



INSERTING A LINK TO YOUR WEB PAGES

Inserting a Link to a Document or Other Source to your Web Page

1. Open the document you want to link to your web page
 - a. Convert your document to PDF by
 - i. File, then Save As
 - ii. Desktop
 - b. File Name: Assign a name to your document
 - c. Save as Type: Scroll down to PDF
 - d. Save
 - e. File is now in PDF form and ready to upload to your Files & Folders in your website
2. Go to your Faculty Website and Sign in to Site Manager
3. Select the Section where you will be placing the Link
4. Type in the Title of your document (Ex: Algebra Syllabus)
5. Save
6. Go to Tools tab
7. Select Files & Folders
8. Upload
9. Browse for your PDF document
10. Select Open, then Upload
11. Message should appear about the Upload Success
12. File should appear in Files & Folders
13. Go to Actions and select More, then Get Link
14. Copy Full Web Address, Close
15. Close Files & Folders
16. Return to Summary, then return to desired page
17. Highlight the Title of your document placed in #4
18. Select Insert Link icon (Looks like a chain)
19. Select Web Address at left
20. Paste your Web Address under "Web Address"
21. Remove the extra http:// because with the pasting you have it doubled with the prompt
22. Insert Link and Save
23. Test it out!
24. You've got plenty of room left...why not place a picture depicting your subject area or sport!