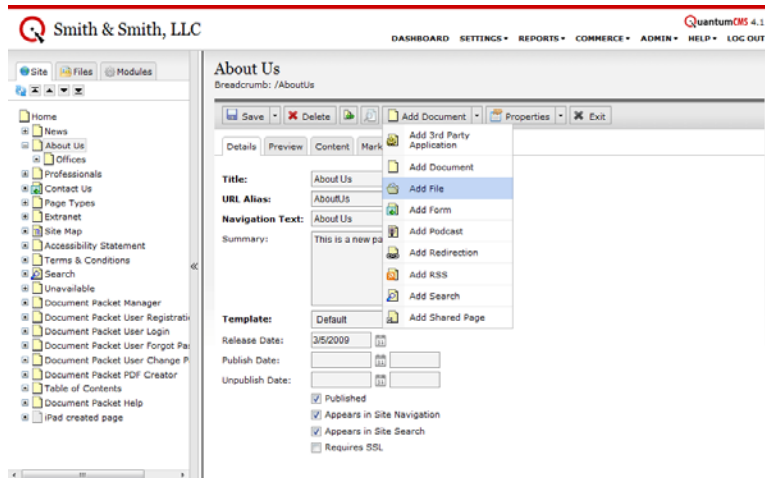


Adding a File Page

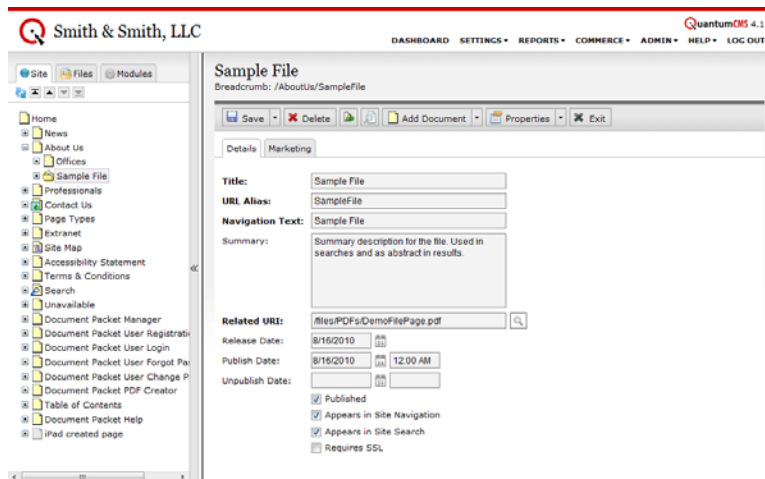
You can link directly to a file (such as a PDF, image, or movie) in your site's navigation or in your search results by adding a File Page. If possible, the browser will display the file within the same tab or window. Otherwise, the user will be prompted to download the file.

Step 1: Using the Navigation Tree, access the section of the site where you wish to add the new page.

Step 2: Click the arrow next to the **Add Document** button and select "Add File" from the menu.



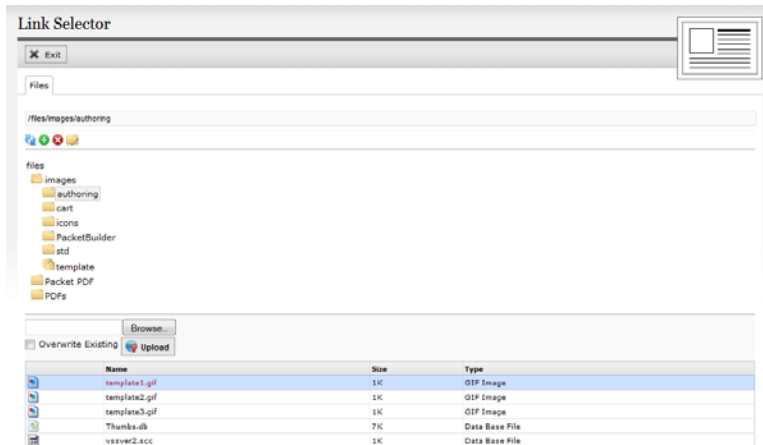
Step 3: Fill out the details and select the file.



Details Overview:

- *Title*: used in searches and appears as the link text in search results
- *URL Alias*: appears in the browser's address bar
- *Navigation Text*: appears in the in the site's primary and/or sub navigation
- *Summary*: used in searches and appears as the abstract in search results
- *Related URI*: the path to the file

If you do not know the path to the file, you can upload or choose a file from the server by clicking the **Search** button.



The Link Selector pop-up window will appear. (Note: you will need to have pop-up blockers disabled). You can select a file on the server by navigating to it in the folder view and clicking the file name in the file list.

Alternatively, you can upload a new file by clicking the **Browse** button and selecting a file on your computer. Click the **Upload** button to move the file to the server and select it from the file list.

Step 4: **Publish** and **Save**