GLEN ELLYN
PARK DISTRICT

How to Update PDFs Located on Our Websites

This guide outlines the process for obtaining permission to update and for updating PDFs associated with gepark.org and ackermansfc.com. It also includes instructions for creating a Google account using your Park District email address.

**Please note: Not all PDFs are editable by staff.
The Marketing Department maintains final approval over which PDFs can be modified and/or uploaded to the websites.**

www.google.com

Permission Required

You will first need editing permission from the Superintendent of Marketing in order to update PDFs located on our websites. Permission will only be granted to an account using your Park District email address. Staff are not permitted to modify these documents using their personal accounts. In some cases, you may be assigned responsibility for keeping a specific PDF up to date. Multiple staff can be granted permission to update a file.

Creating a Google Account Using Your Park District Email Address

1. Visit https://www.google.com/account/about/
2. Click on 'Create an account'
3. Begin to follow the onscreen prompts.
4. When you get to the "How you'll sign in" prompt, click on the "Use your existing email" link
5. Enter your gepark.org email address. You will get a verification email with a code.
6. Enter the verification code and proceed to follow the onscreen prompts.

Note: If you are asked to choose the type of account, choose Personal.

Locating PDFs for Website Updates

Staff can find PDFs available for update or assigned to them in the "Website Tables and PDFs" folder on Google Drive. Access the folder using the link on the Common Drive or by clicking here.

Updating PDFs   Important: Make sure your file is in PDF format before uploading

1. Log into the Google account you created with your gepark.org email address.
2. Visit the Websites & PDFs folder on the Google 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, select "File information" in the pop-up menu and then "Manage versions."
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 is has updated.

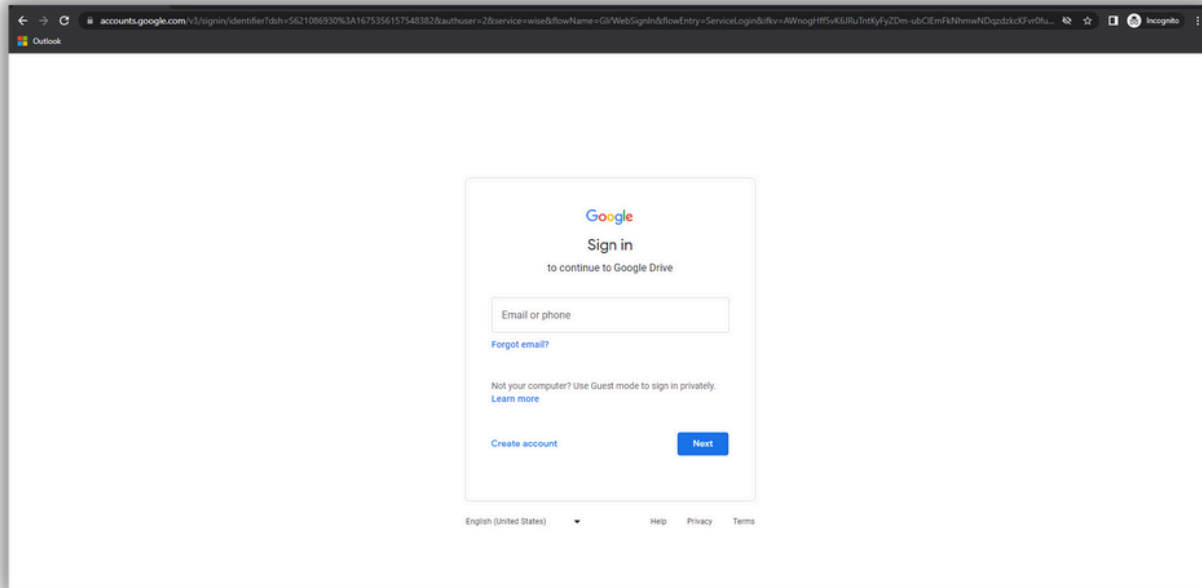 See the following pages for these instructions with screenshots.

Other Important Information

- **Adding or deleting files within the Google Drive folder is strictly prohibited for security reasons and to maintain document ownership.**
- If you wish to add a PDF to the website and subsequently manage it, you must call the Superintendent of Marketing to discuss.
- Adding PDFs to this folder will not automatically publish them on the website.
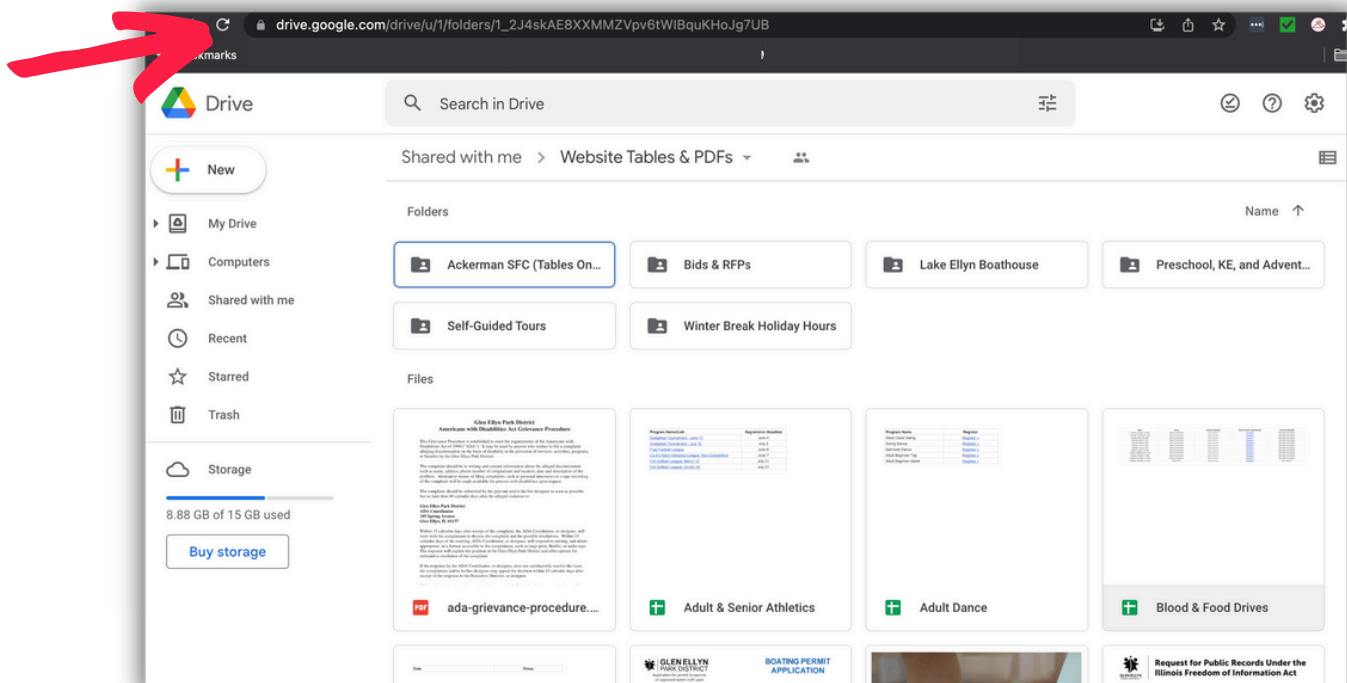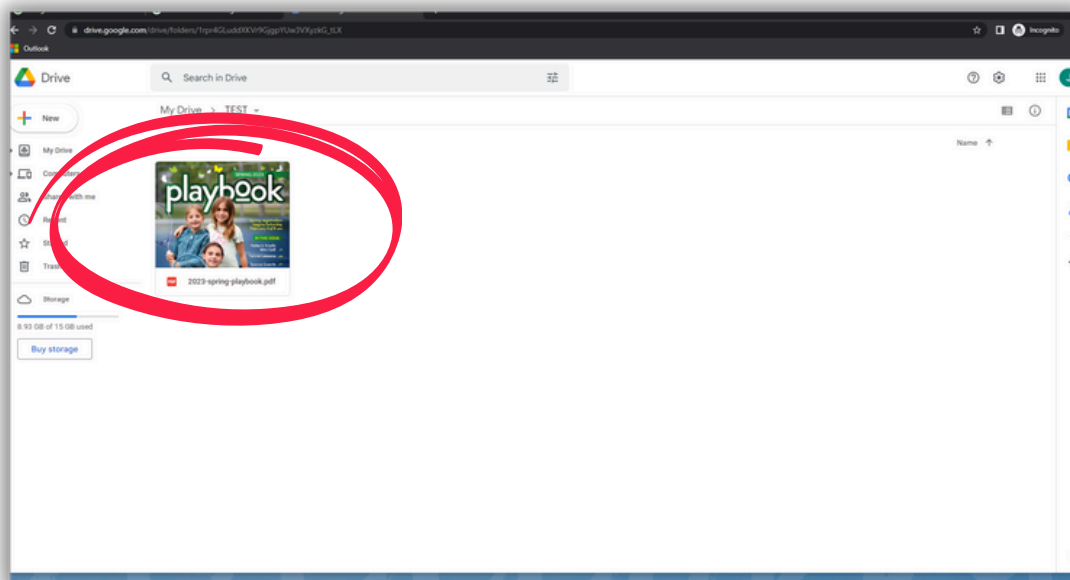
Updating PDFs with Screenshots

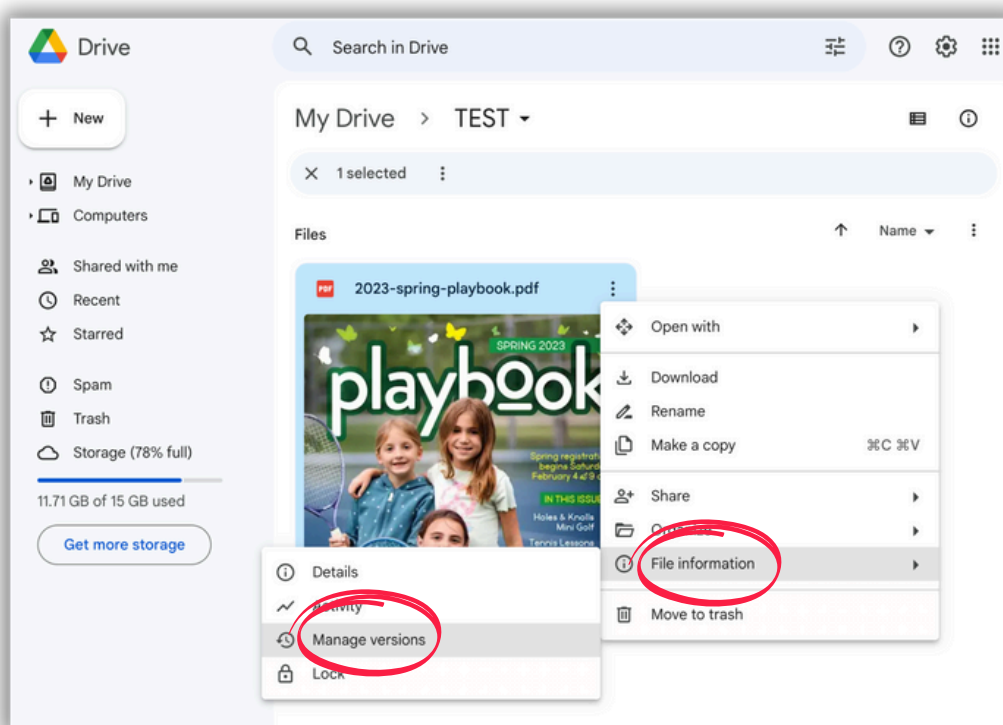1. Log into the Google account you created using your gepark.org email address.

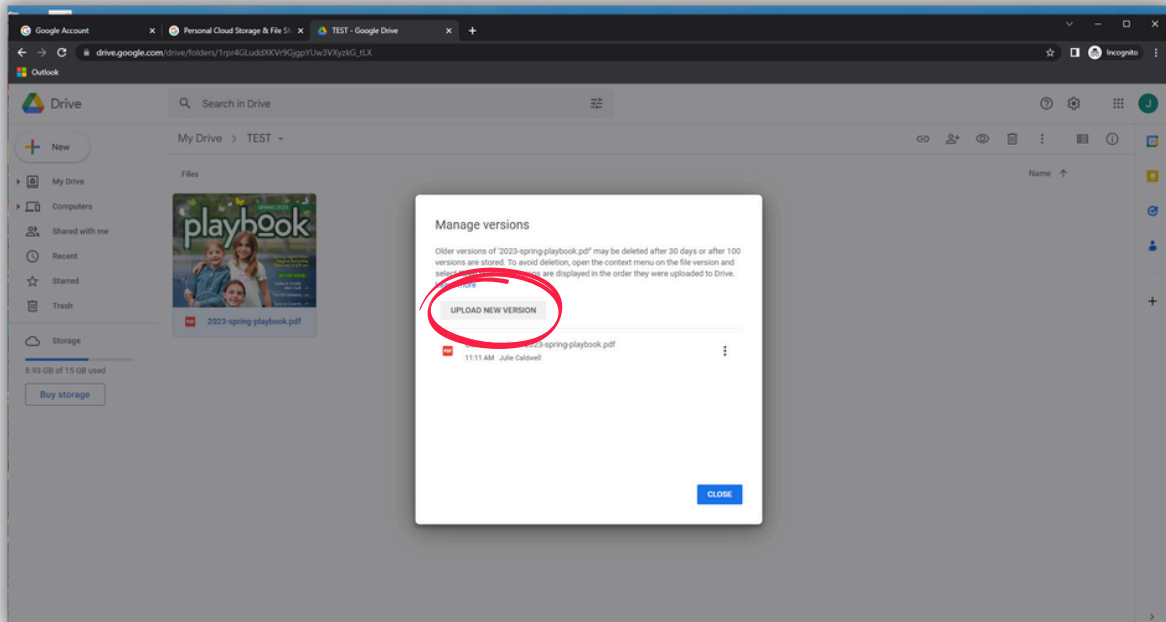2. Visit the Websites & PDFs folder on the Google Drive. A link to the folder is also on the Common Drive.

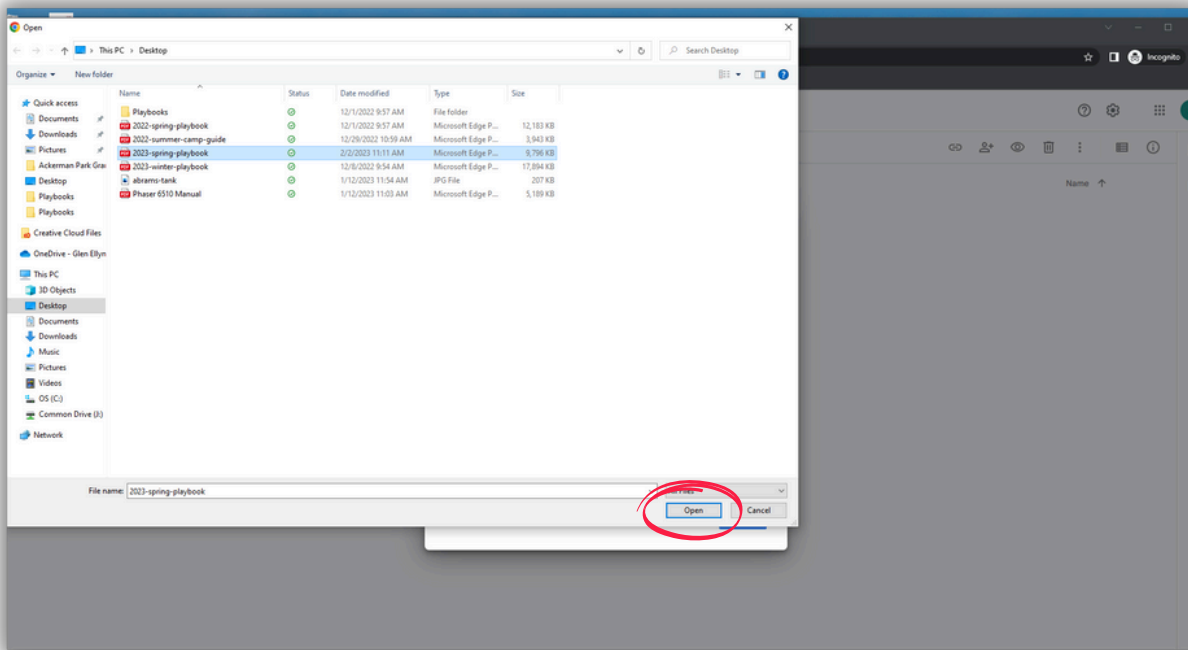3. Locate the PDF you wish to update within Google Drive.

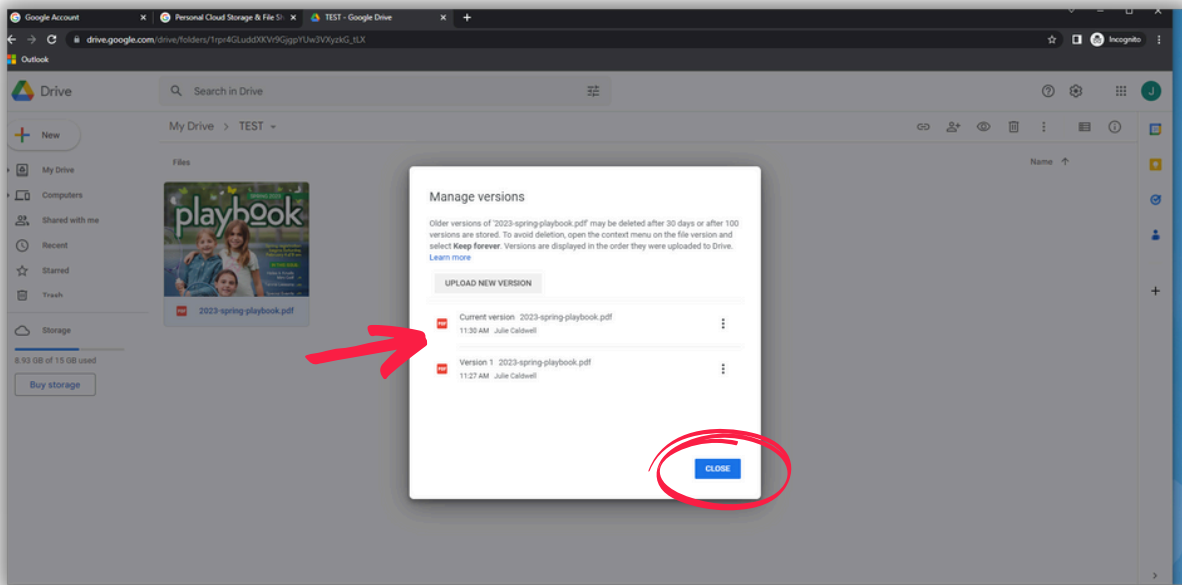4. Right click on the document, select "File information" in the pop-up menu and then "Manage versions."

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 is has updated.