

## How to add a file to a web page

### Overview: -

The e-c toolset allows you to upload various files that you created on your computer or network to be linked in your web pages.

Visitors can view a page, read about a file and then click on the highlighted file name to download that file to their computer.

A file reader is also available for each file type so if the visitor does not have the software installed on their computer to read it then they can download the reader.

Files catered for are: - Microsoft Word, Microsoft Excel, Microsoft Power Point and Adobe PDF.

- 1) Login to the admin system at the following web address with the username and password that has been sent to you

[www.e-c.co.nz/admin/](http://www.e-c.co.nz/admin/)

**Hint:** - *You may want to bookmark this page as this is the page you will use every time you want to edit your web site.*

**Result:** - This will load the main admin menu

- 2) Click on the editor "Add / Edit" Button as below: -



**Result:** - This will load the main Editor menu

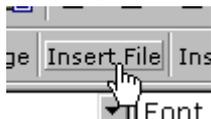
- 3) Click on the highlighted name of the page you wish to add the file to – or use the directories on the left of this page to navigate through to the subdirectory then display on the page name.

**Result:** - This will load the main Editor window

- 4) Place the cursor of the mouse where you wish the file name & link to be inserted and single click.

**Result:** - The flashing cursor will be placed in the editor window

- 5) Click the "Insert File" Button as below: -

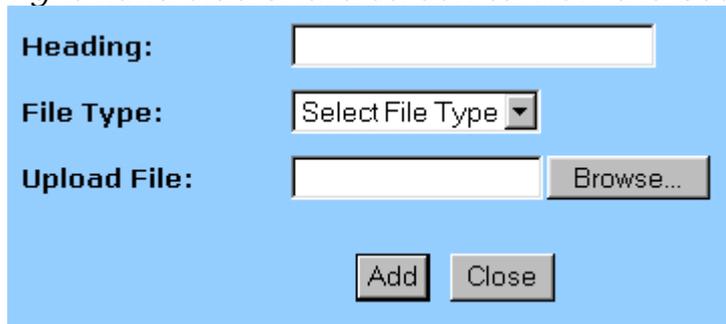


**Result:** - A pop up window will be opened with a list of the existing files that have been uploaded.

- 6) At the bottom of the pop-up window you will see several text entry boxes. See image below

**Hint:** - *You may need to scroll down the list using the scroll bars on the*

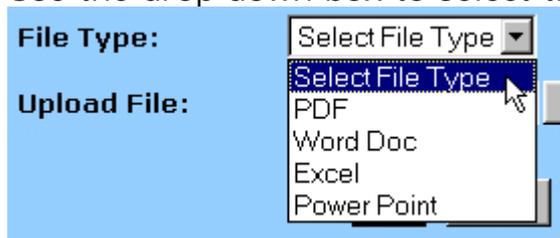
right hand side of the screen to view the bottom of the page list.



A screenshot of a light blue form. It contains three main sections: 'Heading:' with a text input field; 'File Type:' with a dropdown menu currently showing 'Select File Type'; and 'Upload File:' with a text input field and a 'Browse...' button. At the bottom of the form are two buttons: 'Add' and 'Close'.

- 7) Enter the name of the file that you want to be displayed for this item.  
**Hint:** - You can use a descriptive name here – so you may want to add the date of the file here as well as a short name that describes what the file is. You can add a full description in the page contents that better describes what is in the file.  
**Result:** - On the public side of the web site this heading will be used as the clickable link that your visitors would see.

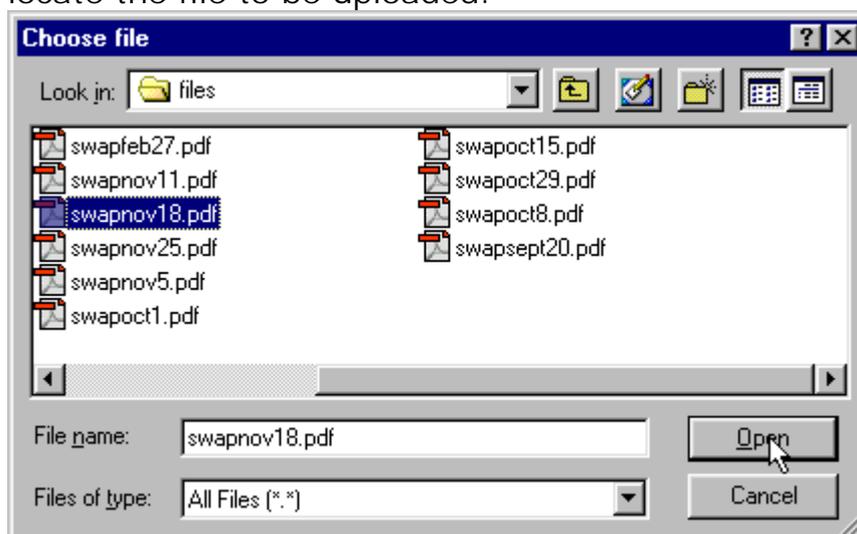
- 8) Use the drop down box to select the file type of the file.



A screenshot of the 'File Type' dropdown menu from the form. The menu is open, showing a list of file types: 'Select File Type' (highlighted), 'PDF', 'Word Doc', 'Excel', and 'Power Point'. A mouse cursor is pointing at the 'Select File Type' option.

**Result:** - This information is used to link a downloadable reader to the end of the file name so that visitors can click and open a new window and download a reader for the file.

- 9) Click the browse button to navigate around your computer & network to locate the file to be uploaded.



Use the "Look in" drop down list to select where the file lives. Once you have found the file you want select it by clicking once on the file to place the file name in the "File Name" box. Click the "Open" button to continue.  
**Hint:** - Always keep files for your web site in a single place so they are

*easy to find.*

**Result:** - You will be returned to the pop-up window with all text fields now filled in

10) Click the "Add" button to upload the file

**Hint:** - *The file will now be uploaded so depending on the size of the file you may not see anything happening.*

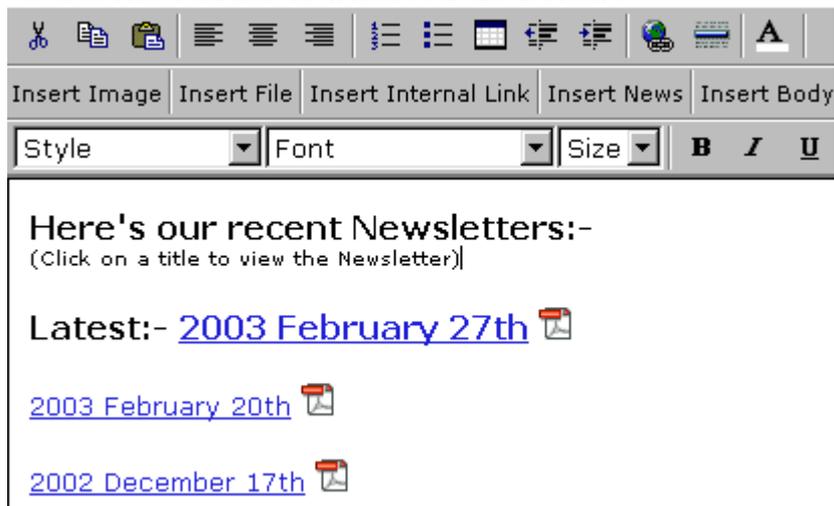
**Result:** - The system will tell you that the file is uploaded or if there was an error.

Click on the "Return to upload link"

11) Locate the file you just uploaded in the list of files. Click the "Select" link to close the pop-up window and insert the file name and reader link.

**Hint:** - *You can edit the name of the link by using the editor and overwriting the text that is inserted.*

**Result:** - The highlighted file name is made into a link to the file & a link to the file reader is inserted as below: -



12) You may want to change the Font and size of the file name to make it match the rest of the page.

You should also add a description to the page so that your visitors can see what to do with the file list.

For more help see [www.e-c.co.nz/help/](http://www.e-c.co.nz/help/)

Or email [help@e-c.co.nz](mailto:help@e-c.co.nz)