Creating a Link to a File

If you are going to make a link on your webpage to a file that you created, using Microsoft Office for example, you will first need to UPLOAD the file to the web page site. Follow these instructions:

Save the file. Know the location of that file. (Desktop, Server User folder, etc.)

Upload the file to your web page login:

Click on My File Uploads-Create a New Folder-Add Files to that folder-Choose…

Copy the Link Address (Click on the blue information button on the left side of the file, then right click on the link address)

Add a New Page to your site.

Put in the Navigation Name-this is the name of the link

Select Web Site Link

Paste the link to the file in the box (Remove the <http://www> that is in the box first)

Select Navigation Order (Where on the left hand side should the link appear)

Select Navigation Level (Level 1 or 2)