

PDF Files

Dashboard Add Notice Folders Upload Photo Upload PDF Edit Your Home Page Help Files

Events Upload PDF File(s) Staff Remediation Courses Upload Banner Photos Upload Course

Logout

Sample High School PDF Uploader

Documents can only have the following characters in their name: LETTERS, NUMBERS, DASH- and UNDERSCORE _

File (max size 16Meg): Browse...

Short Description:

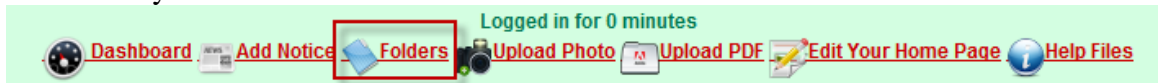
Document # (1 to 999):

Add A Notice on My Page to this Document for the Next Month

Upload

SPDS

You can upload up to 10 (this number can be changed upon request) PDF files. You can link to these files on your personal page by entering {D1}, {D2}, etc on your personal page. The link will appear on the description which should be kept short. You can upload up to 10 documents unless this has been increased. However you can only use the short links {D1} etc. for 10 documents. If you have been allowed to upload more than 10 documents you will have to use the **Folders**



function to get the full URL of your uploaded document and then insert a link to that document using **Link** function of the web page editor.



As with the photos, the **Document #** is required and you can overwrite an existing document by re-using the document number.

This function should only be used to add links to PDF documents on you personal web page.

You can use the Folders function to find the link to other documents on the server.

The screenshot shows a web interface titled "Sample High School Folders". At the top, there is a navigation menu with items: Dashboard, Add Notice, Folders (highlighted with a red box), Upload Photo, Upload PDF, Edit Your Home Page, Events, Upload Newsletter, Document, Staff, Remediation, Courses, Albums, Upload Course, and Logout. Below the menu, it says "Logged in for 1 minutes" and "Index of: home/". There is a search bar with "KEY" and buttons for "Folder" and "File". Below that is a link to "Show/hide statistics". A table lists folders with columns "File", "Size", and "Date uploaded".

File	Size	Date uploaded
aboutus	-	10 October 2009
administration	-	10 October 2009
archives	-	10 October 2009
calendars	-	10 October 2009
courses	-	10 October 2009
doc	-	02 November 2009
email	-	10 October 2009
events	-	18 October 2009
governance	-	10 October 2009

You can copy the full URL from the address bar and add on ANY document on your personal pages.



Click on the Link icon in the web page editing form.

Select the Link Type (usually URL) and paste the URL into the URL box. Make sure to paste the entire URL.

The screenshot shows a "Link" dialog box with three tabs: "Link Info", "Target", and "Advanced". The "Link Info" tab is active. It contains a "Link Type" dropdown menu with "URL" selected, and a "Protocol" dropdown menu with "http://" selected. To the right of the "Protocol" dropdown is a large text input field labeled "URL". Both the "Link Type" dropdown and the "URL" input field are highlighted with red boxes. At the bottom of the dialog are "OK" and "Cancel" buttons.

You can also add a Notice to this file on your personal home page.

The screenshot shows a web application interface with a yellow navigation bar at the top containing links: Dashboard, Add Notice, Folders, Upload Photo, Upload PDF, Edit Your Home Page, and Help Files. Below this is a secondary yellow bar with links: Events, Upload PDF File(s), Staff, Remediation, Courses, Upload Banner Photos, and Upload Course. A red 'Logout' button is centered below the second bar. The main content area is titled 'Sample High School PDF Uploader' and contains the following form elements:

- A text input field for the file name with a 'Browse...' button. Above it, a note states: 'Documents can only have the following characters in their name: LETTERS, NUMBERS, DASH- and UNDERSCORE _'.
- A 'Short Description:' label followed by a large text area.
- A 'Document # (1 to 999):' label followed by a small text input field.
- A checkbox labeled 'Add A Notice on My Page to this Document for the Next Month' which is currently checked.
- An 'Upload' button at the bottom center.

The text 'SPDS' is visible in the bottom right corner of the main content area.

The Description will be used as the title of the Notice. In this case the description should be short in order to fit on 1 line. If the title is too long you can use the Add Notice function to edit the notice title.