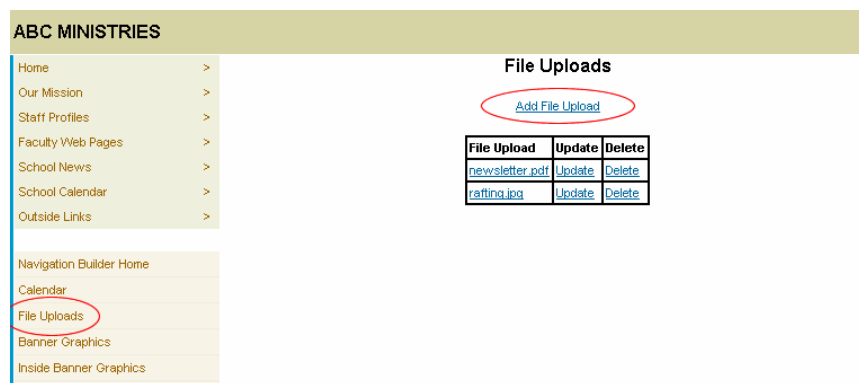


FILE UPLOADS

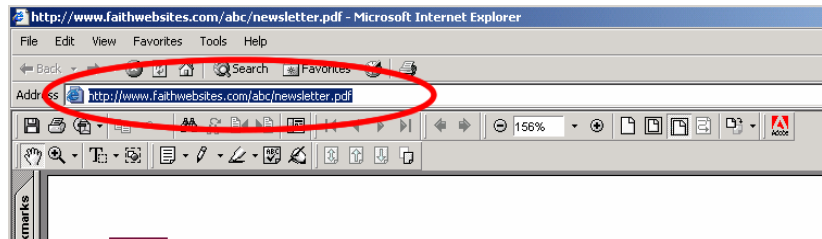
The File Uploads tool is used to upload and hold Web site files. The Text / Graphic Editor and the Photo Gallery will be used for placing graphic files on your site; however, this tool can be used for uploading all other files. Some examples include Adobe Acrobat, Word, Excel, HTML, Audio and Video files.

ADD A FILE UPLOAD:

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

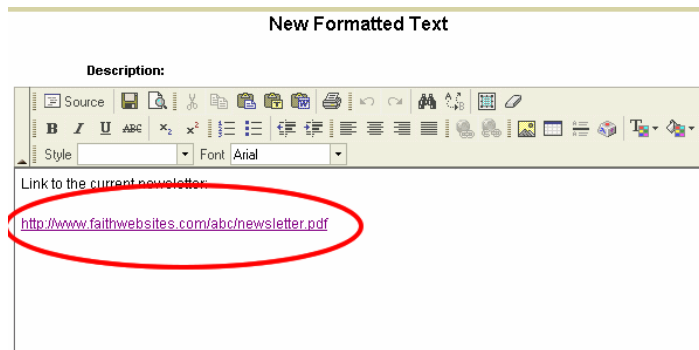


- 2) Click on the Add File Upload link at the top of the page.
- 3) Click on the Browse button to locate the file that you wish to upload. Note that the file that you are uploading cannot have any spaces in the file name.
- 4) Click the Add button at the bottom of the page.
- 5) Once the file is uploaded, 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.
- 6) Update: This will allow you to upload a new file over top of the existing file.
- 7) 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.



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

The screenshot shows the 'Add Page' form. At the top, there is a note: '* indicates a required field.' The form contains several fields and options:

- *Navigation Category:** Links (dropdown menu)
- *Navigation Link Name:** Link to Uploaded File (text input)
- 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: http://www.faithwebsites.com/abc/newsletter.pdf (circled in red)
 - (Don't forget the http://www.)
 - OR-
 - Menu Opening Link
- Navigation Link Status:** Active Inactive
- *Navigation Order:** After Outside Links (dropdown menu)
- *Navigation Level:** - Select a Level - (dropdown menu)

At the bottom, there are 'Add' and 'Reset' buttons.

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.