**UPDATING CRIME STATS ON TSU-PD HOMEPAGE**

Notice the two sections below. One is for when you first do the new month. The other is for each week when you update the month that you already have on the webpage. It’s ESSENTIAL that you name the PDF the same name for that month EVERY TIME you overwrite the PDF. For example: “CrimeLog-2022-11”. You’ll see what I mean below --

**HOW TO UPDATE CRIME STATS WHEN IT’S A NEW MONTH**

**FIRST, UPLOAD THE PDF FOR THE NEW MONTH. HERE’S HOW:**

1. Login to OU Campus via this page:
<http://www.tnstate.edu/police/>   (by clicking “Last Modified” in the footer)
2. Click “Content” and “Pages” at the top….to see the listing of everything in the Police folder
3. Find “Documents” in the listing and click it to go into it
4. Click “Upload” (upper right)…because you’re wanting to upload your PDF.
5. Click “Add” to find the PDF on your computer
6. When you find your PDF, click it and click “Open”.
7. Click the 3-dots to rename the PDF. You MUST name it the standardized name (In this example, for November, it would be – “**CrimeLog-2022-11**”).
8. Click "Start Upload".

**NEXT, UPDATE THE WEBPAGE:**

1. Login to OU Campus via this page:
<http://www.tnstate.edu/police/>   (by clicking “Last Modified” in the footer)
2. Press the green edit button for the area on the page that you are updating (the 3rd green button)
3. Type the text that you want to make into a link (for example, “8/22”).
4. Highlight the text that you just typed….so you can make it into a hyperlink.
5. Click the link icon in the menu (it’s like a chain link)
6. For the “URL” field, click the up-arrow button to look for your PDF
7. On the left-hand side, find the “documents” folder and click it to go into it
8. UPLOAD YOUR NEW MONTH’S PDF:
Click "Upload".
Click "Add" to browse your PC for the PDF that you want to upload.
When you find your PDF, click it & click “Open”.
Click the 3-dots to rename your PDF to this format – “CrimeLog-2022-11” (Notice that the name has the *year* and the *month* in it, but not the *day*. This is by design.)
Click "Start Upload".
9. Your document should be highlighted in the file listing on the left. Click "Insert" on the right to insert it into your URL field.
10. You’ll now see your file path in the “URL” box.
11. For the field "Target", choose "Open in New Window"....so that your document will open in a new browser tab.
12. Click “Insert”.…and you have your link on your page!
13. Save and publish your page.

**HOW TO UPLOAD THE REVISED PDF FOR THE MONTH THAT YOU ALREADY HAVE ON THE WEBPAGE**

Since you guys are all-month-long updating the PDF for the current month, you can do this when you need to update the month’s PDF that is already on the webpage. --

When the next time comes for you to upload the updated PDF for November (for example), you can simply upload the updated PDF that you receive from the Police Dept. You won’t have to edit the webpage at all. You’ll just upload the new PDF, **overwriting the one that is there**, making sure that your revised PDF has the same name that you originally named it --  “**CrimeLog\_202211**” in this example. Here’s how --

**HOW TO UPLOAD UPDATED PDF FOR MONTH ALREADY ON WEBPAGE:**

1. Login to OU Campus via this page:
<http://www.tnstate.edu/police/>   (by clicking “Last Modified” in the footer)
2. Click “Content” and “Pages” at the top….to see the listing of everything in the Police folder
3. Find “Documents” in the listing and click it to go into it
4. Click “Upload” (upper right)
5. Click the small box for “Overwrite Existing”
6. Click “Add” to find the PDF on your computer
7. When you find your PDF, click it and click “Open”.
8. Click the 3-dots to rename the PDF. You MUST name it the same name that you named it the first time you uploaded the one for this month…*because you are overwriting it* (In this example – “**CrimeLog-2022-11**”).
9. Click "Start Upload".
10. Check your web page to see if your new PDF is showing. **NOTE:** You will have to clear the cache of your browser in order to see the new PDF. [How to clear cache >>](https://www.tnstate.edu/cit/web/known.aspx/#clearcache)