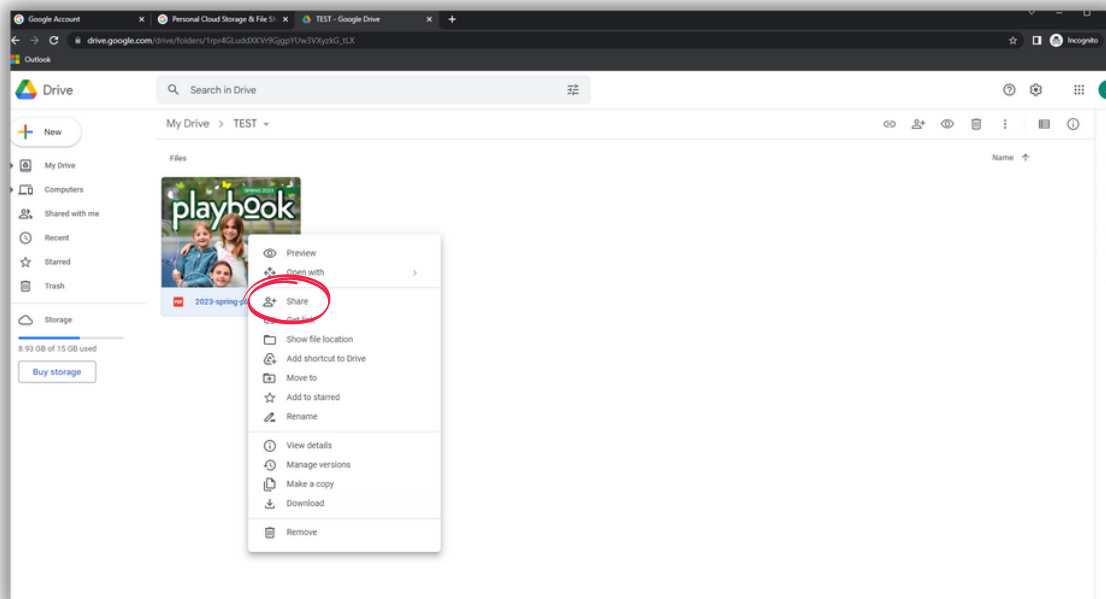
2. Visit the [Websites & PDFs folder](#) on the Drive. A link to the folder is also on the Common Drive.



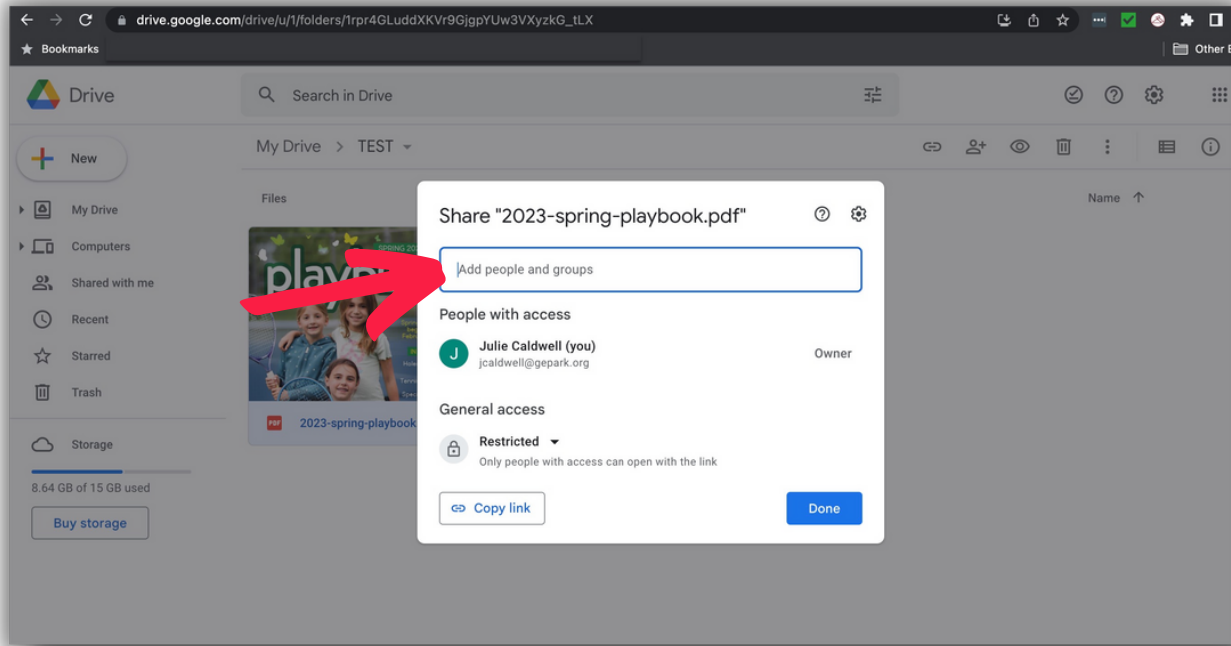
3. Locate the PDF for which you want to update permissions.



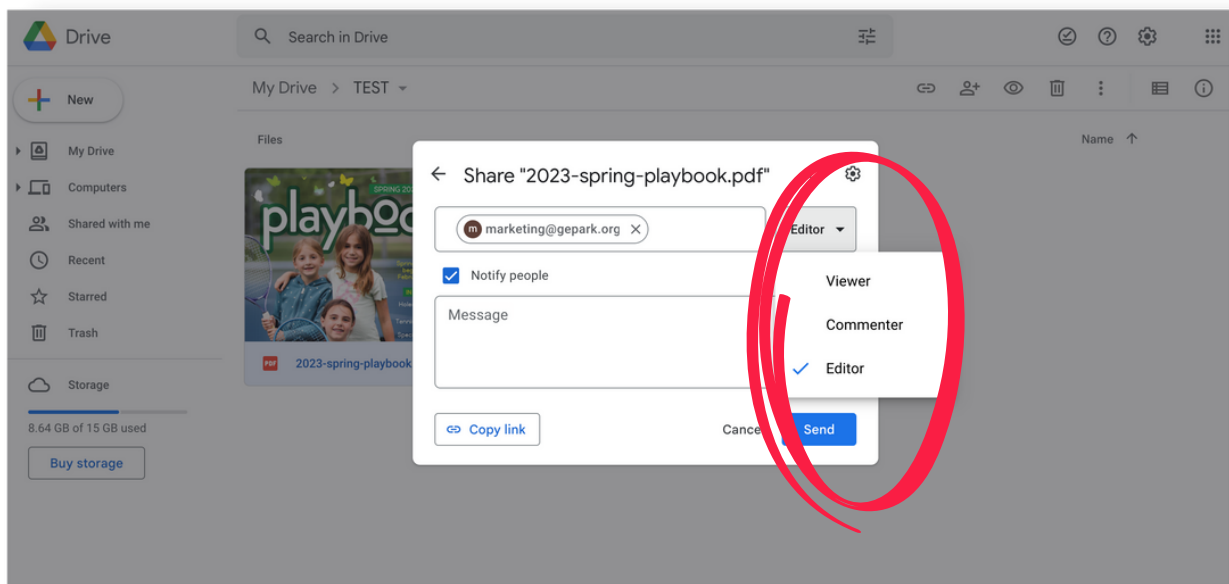
4. Right click on the document and select "Share" in the pop-up menu.



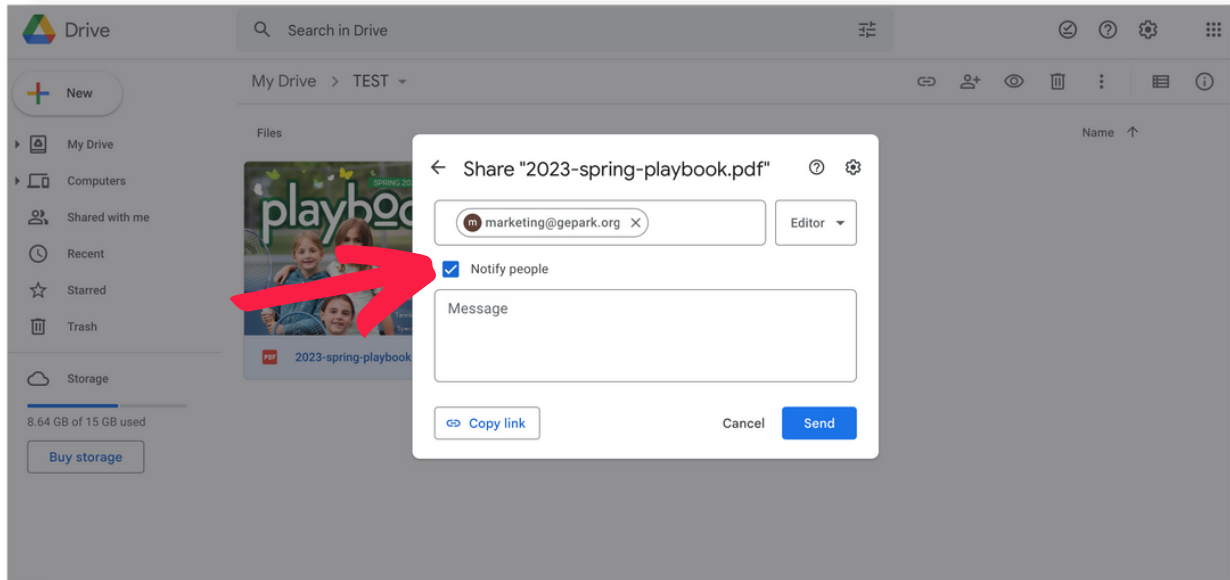
5. Add the email address of the person you'd like to share the PDF with in the text box. Please note, they will need to login using this email address to manage the PDF.



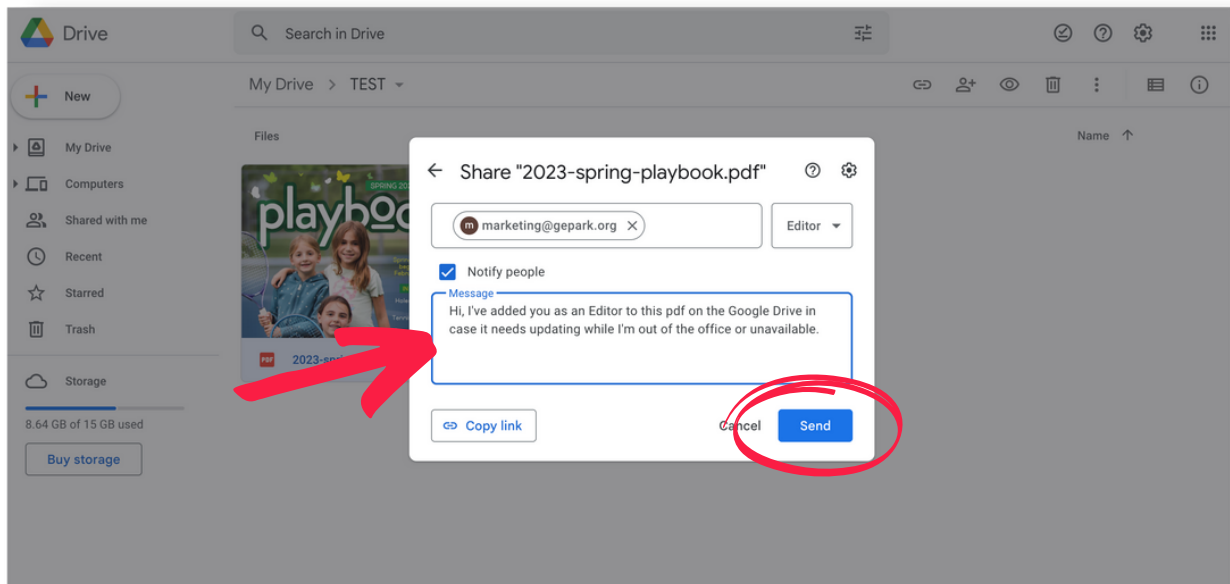
6. Click the dropdown box on the right and select Editor.



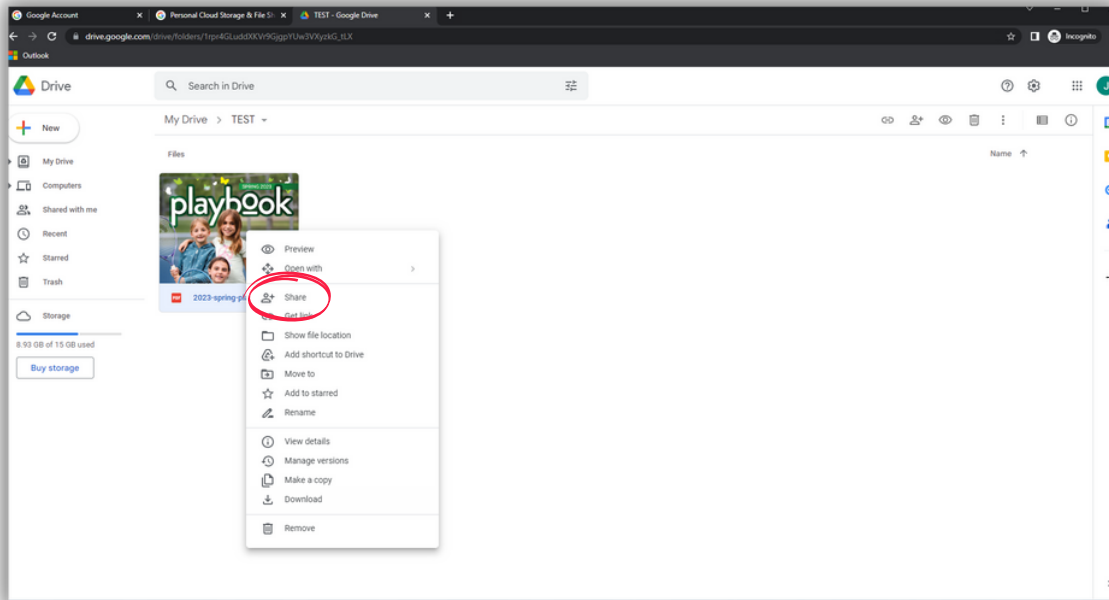
7. The checkbox next to "Notify people" will default as checked. Keep this box checked if you'd like to let the added person know that they have permission to edit the PDF on Google Drive.



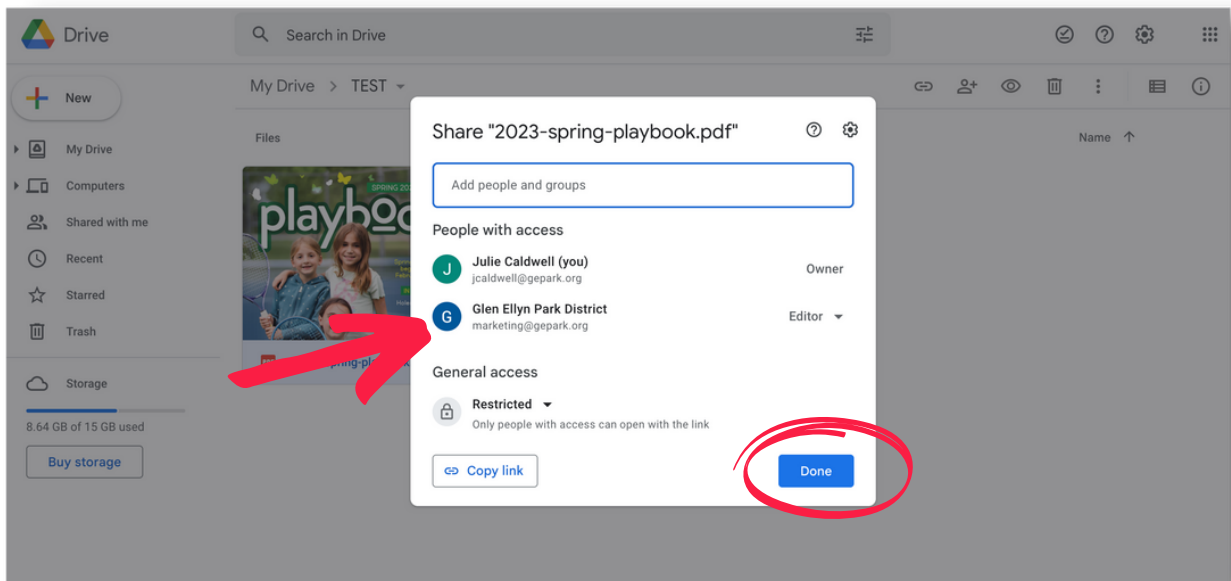
8. If you choose to notify the person, write a message in the text box indicating they now have access to the PDF. Then click Send.



9. Check to confirm that the person has been added. Right click on the PDF and select "Share."



10. The list of people who have access to the PDF and their level of access will appear. Click Done.



Questions?
Email marketing@gepark.org