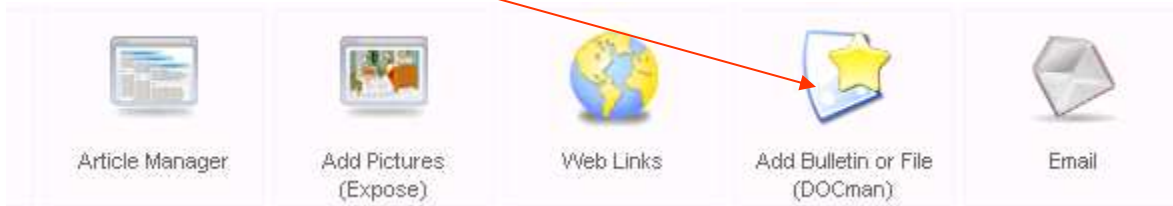


How to Upload a Document

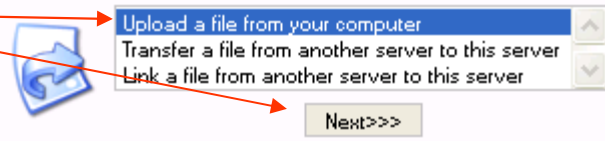
Uploading documents is as easy as 1, 2, 3. This is great for static (items that do not change often) content as well as forms and information items.

Below are the steps to add a document to your website. The documents can be uploaded in the following formats; PDF, WORD, MS Publisher, MS Excel, MS PowerPoint and others. For instructions on changing Microsoft documents into PDF format, see the *Using PDF Creator* guide.

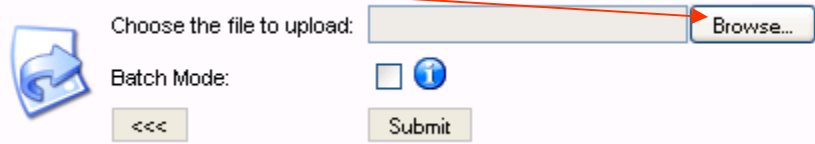
- #1 Go to Joomla and log on. By now you may have the website bookmarked in your favorites.
- #2 Once logged on, click on DOCman



- #3 Click on Next>>> You want to upload a file that is stored on your PC.

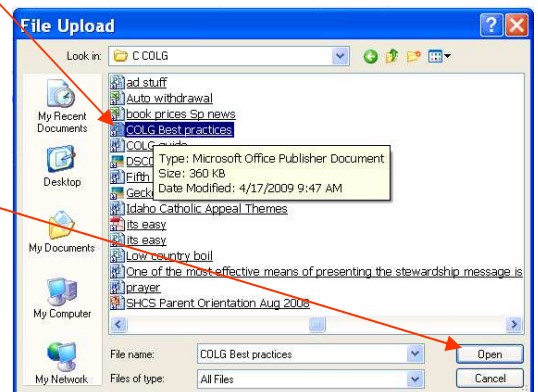


- #4 Select Browse To locate the file you want to upload from your PC



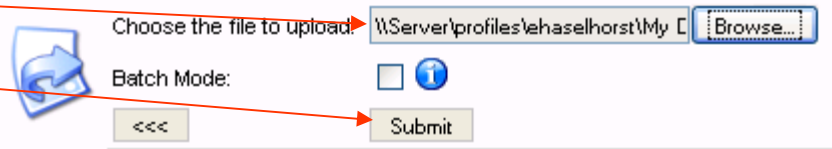
- #5 This dialog box will pop up. You will need to locate the file where ever you have it stored. In this example it is stored in a folder in My Documents. Make a note of where ever you may have your desired file stored.

You can either double click the File Name or highlight the file name and click Open
Either way will adequately select your desired file

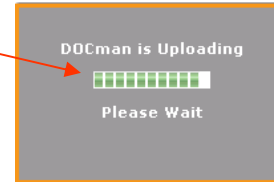


#6 Now that you have selected your file to be uploaded. The name of the file will appear in the dialog box below.

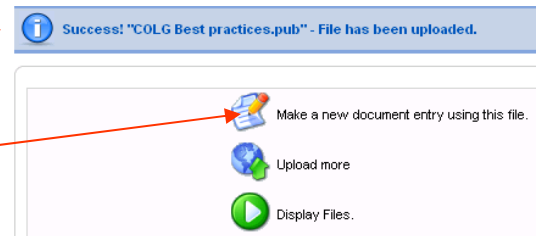
Click submit



Once Submit has been clicked, This dialog box pops up indicating the file is being uploaded. This will take a couple moments depending on the size of the file being uploaded.



Once the file is uploaded this window will appear.



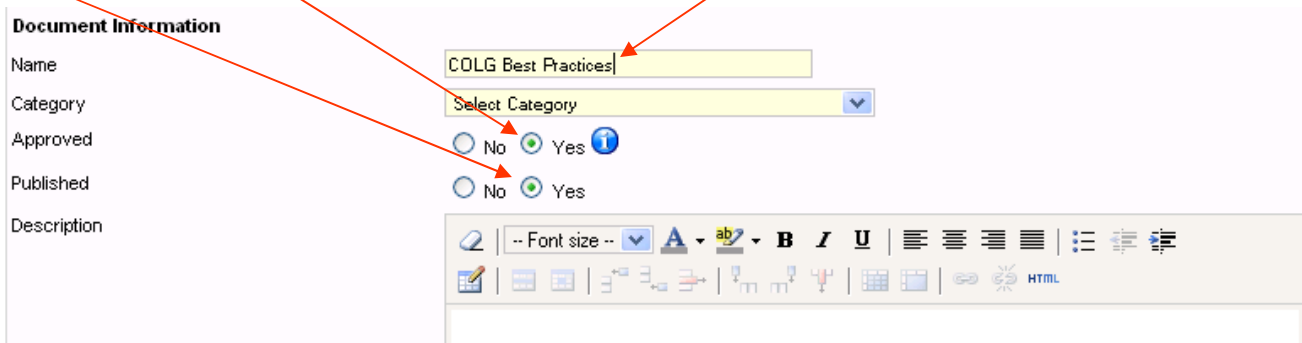
Now you have to tell the file where to appear on site.

#7 Select *Make a new document entry using this file*

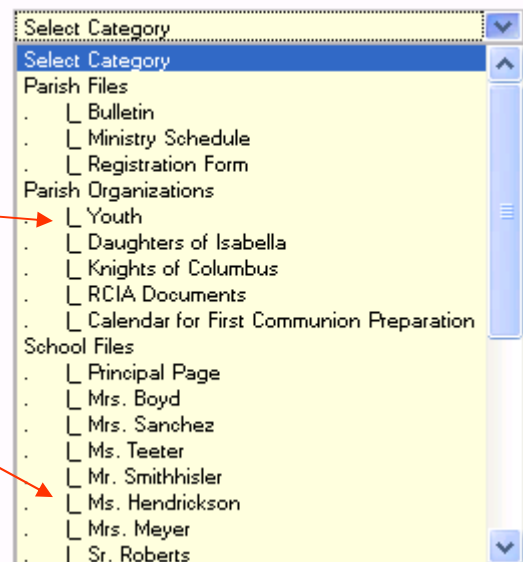
#8 Now you will see the window below.

It is time to title your document. Think of your end user when writing the title. Will they understand the basic contents of the document and open it? Think like a reporter writing a headline.

Also you need to select YES that your document is published and approved



#9 Next, select the page you want the file/document to appear. If you are a teacher, select your name, if a ministry, select the ministry name.



#10 Finally, now that you have all the finishing touches put on, Save your work.

Done

