

## How to Upload a Document and Link to it Outside the Document Library

- 1) Create a document in the document library. Upload a PDF, Word, or Powerpoint file from the Document Library. For details, refer to “Using the Document Library” found in the Documentation section of the Professor Login page.
- 2) Note that after uploading, the system assigns a numeric prefix to the file. This is to prevent overwriting older files of the same name.
- 3) Exit the Document Library Administration page and go to the Document Library Search page, found near the bottom of the Research menu.
- 4) Fill in enough information so the search will find the document you just uploaded. After performing the search, click on the link for that document. You should see a page something like this:

### Document Details

Resume of Dr. Stefi Baum

Author: Baum, Stefi A

Author URL: [www.cis.rit.edu/content/view/108/49/](http://www.cis.rit.edu/content/view/108/49/)

Year: 2006

File: 777\_stefivita\_2006\_jun.doc.pdf



Abstract:

Resume of Dr. Stefi Baum

Citation Data:

Category: Vitae

Group: Astrophysical Sciences and Technology

- 5) Make note of the file name. In this example: 777\_stefivita\_2006\_jun.doc.pdf
- 6) Go to Professor Login, and login as usual. Navigate to the page on which you want the link to the document. Click the  icon to edit the page. Enter the text you want the users to see (probably not the actual filename). Select that text, click the  icon, and this popup appears:

**Insert/edit link**

Link URL:

Target:

Title:

In the Link URL field, enter the filename from step 5. As it shows above, you must prefix the filename with /files/

- 7) Click **Update**, and save your page. Navigate back to the page and test the link.