

Ektron Website Quick Reference

Procedure for adding a new document to the CMS

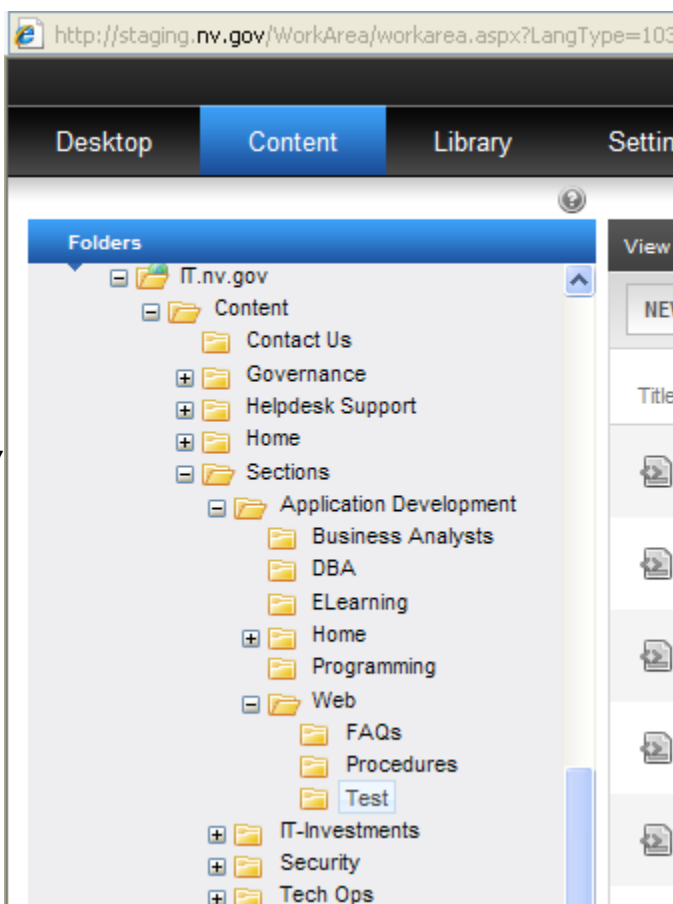
There are two ways to upload your document.

~One option is to upload the document from within the content block or smart form you want it to appear on.

~The other option is to upload the document before you add it to the content block (or smart form) you want it to appear on.

Upload Document Directly to Smart Form

In the WORKAREA make sure you are in the CONTENT tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.



Click here

You can add a document to most paragraph/description fields in most smart forms.

In the smart form or content area, enter the document title, description and select the file type, and then click the icon to add the link and import the document. This example uses the DOCUMENTS Template.

The screenshot shows a form with two sections: "Document" and "File".

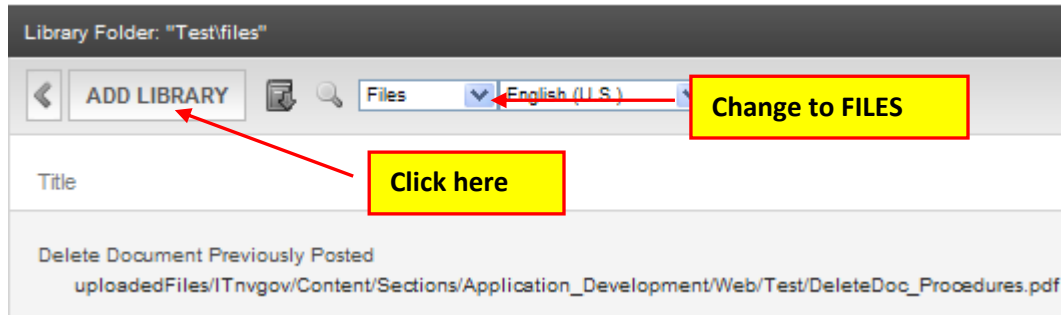
- Document Section:** Contains "Document Title:" and "Document Date:" labels above text input fields. A red arrow points from a yellow box labeled "Enter Document Title" to the "Document Title" field. Another red arrow points from a yellow box labeled "Enter Document description" to the "Document Description:" field.
- File Section:** Contains "Type:" and "File:" labels above a dropdown menu and a file icon. A red arrow points from a yellow box labeled "Select file type" to the dropdown menu. Another red arrow points from a yellow box labeled "Then, click this icon to import the document and add the link" to the file icon.

When the LINK MANAGER dialog box appears, copy the document title into the tooltip area, then click the URL button. NOTE: This entering information in the Tooltip field aids accessibility

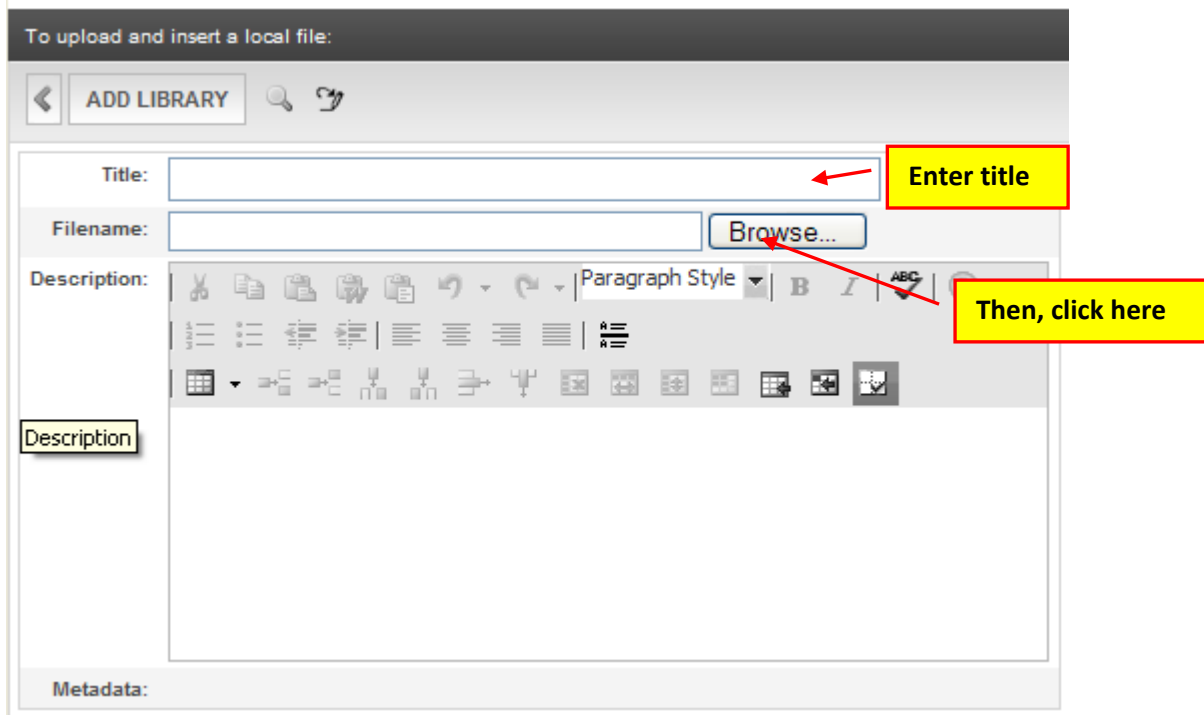
The screenshot shows the "Link Manager" dialog box with the "Hyperlink" tab selected.

- URL:** A text field containing "http://" and a button with three dots. A red arrow points from a yellow box labeled "Then, click here" to this button.
- Existing Bookmark:** A dropdown menu showing "None". A red arrow points from a yellow box labeled "Copy here" to this field.
- Link Text:** A text field.
- Type:** A dropdown menu showing "http:".
- Target:** A text field and a dropdown menu showing "Target".
- Tooltip:** A text field containing "Delete a Previously Uploaded Document" and an accessibility icon. A red arrow points from the "Copy here" box to this field.
- Style:** A dropdown menu showing "No Class".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

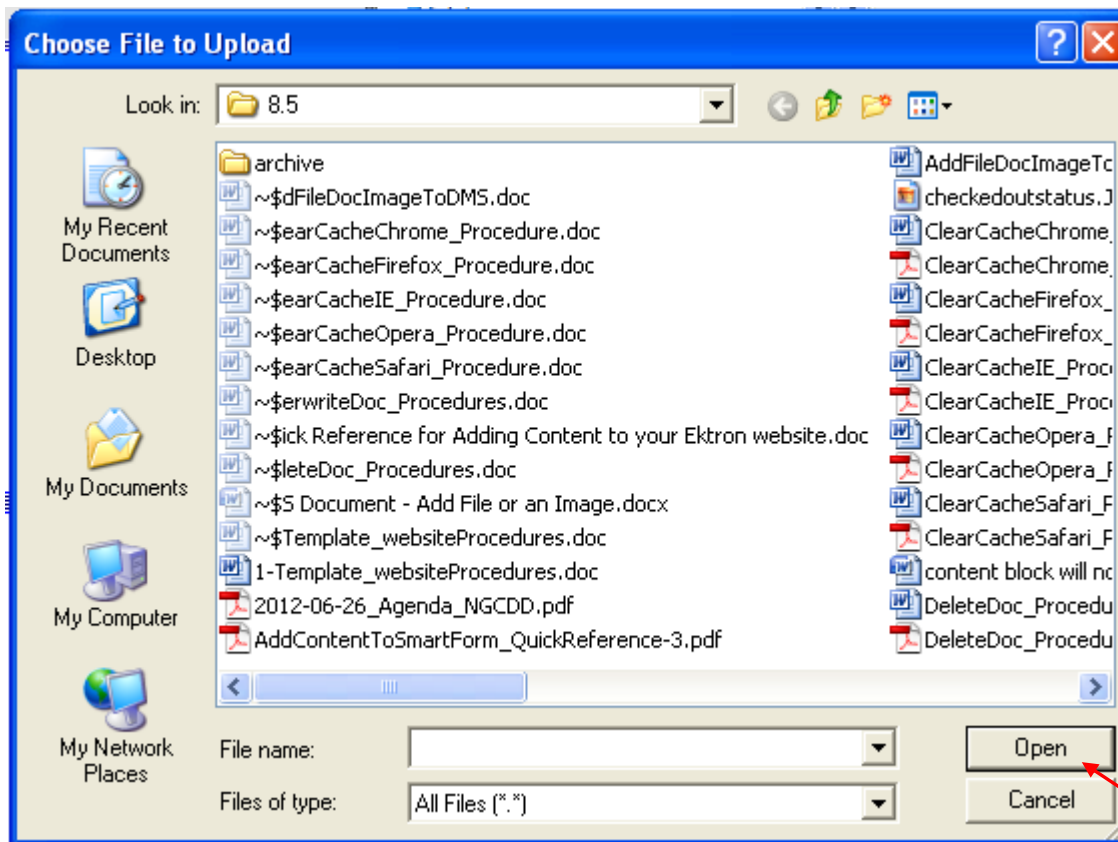
Navigate to the folder you want to upload the document to and change the type to "FILES", then click the ADD LIBRARY button.



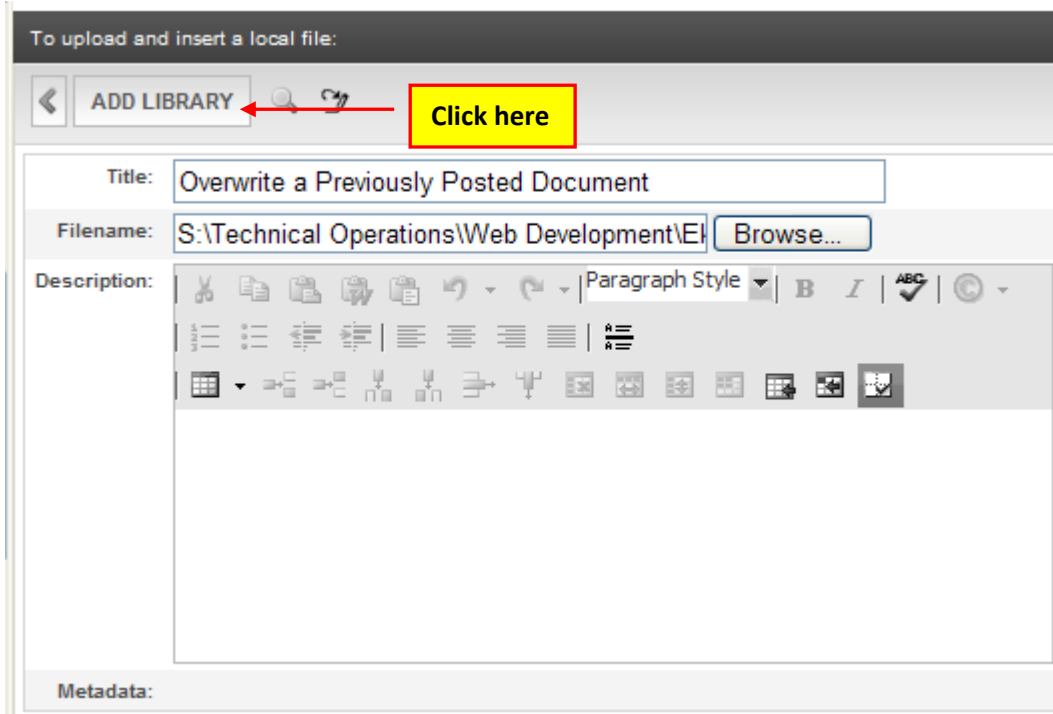
Enter the document title and click the BROWSE button.



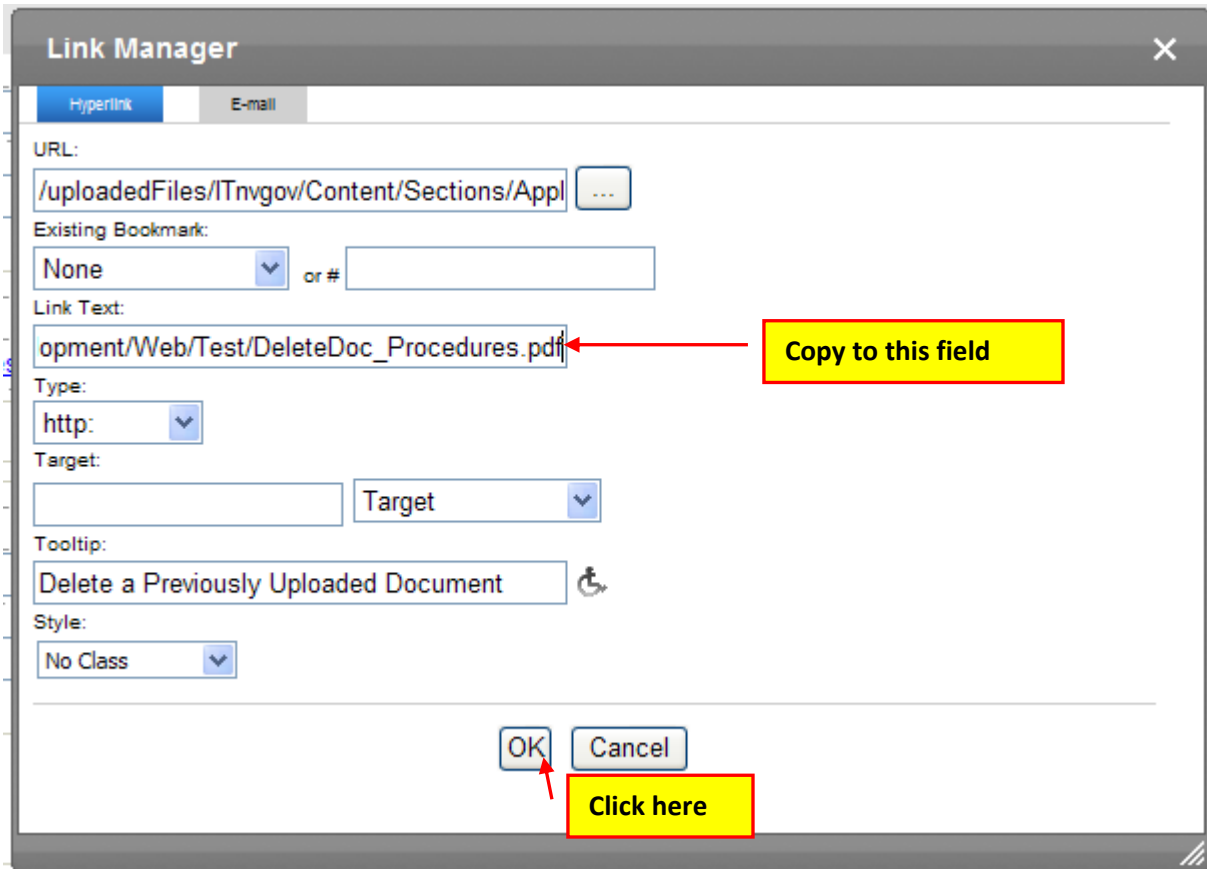
Navigate to the file you want to upload. Double-click to select it, and then click OPEN.



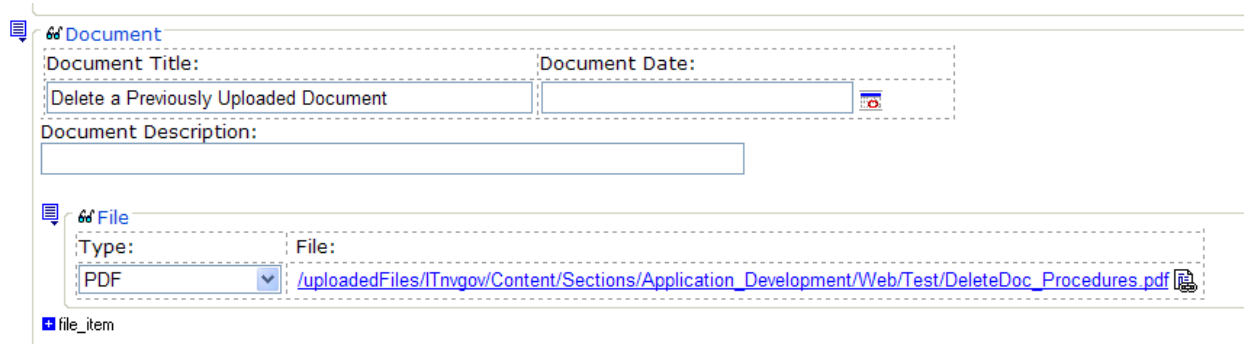
Click the ADD Library button to import and add your document to CMS.



The LIBRARY FOLDER will disappear and in the Link Manager dialog box you will see the link path has been added in the URL field. It is recommended that you **copy the URL path to the LINK TEXT field** as this is displayed in the smart form and will make it easy to locate the folder the document resides in if you ever have to replace it.



The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment you were trying to see changes on and click the refresh button.



Click on the refresh button to verify the deleted document is no longer there.

NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.