

# How to create a reference in your WCMS website.

A Reference is a special asset in WCMS that represents an existing asset in another location; thus, a single asset can appear to exist in multiple locations.

While a single asset appears in navigation as if it were in multiple locations, in actuality, it directs back to the original asset.

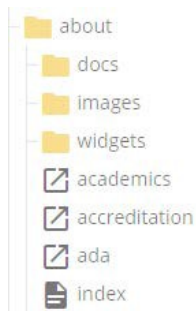
\*\*This example is for an existing PDF within your websites folder in WCMS. To add a pdf to your websites “docs” folder, please refer to the document “*How to Upload a PDF File*” in our Web Services website , under the Web Documentation tab

<http://www.iun.edu/technology/web/wcms/index.htm>

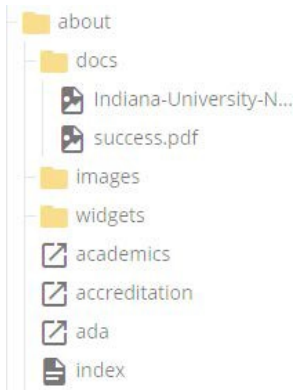
## Adding a Display Name to a Document

First before we create a reference, you will need to check your PDF’s display name.

First navigate to you site’s folder and expand the content of your site’s folder by clicking on the folder icon to the left of the name.

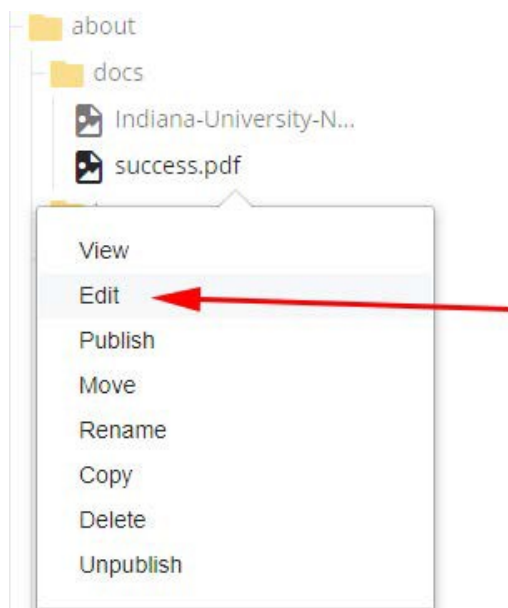


Expand your “docs” folder by clicking on the folder icon to the left of the name.



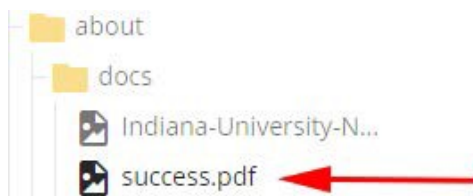
### Option 1:

Hover your mouse over the name of the document and right click the document. Once the context menu appears, select “Edit”

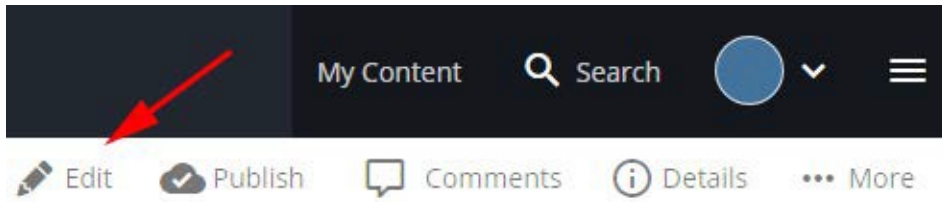


### Option: 2

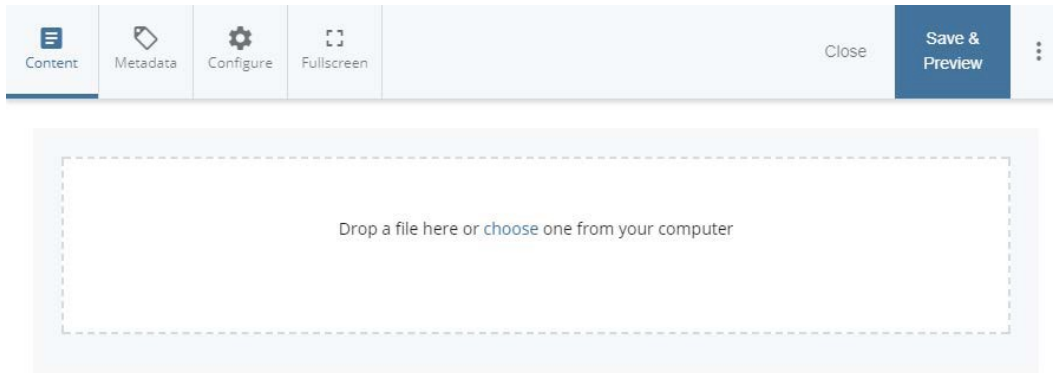
Click on the file name of your document.



After you click on your document, and once in “View” mode, click on “Edit” at the top right of the screen.

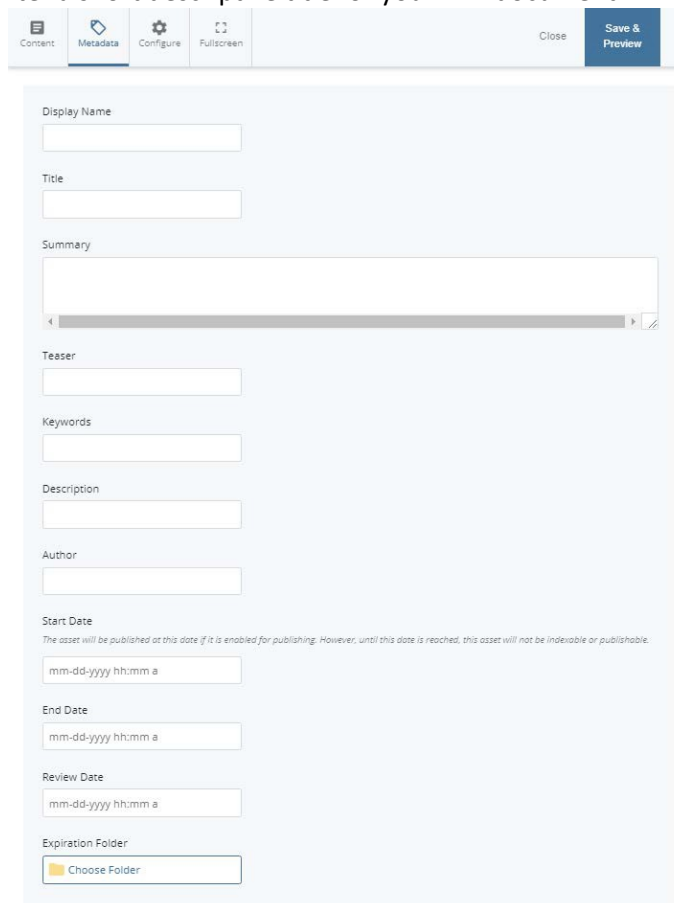


Enter your title in the “Title” Field



**OR** if you do not see the title filed in edit mode, click on “Metadata” box at the top left of the pop up screen

In the “Title” text box, enter a short descriptive title for your PDF document.



On this screen you have the option to add a title, a summary, keywords and a description.

Once you have added the “Title” click submit at the bottom right of the screen.



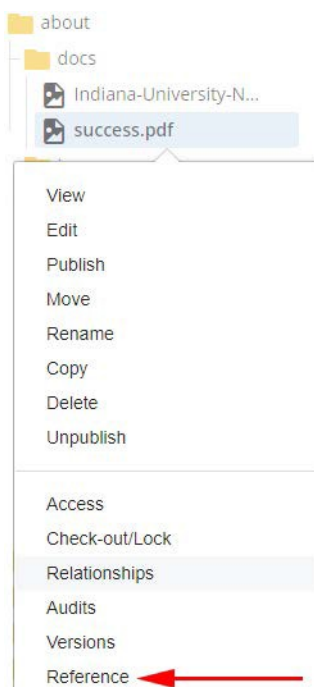
## Adding a Reference to a folder

Once you have added a Title to your document, you can now create a reference. You can add a reference one of two ways:

### Option 1:



Hover your mouse over the name of the file/document and right click on the file. Once the context menu appears, select “Reference”

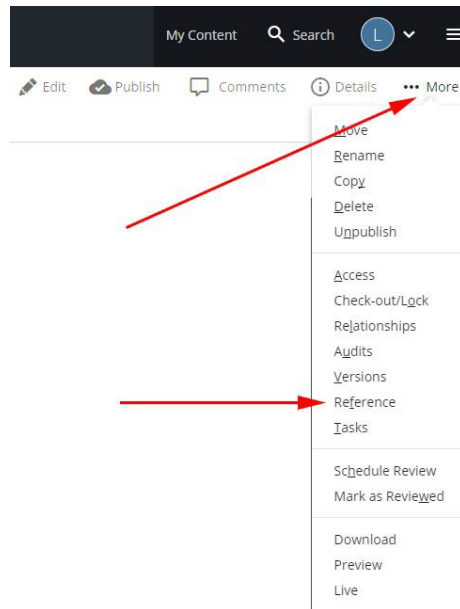


## Option 2:

Click on the name of the PDF.



When the pdf displays, use the tool bar above to select reference under the “More “tab



After you select “Reference”, the reference name will appear and the placement folder.

**Do not change the Reference Name.** Select the “Placement folder” where you would like the reference to appear. In this example, I want my reference to show under my first tab in my navigation menu.

Once you have selected the “Placement Folder”, click “Submit” at the top right of the screen. Now your reference will appear in the Placement folder you selected.

Create Reference to file Cancel **Submit**

IUN-IUN-CAMPUS.web: /about/docs/success.pdf

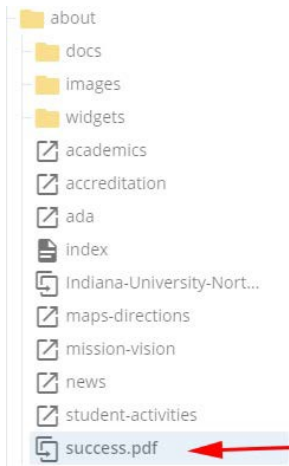
References allow assets to be indexed in different folders in the site tree when generating navigation and other dynamic content listings.

Reference Name \*

Placement Folder \*

 ←



Now the PDF reference is listed as a tab in the left navigation.

If your pdf is displaying a blank tab or the name listed is “Reference.asset”, you will need to add a “Title” to your PDF.

Please refer to the section “*Adding a Display Name to a Document*” at the beginning of this document.

