

6. Adding Documents as downloads

To upload documents onto your website you need to create a new page using the *document upload* template. This template allows you to add links to files that visitors to your site can download.

You can add *any* type of file:

- Word Documents
- PDFs
- Powerpoint files
- Movie clips
- Sound files
- ...etc

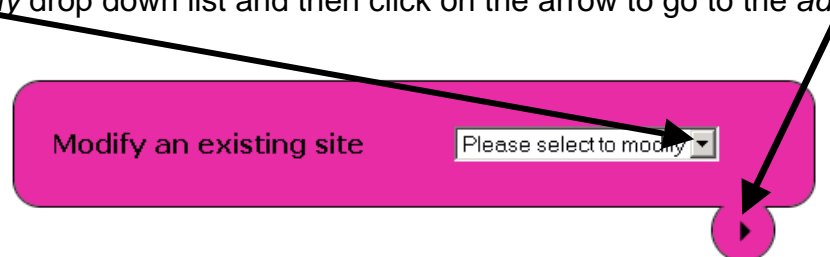
Remember that some files (such as movie clips) are likely to be very large so use these sparingly!

Also, remember that you are allowed 10MB of space for your WDCO site. If your document is over 9MB then you won't be able to upload it.

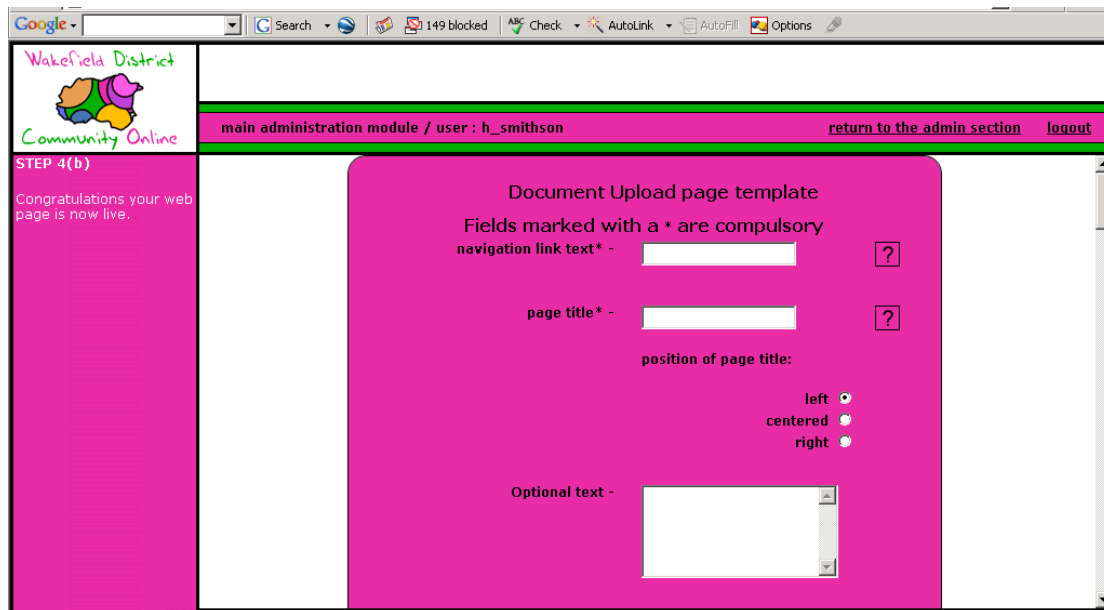
Creating a document upload page

Go to the www.wdco.org home page, click on CREATE A SITE and then enter your user ID and password

To add a new page to your site, choose your site from the *Please select to modify* drop down list and then click on the arrow to go to the *admin* screen



On the admin screen click on **add a new page** and select the Document Upload template from the displayed list. The following template will open (full template not shown):



Completing the document upload template

The first part of the document upload template is very similar to the other WDCO templates so you are already probably familiar with the following:

Navigation link text The name (text) that you enter here is the name used as the **link** to your document upload page. The **link** is displayed on the left-hand side of the screen. Visitors to your website will be able to click on the link to go to this particular page of your site. The name can include letters, numbers and spaces but can be no more than 18 characters long. The name must also be unique (ie: you cannot use the same name as another link on your website)

Page Title The title is displayed as a bold heading at the top of the page. You can choose to position your title on the left, in the centre or on the right.

Optional Text You can use this box to add some introductory text at the top of your page. You don't have to include anything here.

Adding Documents

You can add up to 12 downloads a page. Enter the details in the template below:

The screenshot shows a web browser window with the following elements:

- Header:** "Community Online" logo on the left, and "main administration module / user : h_smithson" and "return to the admin section" / "logout" on the right.
- Left Sidebar:** "STEP 4(b)" and "Congratulations your web page is now live."
- Main Content Area:**
 - Text: "up to 12 Documents per page"
 - Section: "Document Upload 01"
 - Form: "Sub Heading" (text input)
 - Form: "File" (text input) with a "Browse..." button
 - Form: "Link Text" (text input)
 - Form: "Link Description" (text input)
 - Section: "Document Upload 02"
 - Form: "Sub Heading" (text input)
 - Form: "File" (text input) with a "Browse..." button
 - Form: "Link Text" (text input)
 - Form: "Link Description" (text input)

Sub heading

This is where you enter some text that describes the document you are uploading (for example, the date of some minutes, the name of a newsletter etc.

File

This is where you can choose the file you want to add as a download. Click on the *browse* button and locate the file on your computer that you want to add. Simply double click on it to tell WDCO where you want it to be added. Note: the file name must be shorter than 30 characters.

Link Text

The name (text) you enter here is the name used as the **link** to your document. Typically this is something like *click here* or *download here*. If you leave this field blank then *click here* is automatically inserted. Visitors to your website will be able to click on the link to download a copy of the document. The name can include letters, numbers and spaces but can be no more than 20 characters long.

Link Description

You can enter a brief description of the document in this box. For example, the name of the author, the date it was published etc.

Repeat for each item you want to add as a download

Once you have added all the documents you want, scroll down to the bottom of the template and click on the arrow at the bottom of the page. You will then see a preview of your *document upload* page. If you want to make any amendments click on the **click here** link to go back to the template where you can make your changes.

If you are happy with your new page, click on the arrow at the bottom of the preview box and your page is automatically added to your website.