# SCHOOLMESSENGER®

WEB SITE DOCUMENTS HELP CARD

WORKING WITH DOCUMENTS

- The Document Manager tool allows you to upload and share documents on your site.
- Multiple files can be uploaded at one time into the Document Manager.

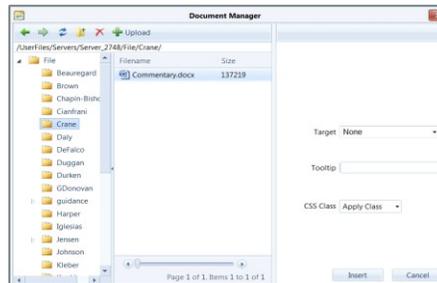| Uploading a Document	Inserting Documents	Uploading Multiple Documents

Uploading a Document

1. Click the **Document Manager** icon
2. Double click the folder with your name.
3. Click the **Upload** icon.
4. Click the **Select** button.
5. Choose the document from your computer and then click **Open**.
6. Click the **Upload** button.
7. The document you chose will be uploaded into your folder.
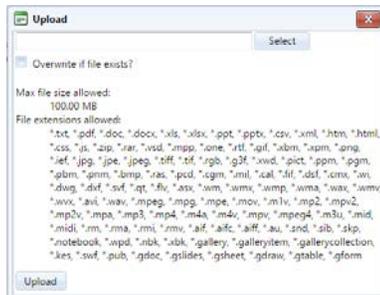
Inserting Documents

1. Position your cursor at the location where you want to insert the link.
2. Open the **Document Manager** and double-click your folder name to open it.
3. Select the file you want to insert.
4. Fill in the **Link Text** field. This text will be displayed on the page as the link.

Note: *If you would like to open your document in a new window, choose **New Window** from the **Target** dropdown.*

Uploading Multiple Documents

1. Follow steps 1 through 5 of *Uploading a Document*.
2. You will notice a new **Select** button with space for a file name.
3. Each time you add a document, a new **Select** button will appear. You can also drag and drop files in to the field to the left of the **Select** button.
4. Once you have selected the files, click the **Upload** button to upload the files you have selected.

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