

## Administrative Functions - Adding PDF Files

Sample High School PDF File(s) Uploader

Success!

Documents can only have the following characters in their name: LETTERS, NUMBERS, DASH- and UNDERSCORE \_

File (max size 16Meg):

Title:

Type:  Section:  Sequence:

Document ID:  Used only to update  
\* Use the Document Type to Link to the document in a Notice only!

Add A Notice on the Home Page to this Document for the Next Month

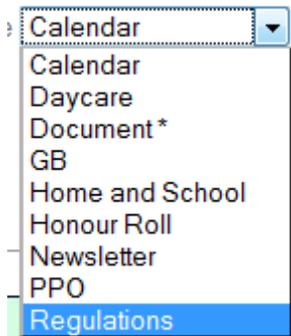
Set Type as

SPDS

When you upload a document the **ONLY allowed characters** in the file name are **LETTERS (NO Accents), NUMBERS, UNDERSCORE ( \_ ) and DASH ( - )**. All other character will be deleted. Spaces will be replaced by underscores **\_**. Make sure that your document is a valid pdf file with a .pdf extension.

You can use any characters you wish in the Title however.

## Adding a PDF File, etc.



You can upload a PDF document that will display on the page you select. Unlike Upload PDF, you do NOT have to specify a number. You only need to supply a number to overwrite an existing document.



All the other fields work in exactly the same manner as the Upload PDF function. The **Document** type will NOT display on any page but can be linked to from any page desired.

The files cannot be larger than the Maximum indicated.



You can overwrite a document by using an existing ID number .

I suggest that one person is designated to upload newsletters, etc.

Documents are stored in a pdf folder as a sub-folder of the designated page.

You can use the Folders or Dashboard function to determine the document numbers you have already used.



Please see the **Folders help** file to help you place a link to a document on a Notice or Event page.

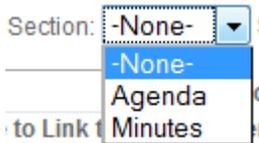
Document ID's are indicated beside each document



Documents are listed in the reverse order in which they were added. I.E. The most recent documents first.

### NEWSLETTERS

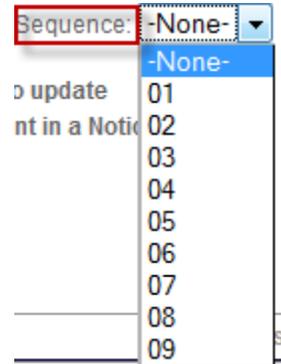




You can also specify a section- this documents will be displayed by section. This is not required. If no section is specified the document will appear in the reverse order in which they were uploaded.

Keep in mind that some of the sections will not apply to certain pages. If you decide to use sections, then all documents on that pages should have a section specified. If you mix documents with sections and without sections, the documents that have not been assigned a section will be listed first in reverse order that they were uploaded.

You can also determine the sequence in which the documents will be listed in each section.



Documents on a page are listed on the following order:

Section	Sequence	Order Displayed
-None-	-None-	Reverse upload , Most recent to earliest
Selected	-None-	By Section alphabetically, then by Reverse upload , most recent to earliest in each section
Selected	Selected	Section alphabetically, Sequence then by Reverse upload , Most recent to earliest in each section sequence

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Add A Notice on the Home Page to this Document for the Next Month

Set Type as

SPDS

If you wish you can check if you want a link to this file to appear on the home page as a notice for 1 month from today. The Title will be used as the title for the Notice.

In addition to being able to add a notice on the home page, you can also select the class of the notice (Normal, Important or Emergency). The class determines the order in which notices are displayed- Emergency first, then Important and finally Normal.