Uploading document files to the website
Prepare documents as PDF. Add a file to a page.

Preparing documents as PDF:
Before you upload any documents you should turn them into PDF files.

- Open a document in the application it was created with.

- Choose 'Print' and select to print to PDF

Adding files to a page:
To add a file to a page it must be uploaded. You can do this using the 'media' area and uploading it in the same was as for images. To use it on your site you would create a link on a page and then use the 'Insert/Edit Link' button and 'Browse Server' to find the file.

You may prefer to use a 'Download Module' on your page. If so this module first has to be added to the page you will use. Click 'Manage Sections' when editing the page and add a Download Module. Now you can edit the page content using this module to upload and link to files as follows:

- Scroll to the foot of the page and click on 'Add File'

- Enter a descriptive 'Title' for your file.

- 'Browse' to find the file on your computer.

- IF you created a 'Group' heading for the file select this from the list. (See below).

- Optionally you can add a longer description of the file in the text area at the foot of the page.

- Click 'Save', and the file will be uploaded and added to your page. If it is large this may take some time.

(OPTION) Add Group:
You can create headings to group your files if you wish.

- On the class page click 'Add Group' and enter a 'Title', then click 'Save'.

Acrobat (PDF) files:
Adobe Acrobat is a file format that preserves page layout and is particularly useful for exchanging documents for printing. The Acrobat reader required to display and print .pdf files is installed on most computers and is a free download from www.adobe.com Remember, Microsoft Word documents cannot be opened by everyone!

Another big advantage of .pdf files is that they can be created from ANY application. You just need to have a small application like CutePdf (available as a free download from www.cutepdf.com) installed and then choose to 'Print' to .pdf instead of to your normal printer. This will create a file on your computer that you can upload to the website. Note that .pdf files with lots of images eventually become too large to upload. (Above 2mb).

Adding files to other pages:
You can upload .pdf files in the 'media' area. Choose or create an appropriate target folder. See guide 4 'Photo Galleries' for more information about the media area.

Once files are uploaded you can link to them as if they were a web page on another website. Click the 'Insert/Edit Link' icon and from the pop-up click on 'Browse Server' to find the file.