

Inserting Links and Downloads

The link and download components function in a very similar fashion. The following directions will assist you in creating the components and sharing information via links and downloads. Select window 1 or window 2 and click +add page component.

- 1.) Select Links or Downloads as the type of component and set the internal name as (class name) downloads or links. (Ex. Math downloads or World History Links)
- 2.) Click “Edit This Component” to begin creating your links or downloads.
- 3.) Click “Show Header Configs”. Check the box next to “Show Header/Footer?”. In the box labeled Styled Header Text, give your links or downloads list a name. Ex. Math Downloads or Reading Links or 1st Period World History Important Documents, some type of name that distinguishes this link list or download list from other lists you may enter.
- 4.) Click save under where it says internal name, you will see **changes saved** appear.
- 5.) Now click “Hide Header Configs” so that the header component becomes hidden allowing you to click on “Add a New Download” or “Add a New Link”.

If you clicked “Add a New Download”

- 1.) Give your download a title. This is what the public will see so be specific so people know what they are downloading. You can also give it a brief description if you wish.
- 2.) You can select a date visible and a date expires if you wish.
- 3.) Browse for the file just like you would an attachment to an email.
- 4.) You can have an icon (small picture) for your download if you wish as well.
- 5.) If you are inserting Microsoft Office documents to download we recommend that you save them as PDF's and use the PDF version as your download. It has a nicer curb appeal.
- 6.) Click save.

If you clicked “Add a New Link”

- 1.) Give your link a title. This is what the public will see so be specific so people know what they are downloading.
- 2.) Insert the URL of the page you wish your link to take you to.
- 3.) You can give it a brief description if you wish.
- 4.) You can select a date visible and a date expires if you wish.
- 5.) You may have the link appear as an image if you insert a picture using the link image title.
- 6.) Click save.