

## 6 ADDING DOCUMENTS

If you produce newsletters, minutes, agendas, schedules of events etc. you will undoubtedly circulate them amongst your members (and perhaps even make them available to the public). Up until now, probably the only way you have had of circulating these documents is by producing hard (printed) copies and then distributing them by hand, by post or whatever. Well, now that you have got your own website you can save a lot of time and money by *uploading* (adding) these documents on to your webpage. When you upload a document, visitors to your site will be able to read (and/or print) it by *downloading* (copying) it on to their computer. They can then print their own copy.

To upload documents on to your website you create a new page using the *document upload* page template.

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### Creating a document upload page

Click on **CREATE A SITE** on the wospweb home page and then enter your user ID and password. Choose your website from the *Modify an existing site* pop-up list and then click on **add new page** on the *admin* screen.



[Document Upload Page](#) -



This page allows for the uploading of documents which can be downloaded from links on the page.

Click on **Document Upload Page**, to display the *Document Upload Page* template. The first part of the template is displayed below.

**Document Upload page template**

**Fields marked with a \* are compulsory**

navigation link text -  \*

page title -

position of page title:

left

centered

right

Optional text -

up to 12 Documents per page

**Document Upload 01**

Sub Heading

File

Link Text

Link Description

## Completing the document upload template

The first part of the document upload template is very similar to the other wospweb templates and so you are probably already familiar with the following:

navigation link text      The name (text) you enter here is the name used as the **link** to your document upload page. The **link** is displayed on the left-hand side of the screen. Visitors to your website will be able to click on the link to go this page of your website. The name can include letters, numbers and spaces but can be no more than 18 characters long. Note also that the name must be unique (i.e. you cannot use text which has already been used as a link on another page of your website).

|               |  |
|---------------|--|
| page title    | The title is displayed as a bold heading at the top of the page. You can choose to position your title on the left, in the centre or on the right.   |
| Optional text | You can use this box to add some introductory text at the top of your page. You don't have to include anything here, but it is useful to tell your visitors a bit about the documents (for example, minutes, newsletters) you have uploaded. |

## Adding documents

If you scroll down the template, you will see that you can add up to 12 documents. You can upload a variety of documents (for example, Microsoft Word documents, Microsoft Excel spreadsheets, pdf files). Whatever type of document you are uploading there are some simple guidelines which will help to ensure that your documents *upload* successfully.

Documents you want to upload, should have short names. If you have already created a document you want to upload and it has a long name (i.e. a number of words separated by spaces), you should save it again with a short (preferably single word) name. For example, if you are preparing some minutes in Microsoft Word, save it with a name such as *minutesapril.doc* (*minutes april.doc* will not upload). If you really must use a file name which includes two or more words separated by spaces, you must type an underscore where the blank space should go. For example, *minutes\_april\_2005.doc*

When you upload documents, you would typically start in the *Document Upload 01* box at the top of the template. The first document (Upload 01) would then be displayed at the top of the list on your page. The document you upload into the *Document Upload 02* box would be second in the list and so on. However, if you want the most recent document to be displayed at the top of the list (for example, when uploading a series of minutes which you add periodically) then you should complete the template from the bottom up.

Although you can add more than one document at a time, sometimes one or more of the documents fails to upload correctly. The fault is not typically apparent until a visitor to your site tries to download a document. We therefore recommend that you upload documents one by one (in other words complete the boxes (see below) for one document and then save the template). You can then go back to the page to add the next document.

up to 12 Documents per page

**Document Upload 01**

Sub Heading

File

Link Text

Link Description

- Sub Heading** This is where you enter some text that describes the document you are uploading (for example, the date of some minutes, the name of a newsletter).
- File** This is where you choose the file you want to upload. Click on the **Browse...** button and then look for the file on your computer. Once you have found it, simply double click on it to tell wospweb.com where to find the file you want to upload. You will notice that the name of the file and its location is then displayed on the template.
- Link Text** The name (text) you enter here is the name used as the **link** to your document. Typically this is something like *click here* or *download*. If you leave this box blank, then *click here* is automatically inserted. Visitors to your website will be able to click on the link to download a copy of your document. The name can include letters, numbers and spaces but can be no more than 20 characters long.
- Link Description** You can enter a brief description of the document in this box. For example, the name of the author, the date it was published etc.

Once you have added all the documents you want, scroll to the bottom of the template and click on the arrow at the bottom of the page. Or, to save scrolling down the screen, simply press the **RETURN** key on your keyboard. You will then see a preview of your *document upload* page. If you spot any typing errors, simply click on the **click here** link to go back to the template where you can make the changes.

If you are happy with your new page, click on the arrow at the bottom of the preview box and your page is automatically added to your website. And don't forget, you can go back to the page at any time to add more documents.