

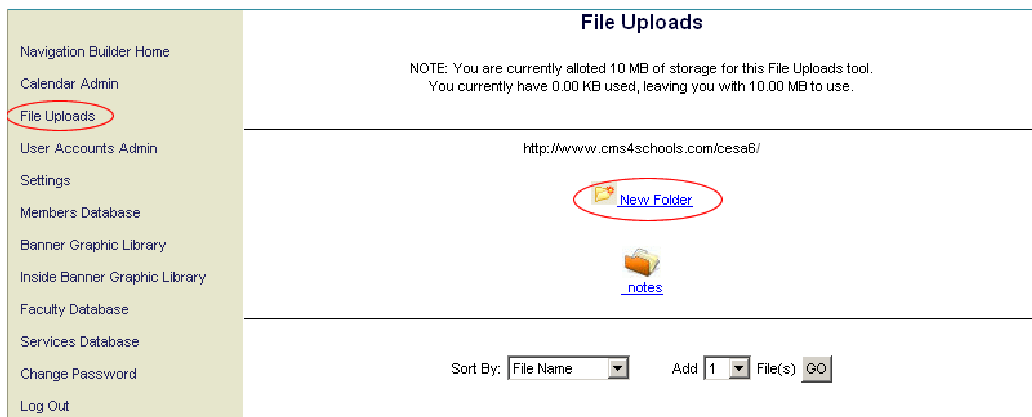
FILE UPLOADS

The File Uploads tool is used to upload and hold Web site files. The Text / Graphic Editor and the Photo Gallery will be used for placing graphic files on your site; however, this tool can be used for uploading all other files. Some examples include Adobe Acrobat, Word, Excel, HTML, Audio and Video files.

ADD A FILE UPLOAD FOLDER:

You can add folders to your File Uploads tool in order to organize all of your uploaded files.

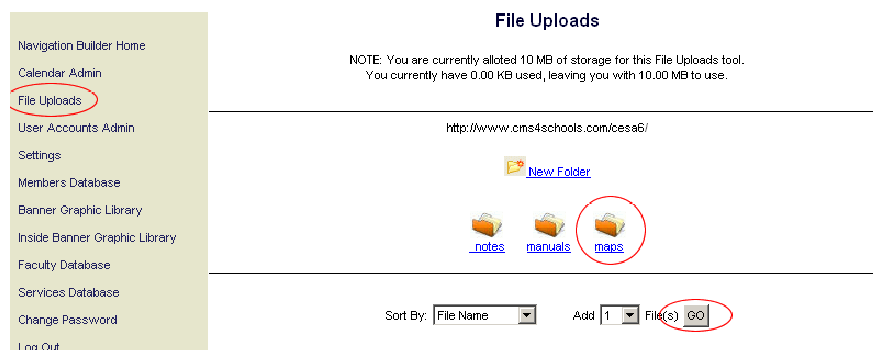
- 1) Click on the File Uploads link on the administration toolbar to open the File Uploads tool.



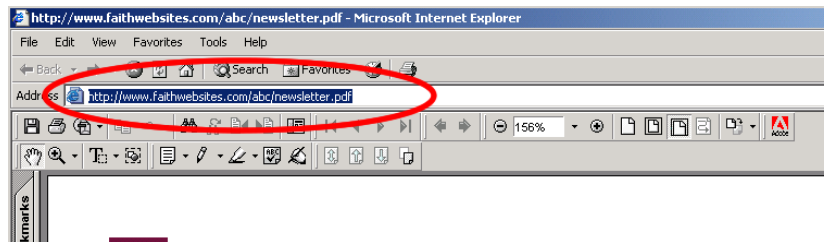
- 2) Click on New Folder link at the top of the page.
- 3) Type in the desired folder name. All folder names will need to be unique and cannot contain spaces or special characters.
- 4) Click Create folder.

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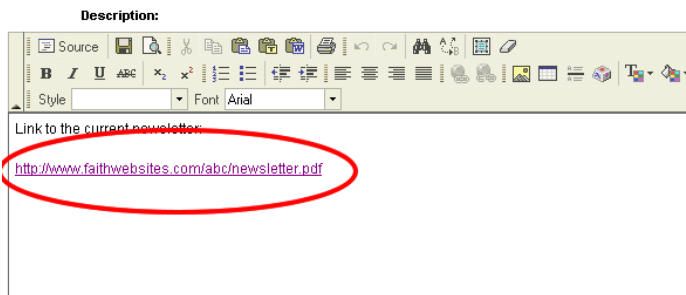
- 2) If you want to upload the file to one of the previously created folders, click the folder name (see the maps example above); otherwise, proceed to the next step.
- 3) Use the drop down to select the number of files that you wish to upload. Click the Go button to proceed.
- 4) Click on the Browse button to locate the file that you wish to upload. Note that the file that you are uploading cannot have any spaces in the file name.
- 5) Click the Add button at the bottom of the page.
- 6) Once the file is uploaded, it should be included in the list of uploads.
 - a. Click on the file name to open the uploaded file in a new browser window.
 - b. You can now link to this file from any place in your Web site.
 - i. Go to the Address bar of the uploaded file window.
 - ii. Highlight the entire Web address.



- iii. Copy the address by clicking Control C or by clicking on Edit, Copy.
 - iv. Go to the location where you would like to create a link to this file. This could be in a Text / Graphic Editor, a News / Resource tool or in the Add Page area. (See the diagrams below)
 - v. Paste the address by clicking Control V or by clicking on Edit, Paste.
- 7) Update: This will allow you to upload a new file over top of the existing file.
- 8) Delete: This will allow you to delete this file. Prior to doing so, you will want to make sure that you are not linking to this file from another location.

Notes:

New Formatted Text



Linking to an uploaded file using the Text / Graphic Editor.

Add Page

* indicates a required field.

*Navigation Category:

*Navigation Link Name:

Use Graphic Instead: (Level 1 only)

*Navigation Type: Internal Web Page

-OR-

Web site Link

Type: Opens in New Browser Window
 Opens in Existing Browser Window

URL:
(don't forget the http://www.)

-OR-

Menu Opening Link

Navigation Link Status: Active Inactive

*Navigation Order: After

*Navigation Level:

Linking to an uploaded file using the Navigation Builder tool.

Add News Item

* Indicates a required field.

*Link Name:

Short Desc:

Navigation Type: Internal Web Page

Page Title:

-OR-

Web site Link

Type: Opens in New Browser Window

Opens in Existing Browser Window

Url:
(don't forget the http://www.)

-OR-

Link to a File

Upload File:
(Your file must be a .htm, .pdf, .doc, .jpg, or .gif file)

Status: Active Inactive

Linking to an uploaded file using the News / Resources tool.