

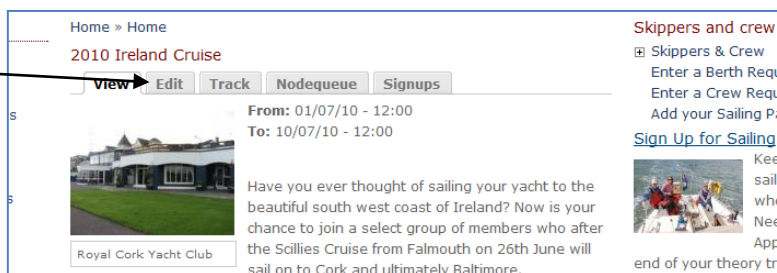
Little Ship Club Website - Uploading pdf or other documents

You may want to give users the facility to open and/or save a copy of a document on to their computer. Examples might be programmes for events, forms for printing and filling in, reference documents etc. The best format to use is pdf, because it can be opened by any computer using software which is free to download (Adobe Reader). Alternatively you can use formats such as Microsoft Word, which is in common use, but bear in mind that not everyone will be able to open or read it. **(If you are using Microsoft Office documents, the website does not accept Office2007 documents – you must save it as an Office 97-2003 document before uploading it).**

The normal way to do this is to create a link in the text of your blog or story etc. This is a section of text, which appears in blue and underlined when a user puts the cursor over it. When the user clicks the mouse on it, it opens the document, either in the same tab or window of the browser, replacing what they are looking at, or opening a new tab or window to display it, leaving the current page in the existing tab or window. The section of text selected as the link does not have to be the same as the title of the document you are linking to. For example, in a sentence saying “click here for a detailed programme”, you can choose any part of the text, e.g. “click here”, as the link, and the title of the document that opens can be something different such as “Rally programme 2010”.

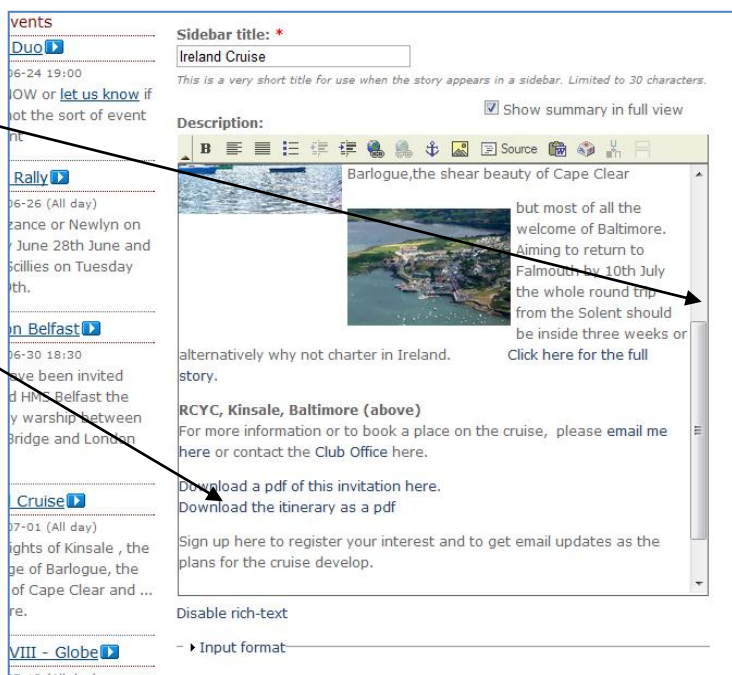
Before you start, prepare the document that you want to make available, and make sure it is saved on your computer in a location you know and can find. Don't forget if it's a MS Office document it must be Office 97-2003, not Office 2007.

1. Go to your story/event/blog, and click the Edit tab at the top



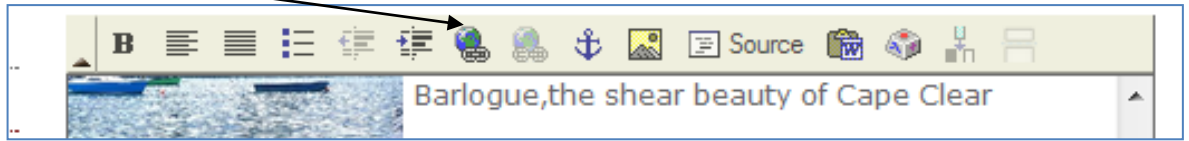
2. Scroll down the page until the box labelled description is in the centre of the screen. Now use the scroll bar on the description box

to find the text where you want to make the link.

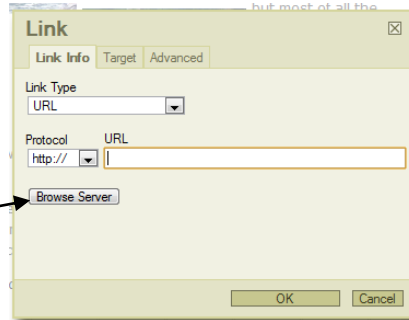


3. Select (left click and drag to highlight) the word or words that you want the user to click on to open your pdf. (In this example clicking the sentence opens a pdf of the cruise itinerary. You can select any word or contiguous set of words or the whole sentence as you wish)

4. Click the chain symbol in the row of editing symbols at the top of the editing box.

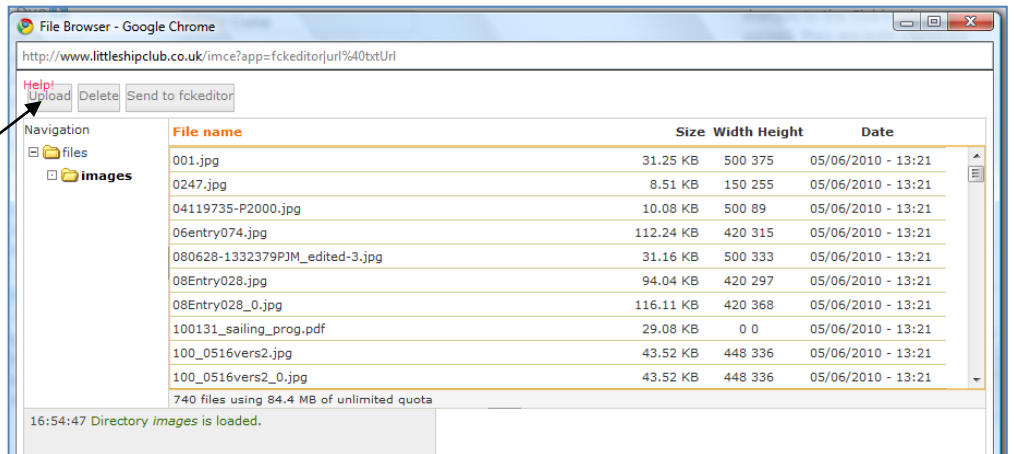


5. A window will appear like this



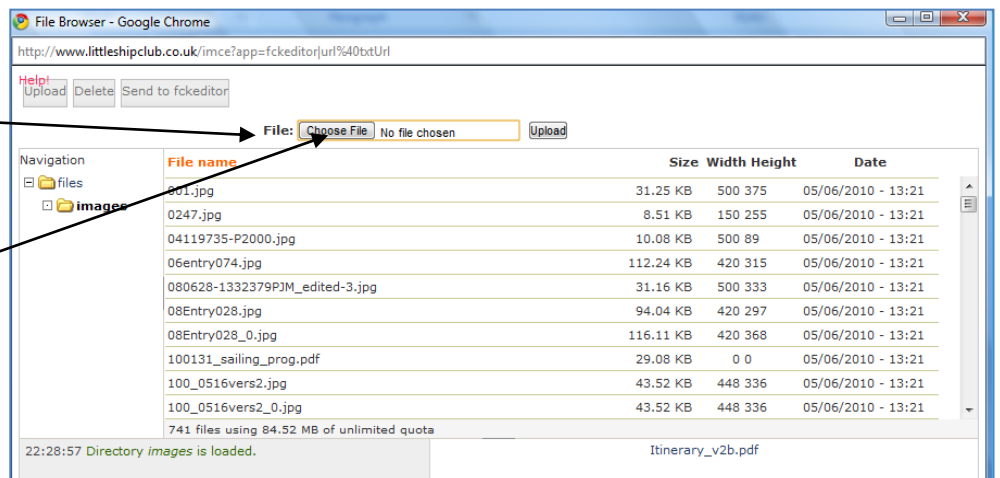
6. Click browse server

7. A window will appear like this



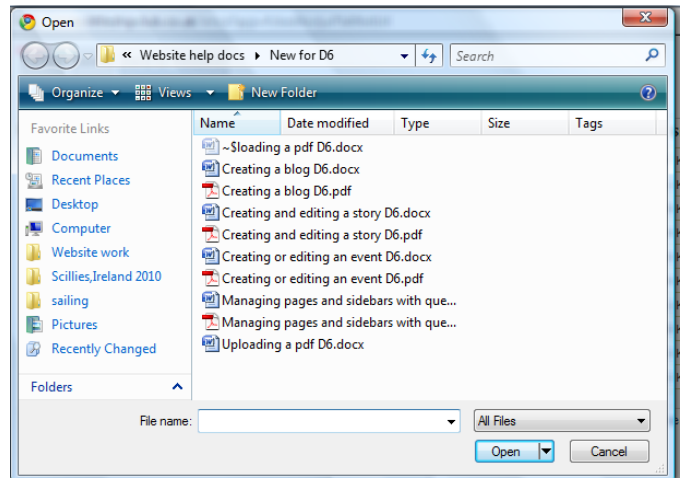
8. Click Upload

9. The box labelled File: will appear.

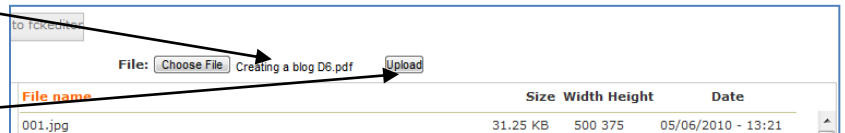


Click Choose File

10. A window will open showing your computer's files/folders. Navigate to where the pdf is stored on your computer, and double click it, or click it and click open. Don't forget, if you're using MS Office documents (eg Word), Office 2007 will not work, you have to save it as an Office 97-2003 document first.

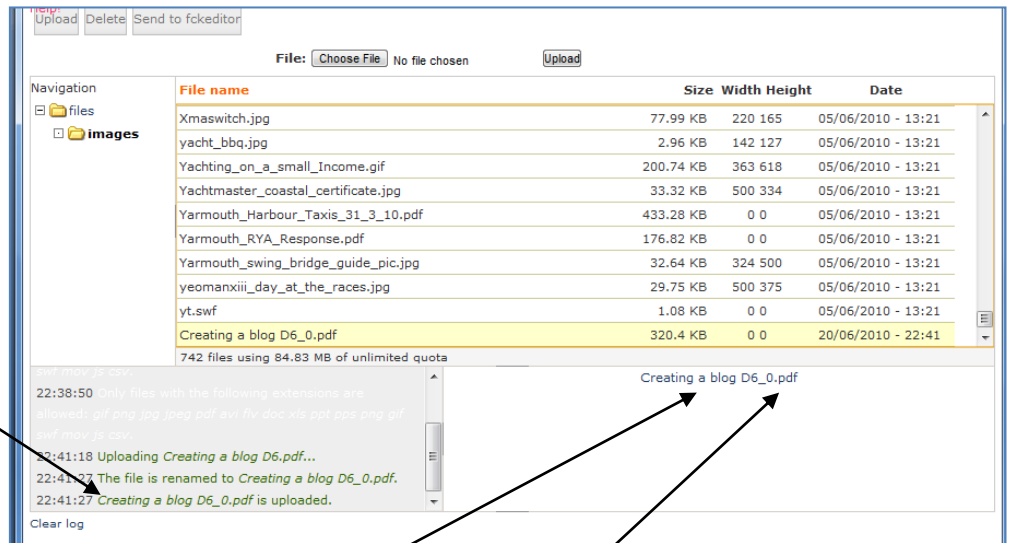


11. The file name will appear next to the Choose file box.



12. Click Upload

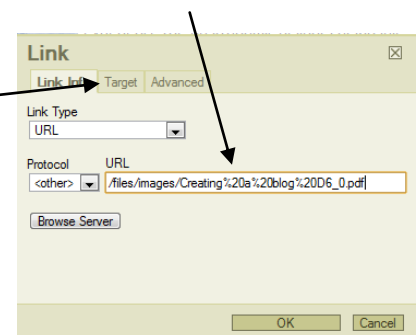
13. After a few seconds the message "[your file name] is uploaded" will appear here



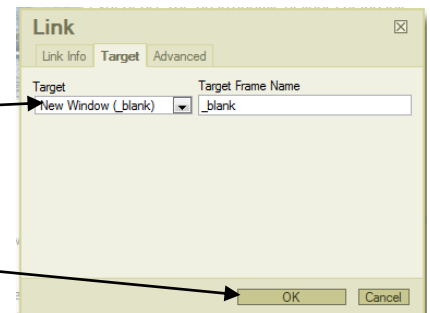
and the filename will appear in the box to the right. Click the file name

14. The Link box returns, with your file entered in the URL box in the format /files/images/[your file name]

15. Click the Target tab at the top



16. Normally a pdf should open in a new window or tab in the browser, so that the user can read it and keep the original window or tab available. Assuming this is what you want, click the down arrow and select “New Window (blank)” from the options.



17. Click OK

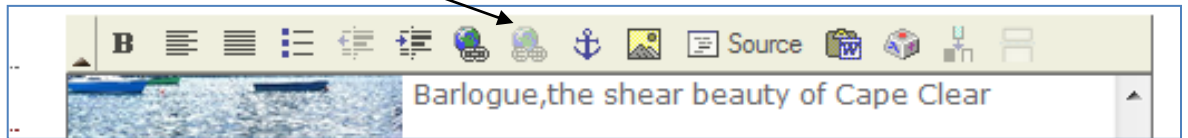
18. Scroll down to the bottom of your story/event/blog and click Save



19. Test your link by clicking the link text in your story/event/blog and check that the correct file opens.

2010 (Registered in England No 246323) | Terms and Conditions | Privacy Policy | Email th

20. If you want to remove an existing link, in step 3 above, select the text which is used for the existing link. Then in Step 4 click the remove link icon.



21. If that is all you want to do, scroll down to the bottom and click Save. If you want to replace it with a different link, proceed as from Step 3.