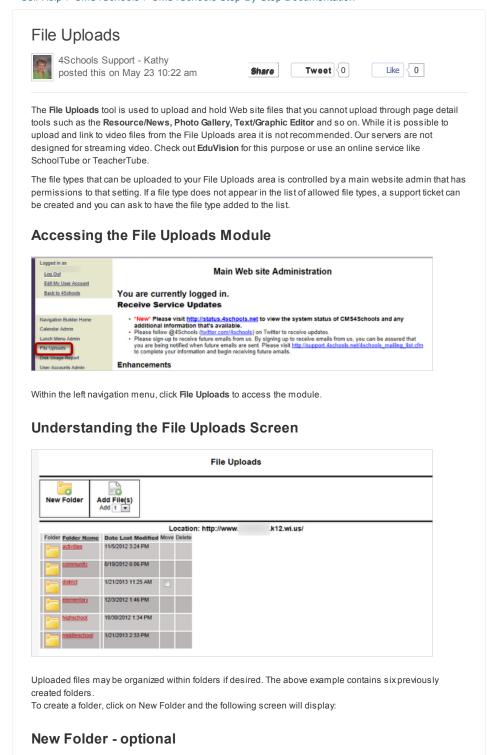
Home Self Help Submit a request Check your existing requests

Support Center

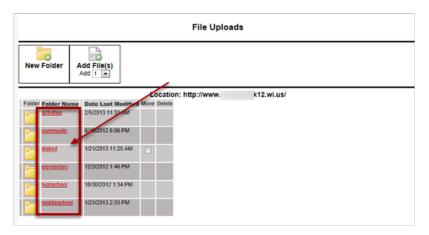
Self Help / CMS4Schools / CMS4Schools Step-By-Step Documentation





Enter a descriptive name in the space provided and click Create Folder.

Choose the Folder to Save The File



Before adding the file, click on the Folder Name of the folder in which you wish to save the file. The screen shot below displays.

Add the File



To upload a file, choose the number of files you wish to upload from the drop down list, then click the "+" icon above the words **Add File(s)**. These files will be added to the *activities folder* as is indicated by the location path name.

Note:

The option exists to create folders within folders. To do this, click $\mbox{\bf New Folder}.$

Likewise, **Delete This Folder** is available to remove an existing folder. All files must be removed from a folder before deleting.

Uploading Files



Browse to locate each file, then click Add.

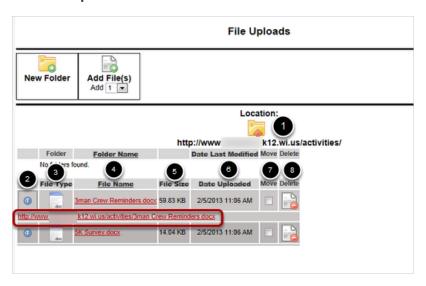
Note the file types and character requirements listed.

Keep in mind that all website users will not be able to access all file types. If possible, convert files to a

©

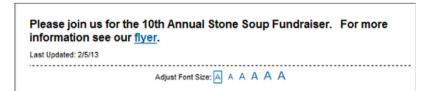
universally readable file such as a PDF file before uploading.

The File Uploads Screen After Files Have Been Added



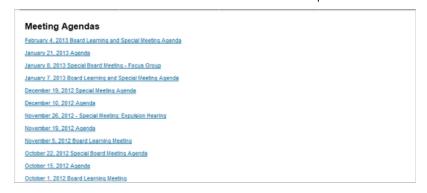
- 1. Location: will provide the path name of the folder where the files are located
- Information icon (small blue circle in the first column) will display the complete URL of this file making it easy to copy for use elsewhere. In the screen shot above, this icon has been clicked.
- 3. File Type: Description of the file uploaded. This example displays a Word 2010 document.
- 4. File Name: The name of the uploaded file plus its file extension. Clicking on the file name link will open the file. You can also copy the URL from the file that opens in a new browser window.
- File Size: Indicates the size of the file and is helpful in keeping track of the amount of file storage used.
- 6. Date Uploaded: Includes date and time, which is useful in determining the most recent file.
- Move: Enables the relocation of the files to another folder. When clicked a drop down menu displays
 a list of folders available. If files are moved, you must edit the URLs within your website.
- 8. **Delete**: Remove the file from your website. If you delete the file, be sure to remove any reference(s) to it on your pages.

Using an Uploaded file URL within a Text / Graphic Editor



The above is a Text/Graphic Editor including a hyperlink to the previously uploaded flyer. To add hyperlinked text within a Text/Graphic Editor, use the Link icon, a blue globe with a chain link below it. First select the text to be hyperlinked, clcik the link icon, paste in the URL of the file, use the Tareget tab to choose New Window (if desired).

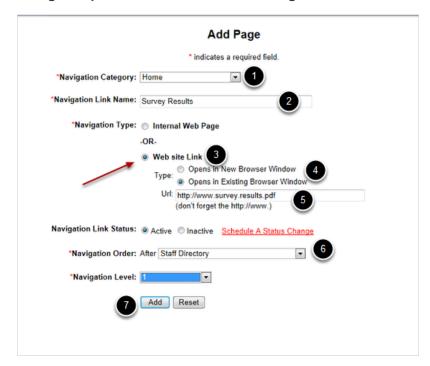
When should I used the Resources / News Tool instead of File Uploads?



The Resources/News tool is an another way to add files to a webpage and requires fewer steps than uploading a file. Both files are hosted on the CMS4Schools server. However if a resource is updated/deleted or the Resource/News tool is deleted the old linked files are deleted from the server. Files in the File Uploads must be manually deleted when they are no longer needed. Leaving unused files in the File Uploads area uses part of your disk quota.

- If a page will contain links to several linked files, the Resources/News tool is recommended. The
 above screen shot is an example of several linked files on the same page.
- If a page will contain **only one** linked file, consider using **File Uploads** and creating a new page that links directly to the file.

Using an Uploaded file URL as a New Page



An uploaded file can be used to create a new page within your website. When clicked, the user is taken directly to the file that has been uploaded.

- 1. Choose the Navigation Category for the page.
- 2. Enter a Navigation Link Name
- 3. Choose Web site Link as the Navigation Type.
- 4. Determine whether this page should open in a new browser or existing browser window.
- 5. Enter or paste the URL of the uploaded page from the File Uploads page.
- 6. Enter status, order, and level.
- 7. Click Add.



Understanding_the_File_Uploads_Screen.png (quick view)	
Uploading_Files.png (quick view)	
Using_an_Uploaded_file_URL_as_a_New_Page.png (quick view)	
Using_an_Uploaded_file_URL_within_a_TextGraphic_Editor.png (quick view)	
When_should_I_used_the_ResourcesNews_Tool_instead_of1.png (quick view)	
0 people found this useful Be the first!	

All of the help pages are so useful! I really appreciated knowing that unused files would

Comments



take up valuable storage space - good reminder!

August 16, 2013 09:38 pm

Pam Lehmeier Independence School District

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