


Add Documents to a Folder on the School Web Site*

(For document items, *not* calendar events or blog-style entries)

- 1) Visit your school web site using Firefox or Internet Explorer.
- 2) Login. (Login box is either on the Site Map page or Home page)
- 3) Navigate to the destination folder for your document and click  Submit File

Submit a document

Step 1 of 3

Choose the upload method

- Upload a file from your computer
- Transfer a file from another server to this server
- Link a file from another server to this server

- 4) Click Next
- 5) Browse your hard drive for the file. Supported file types include PDF, Word docs, Excel workbooks, PowerPoint and plain text). **Files must be smaller than 8MB and PDFs are preferred. The filename should be 32 characters or less in length (including the .pdf, .doc, etc., suffix) and must not include special characters such as apostrophes, question marks, pound signs, etc., &? \$#@!?.** If you have not already correctly named your file, stop and do not continue until you have done so. Optionally, give the file a title and a description. Once identified, select OK or Open then click the Upload button.

Select a file

- 6) Give the document a title and add any description you wish. Be sure the correct category is selected. Other features at the bottom of the page are optional but be sure to select Yes for Approval

Title

Category

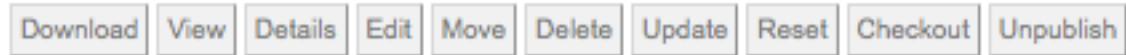
Date

(Make sure to start the urlwith "http://")

Approved No Yes

Save   Cancel

Update, Delete or Hide a Document



When you are logged in as a permissioned user, the above buttons appear beneath each document. Documents that are not appearing to the general public may need publishing (indicated by a pink background) or approval (indicated by a green background). If you forgot to approve the document when you created it, don't worry, you can do so here.

Edit – to modify the title, description, audience or approval state of a document

Move – places the document in a different category

Update- similar to editing lets you upload and associate a new copy of the file associated with the document

Unpublish – hides the document from public view

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(*DocMan document management v 1.4.0RC3 legacy)