ADDING A HYPERLINK AND LINKING DOCUMENTS
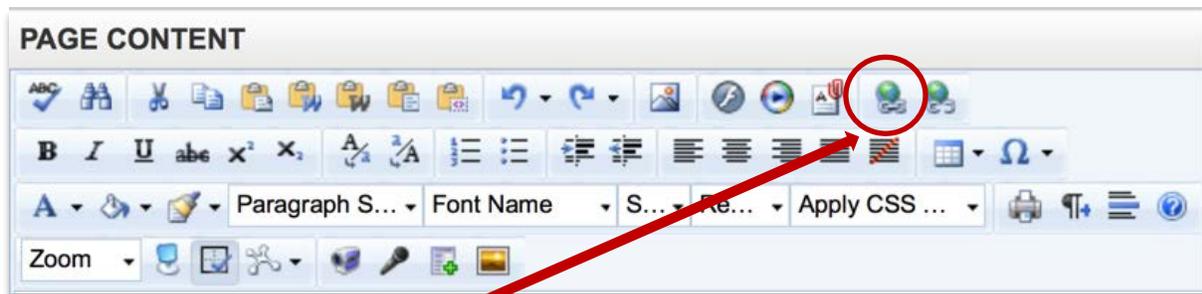

Hyperlink Manager

Click the link icon in the Page Content section of your page.

Hyperlink tab

URL: Copy and pasted the website URL

Target: Choose New Window

Tooltip: Enter a short description for what people will find when they click on the hyperlink. This text appears when people hover their mouse over the link.

Click **OK** when you've finished adding properties.

HYPERLINKING A DOCUMENT

1. Highlight the word(s) that you would like to have link to a document.
   (**Tips**: Use a description that will help the reader know what will happen when they click the link. Also, you'll usually want to use a pdf. Not everyone has Word, but almost every computer and device can read a pdf.)

   Example:

   Each year, please take the time to review students' rights and responsibilities.

   · [Student Rights and Responsibilities 2015-16](#) (pdf)

2. Click the **Document Manager** icon.
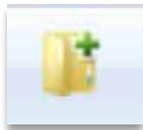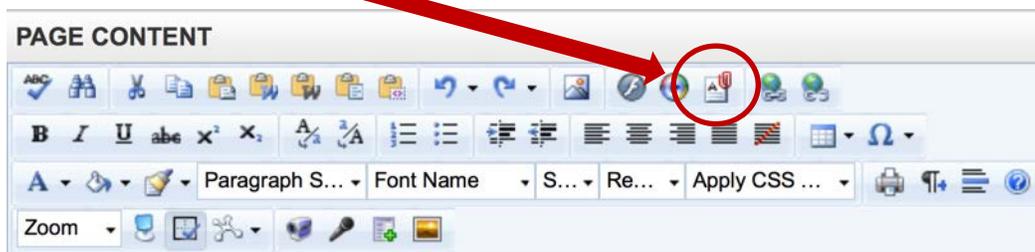
Working with Folders

Folders should be structured in a way that reflects the navigation of your website. Only site administrators can move or delete files after they've been uploaded. This restriction exists because moving a folder or file **will break any link to that file**.

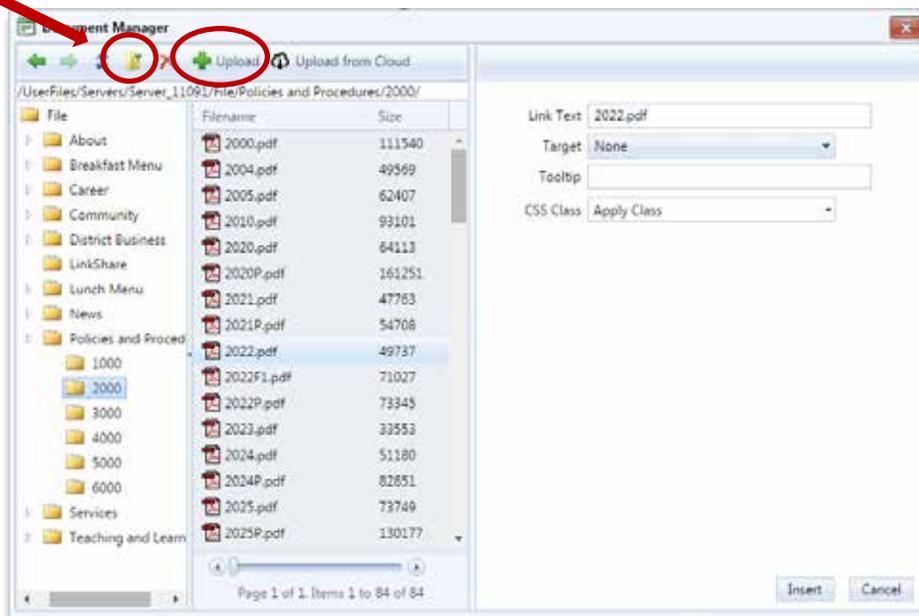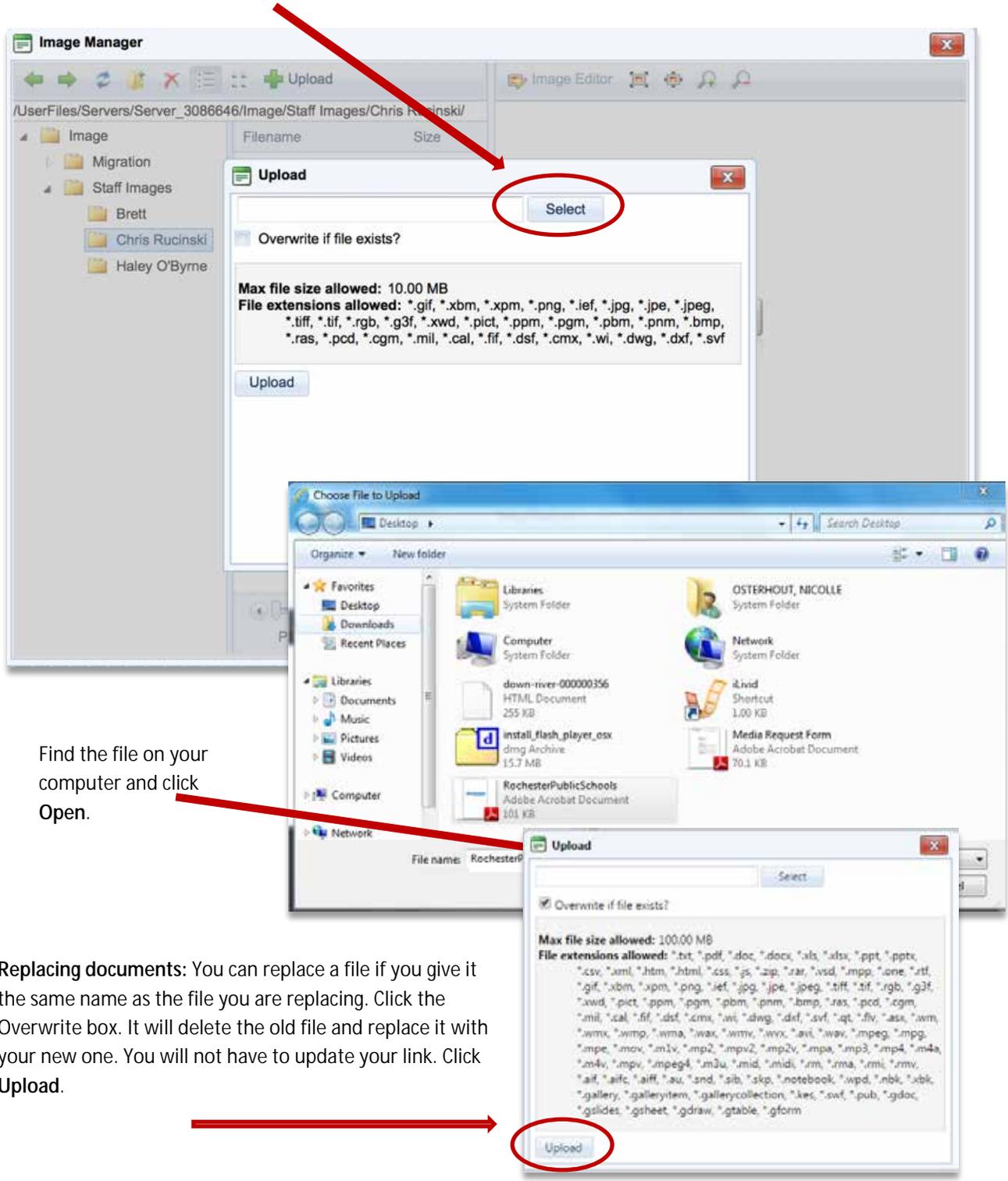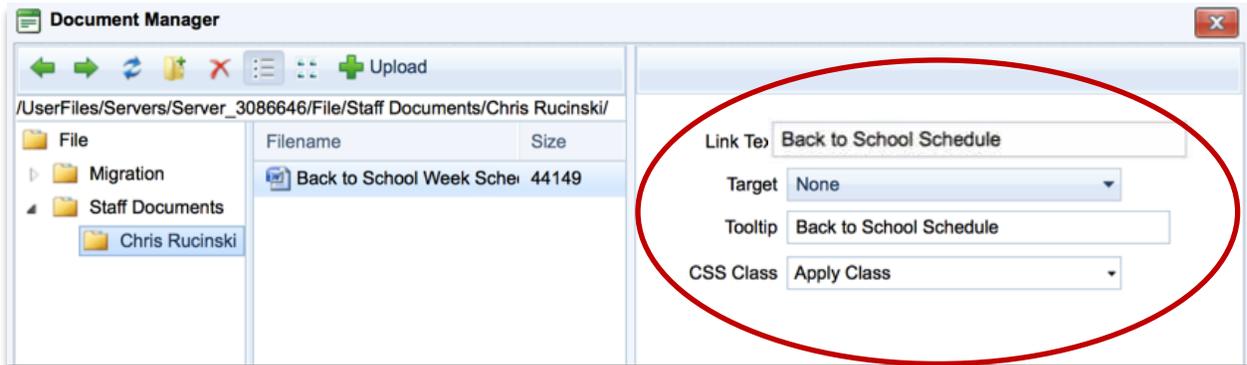3. Navigate to the appropriate folder for your page or create a new one in the appropriate place by clicking the folder icon. Click the **Upload** button. You can upload multiple documents at once.

4. Click '**Select'** button to search for your document on your computer.

Image Manager

/UserFiles/Servers/Server_3086646/Image/Staff Images/Chris Rucinski/

- Image
  - Migration
  - Staff Images
    - Brett
    - Chris Rucinski
    - Haley O'Byrne

Filename   Size

Image Editor

Upload

Select

☐ Overwrite if file exists?

Max file size allowed: 10.00 MB
File extensions allowed: *.gif, *.xbm, *.xpm, *.png, *.ief, *.jpg, *.jpe, *.jpeg, *.tiff, *.tif, *.rgb, *.g3f, *.xwd, *.pict, *.ppm, *.pgm, *.pbm, *.pnm, *.bmp, *.ras, *.pcd, *.cgm, *.mil, *.cal, *.fif, *.dsf, *.cmx, *.wi, *.dwg, *.dxf, *.svf

Upload

Choose File to Upload

Desktop ▸

Search Desktop

Organize ▼   New folder

- Favorites
  - Desktop
  - Downloads
  - Recent Places
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
- Network

Libraries
System Folder

Computer
System Folder

down-river-000000356
HTML Document
255 KB

install_flash_player_osx
dmg Archive
15.7 MB

RochesterPublicSchools
Adobe Acrobat Document
101 KB

OSTERHOUT, NICOLLE
System Folder

Network
System Folder

iLivid
Shortcut
1.00 KB

Media Request Form
Adobe Acrobat Document
70.1 KB

File name: RochesterP

Find the file on your computer and click **Open**.

Upload

Select

☑ Overwrite if file exists?

Max file size allowed: 100.00 MB
File extensions allowed: *.txt, *.pdf, *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.csv, *.xml, *.htm, *.html, *.css, *.js, *.zip, *.rar, *.vsd, *.mpp, *.one, *.rtf, *.gif, *.xbm, *.xpm, *.png, *.ief, *.jpg, *.jpe, *.jpeg, *.tiff, *.tif, *.rgb, *.g3f, *.xwd, *.pict, *.ppm, *.pgm, *.pbm, *.pnm, *.bmp, *.ras, *.pcd, *.cgm, *.mil, *.cal, *.fif, *.dsf, *.cmx, *.wi, *.dwg, *.dxf, *.svf, *.qt, *.flv, *.asx, *.wm, *.wmx, *.wmp, *.wma, *.wax, *.wmv, *.wvx, *.avi, *.wav, *.mpeg, *.mpg, *.mpe, *.mov, *.m1v, *.mp2, *.mpv2, *.mp2v, *.mpa, *.mp3, *.mp4, *.m4a, *.m4v, *.mpv, *.mpeg4, *.m3u, *.mid, *.midi, *.rm, *.rma, *.rmi, *.rmv, *.aif, *.aifc, *.aiff, *.au, *.snd, *.sib, *.skp, *.notebook, *.wpd, *.nbk, *.xbk, *.gallery, *.galleryitem, *.gallerycollection, *.kes, *.swf, *.pub, *.gdoc, *.gslides, *.gsheet, *.gdraw, *.gtable, *.gform

Upload

Replacing documents: You can replace a file if you give it the same name as the file you are replacing. Click the Overwrite box. It will delete the old file and replace it with your new one. You will not have to update your link. Click **Upload**.

5. Add properties to the link. The Link Text is what appears on your page. The tooltip is a description.

Document Manager

/UserFiles/Servers/Server_3086646/File/Staff Documents/Chris Rucinski/

File	Filename	Size
📁 Migration	📄 Back to School Week Sche	44149
📁 Staff Documents		
📁 Chris Rucinski		

Link Tex: Back to School Schedule

Target: None

Tooltip: Back to School Schedule

CSS Class: Apply Class

PAGE CONTENT

This is an example of how to hyperlink a document. It's a good idea to use nouns, and make them descriptive so your reader is very clear about what will happen when they click the link. It's also a good idea to indicate what type of document it is in parentheses after the link.

My document links to a Back to School schedule.