

JangoMail Tutorial

Linking to PDF (and other) Files

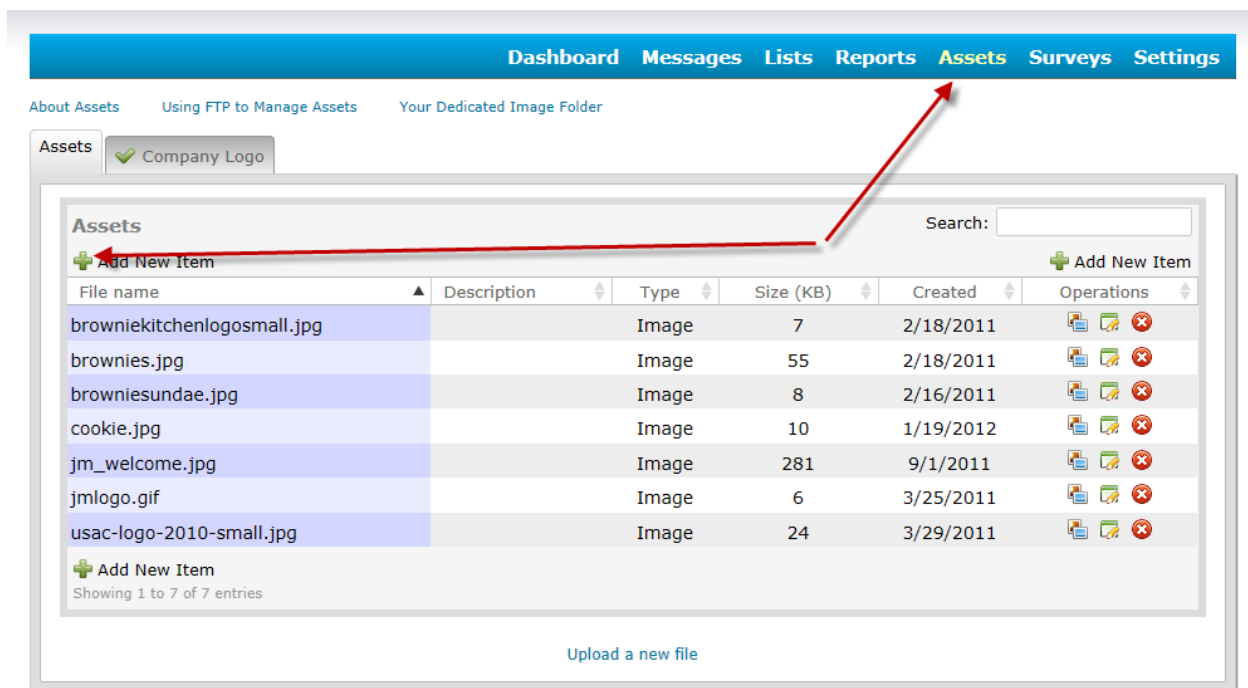
As an alternative to adding attachments to your e-mail, you can upload the file to a web site folder, and then include a link to the file in your e-mail. You would, of course, compose your message to draw attention to the linked file.

To save the file, you have two options:

- You can save the file to a folder on your own web site. All you will need to know is the full URL (file path) of the file so that you can create the link to it in your message.
- You may also use the JangoMail Assets Manager to upload your file to the JangoMail Assets Server. You may then use its URL in a link as well.

This tutorial covers using our Assets Manager for hosting your files and using the Insert Hyperlink tool inside of JangoMail's HTML editors.

First, navigate to the **Assets** section and click **Add New Item**.



The screenshot shows the JangoMail interface with the 'Assets' section selected in the top navigation bar. Below the navigation bar, there are links for 'About Assets', 'Using FTP to Manage Assets', and 'Your Dedicated Image Folder'. The main content area is titled 'Assets' and features a search bar and an 'Add New Item' button. A table lists the following assets:

File name	Description	Type	Size (KB)	Created	Operations
browniekitchenlogosmall.jpg		Image	7	2/18/2011	
brownies.jpg		Image	55	2/18/2011	
browniesundae.jpg		Image	8	2/16/2011	
cookie.jpg		Image	10	1/19/2012	
jm_welcome.jpg		Image	281	9/1/2011	
jmlogo.gif		Image	6	3/25/2011	
usac-logo-2010-small.jpg		Image	24	3/29/2011	

At the bottom of the Assets section, there is an 'Add New Item' button and a link to 'Upload a new file'.

Click **Choose File** and select your PDF. Then click **Open**. Once your PDF is selected, click the **Start Upload** button. When the PDF is finished uploading, you will see this screen, with the message "All Done":

Assets

Add an Asset

Choose File No file selected...
Click the button to select a file to upload.

Limits
File types may be BMP, GIF, JPG, PDF or SWF.
Maximum file size is 300KB.

JangoMail_Tutorial_Triggers.pdf

 **All done.**



[Return to Asset List](#)

Note: Image file names should be short and simple, as they become part of the URL for the link. The file names must NOT use any punctuation marks or non-character symbols.

















Return to Asset List and click the edit icon next to the PDF that you just uploaded.

Assets ✔ Company Logo

Assets

Search:

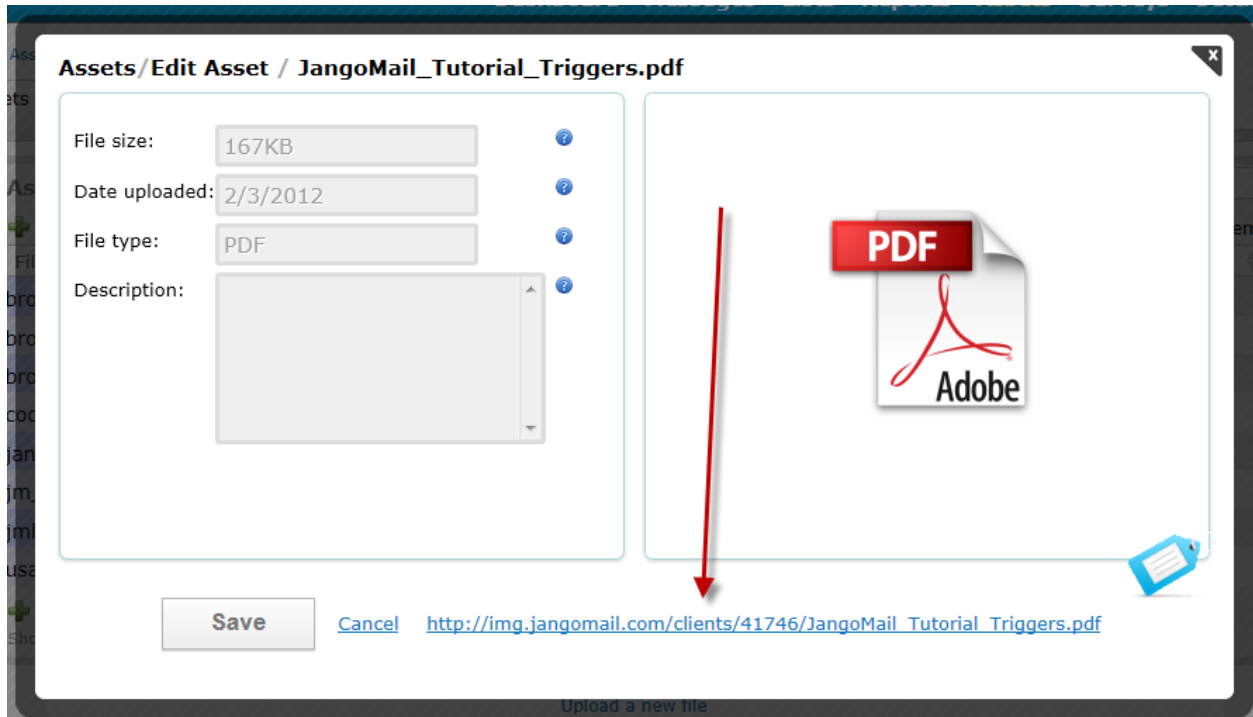
+ Add New Item

File name	Description	Type	Size (KB)	Created	Operations
browniekitchenlogosmall.jpg		Image	7	2/18/2011	 
brownies.jpg		Image	55	2/18/2011	 
browniesundae.jpg		Image	8	2/16/2011	 
cookie.jpg		Image	10	1/19/2012	 
jangomail_tutorial_triggers.pdf		PDF	167	2/3/2012	 
jm_welcome.jpg		Image	281	9/1/2011	 
jmlogo.gif		Image	6	3/25/2011	 
usac-logo-2010-small.jpg		Image	24	3/29/2011	 

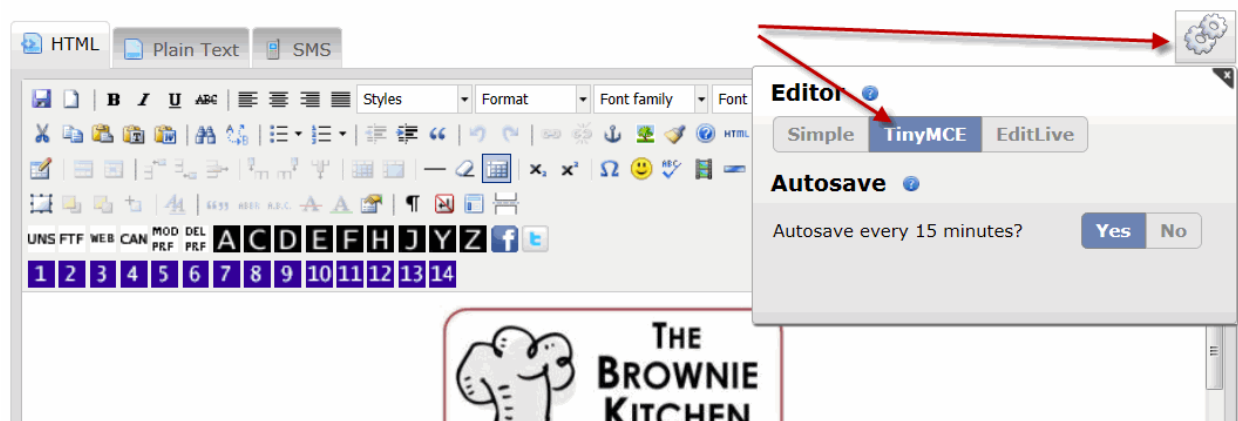
+ Add New Item

Showing 1 to 8 of 8 entries

A window will pop up and supply you with the URL where your PDF is now located. Right-click on that URL and select **Copy Shortcut**.

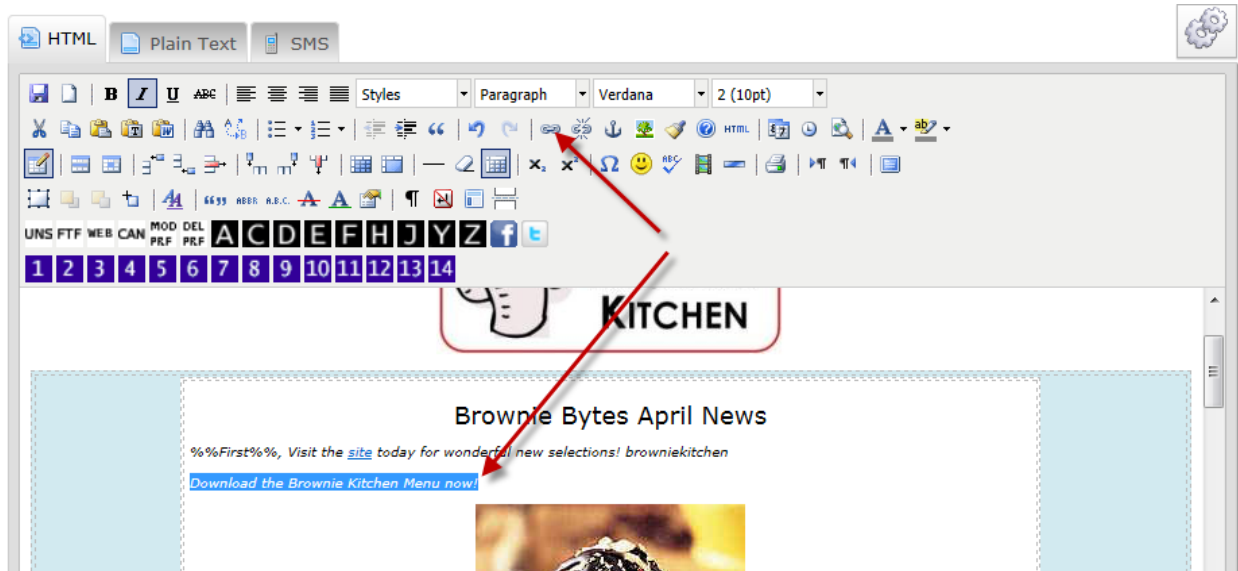


Now you may leave the Assets section and navigate to **Messages**. Click **Compose New Message**. As you are composing, make sure you click the settings icon to switch to either the **EditLive** or **TinyMCE HTML Editor** if it does not display by default. Once the Editor loads, you will have the needed tools.

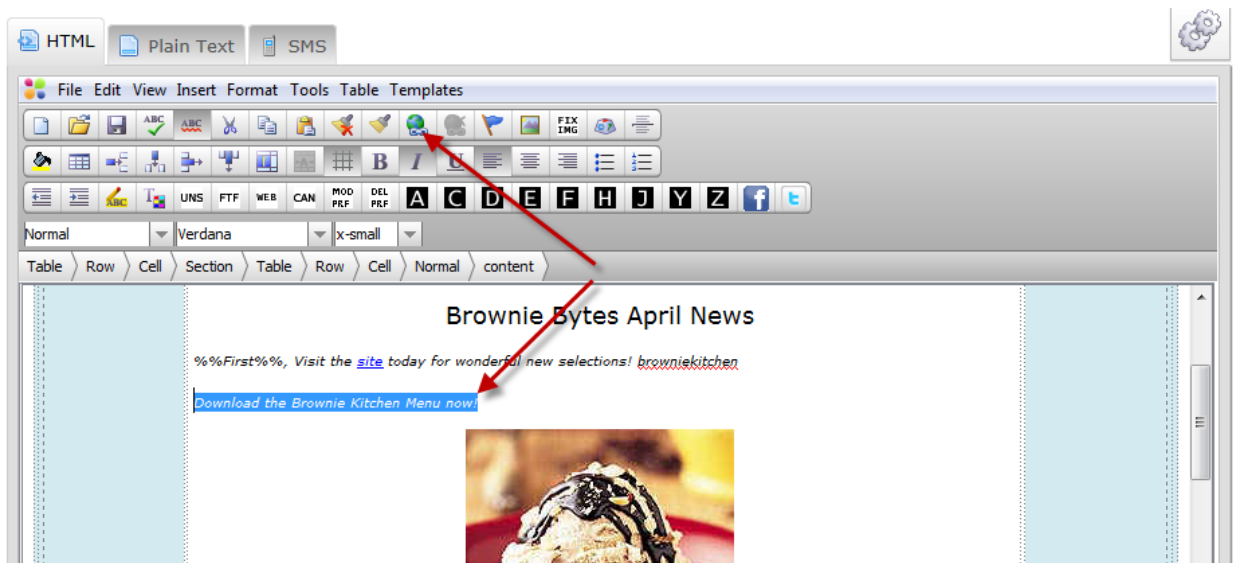


Now, in your message, select the text that you want to become the link and click the **Insert Hyperlink** tool from your toolbar.

TinyMCE screenshot:



EditLive screenshot:



This pops up the hyperlink window. In the Address (Link URL) area of this window, DELETE anything already there. Then, PASTE (right-click and choose Paste) in the URL you copied from our Assets manager. When you click OK (Insert), the text will be linked.