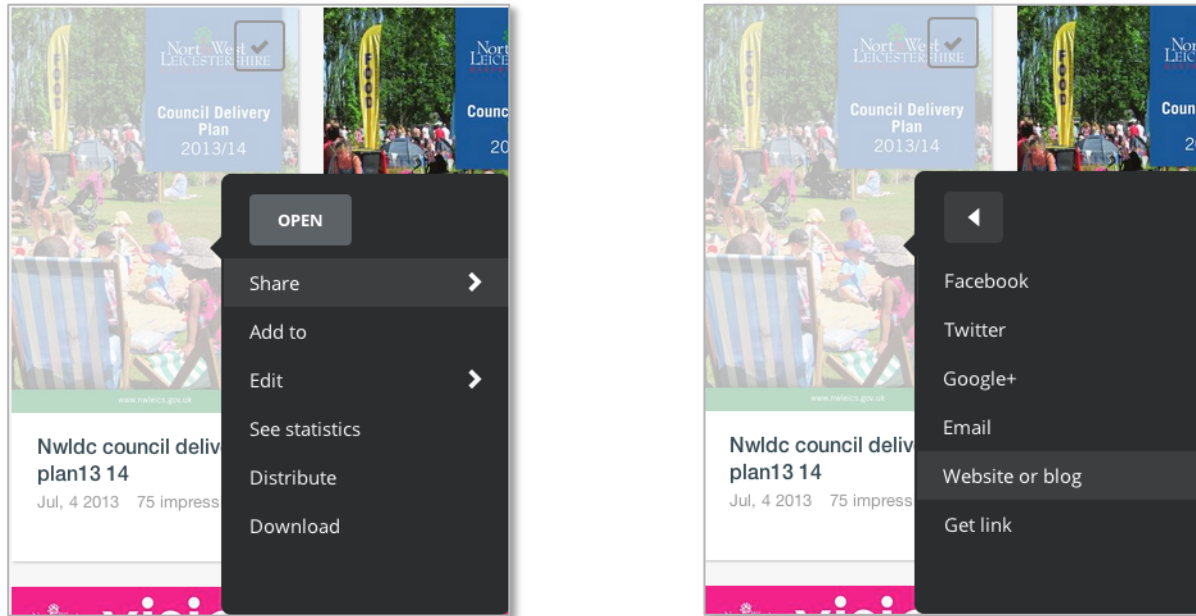# Adding Issuu.com Publications to cGov Pages

1. Log in and upload your publication to Issuu.com and publish as per their instructions.

2. Go to *My Publications*, find and click on your publication and you'll see a menu appear.

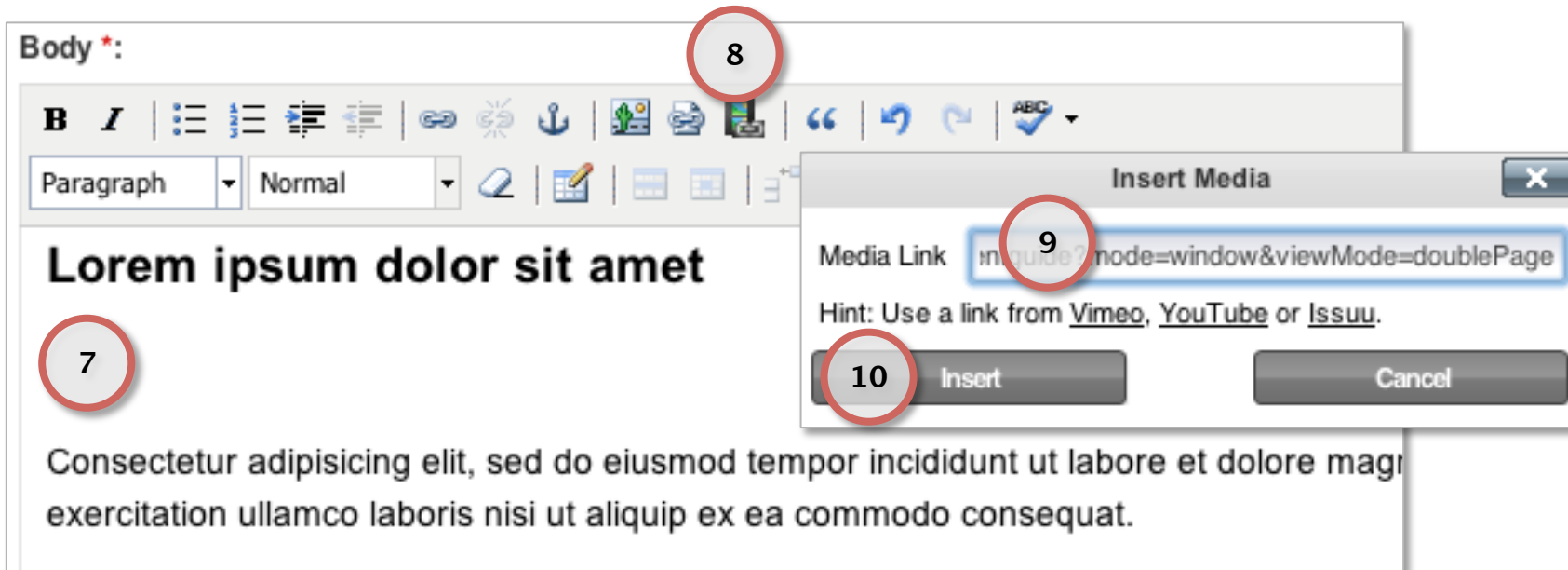3. Click *Share* then *Website or blog*.

4. You'll now see a page of embedding options. Once you have selected your preferred options, click *Save style*.
   - You will probably want to leave "Allow all users to download" turned off as you will all be uploading the downloadable pdf separately to your sites anyway – no point paying Issuu for credits for this!
   - You'll also likely want to deselect "Links below embedding" – these aren't harmful but are advertising the Issuu service.

5. On the same page, scroll to the bottom and select and copy the link from the Link textbox.

Link issuu.com/NWLDC/docs/nwldc_council_delivery_plan13-14?e=7069352/4104880

Adding Issuu.com Publications to cGov Pages

6. Now go to the page on your cGov site to which you want to add your publication and click the pencil icon to edit.

7. In the body of the page, put your cursor where you want to embed the publication.

8. Click the Insert Media button.

9. The Insert Media box will appear – place your cursor in the Media Link text box and paste the Issuu publication link by either pressing Ctrl and V on your keyboard or right clicking with your mouse and selecting Paste from the context menu.

   o Your clipboard only remembers the most recent thing you have copied – if you have copied anything else since picking up the link from Issuu.com you will need to go back and repeat step 5 to add the link to your clipboard again, then paste into the *Media Link* textbox.

10. Click Insert.

11. A large "play button" placeholder image will appear on the page to indicate where the publication will be embedded. Click *Save and Preview* to preview the embedded publication. Once you are happy with the page, click *Save and Publish* to push it to the live site.