

OIT Web Services | CommonSpot Help Guide

Guide to Linking to an Uploaded Document

<http://www.ohio.edu/web/help/docs/documents/guide-document-upload-link.cfm>

Once you have uploaded a new document you will want to link to it from your web pages. This document guides you through how to insert a link to an uploaded document in the rich text editor. You will need to navigate your browser to the **manage** subsite for this task (i.e., <http://author.oit.ohio.edu/yoursite/manage>)

1. Navigate your browser to http://author.oit.ohio.edu/subsite_name/manage
2. Click **Content** from the left oriented drop down menu (older sites may be labeled Page Content)
3. Click **[Edit]** for the page you want to link the document on (older sites may be labeled [E])
4. Highlight the text you would like to have linked.
5. Click on the **Link** button

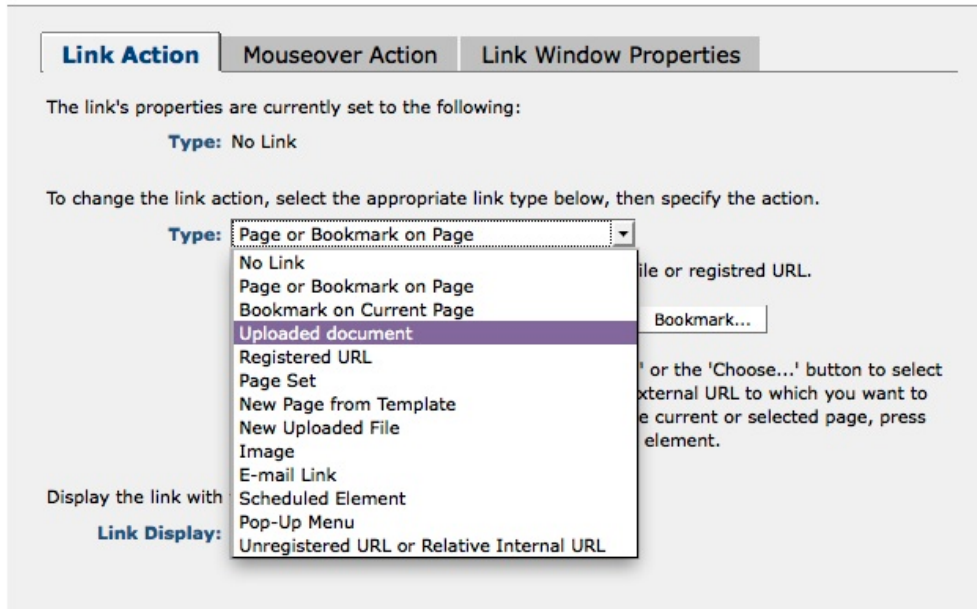


6. Click on the "Get link from Server..." button.
7. -In the **Insert Formatted Text Block Link** dialog select **Uploaded document** from the **Type:** drop down menu

Insert Formatted Text Block Link



Please choose which of the following link types you wish to insert:



The dialog box has three tabs: **Link Action**, **Mouseover Action**, and **Link Window Properties**. The **Link Action** tab is active. Below the tabs, it says "The link's properties are currently set to the following:" followed by "Type: No Link". Below that, it says "To change the link action, select the appropriate link type below, then specify the action." The "Type:" dropdown menu is open, showing a list of link types: "No Link", "Page or Bookmark on Page", "Bookmark on Current Page", "Uploaded document" (highlighted), "Registered URL", "Page Set", "New Page from Template", "New Uploaded File", "Image", "E-mail Link", "Scheduled Element", "Pop-Up Menu", and "Unregistered URL or Relative Internal URL". To the right of the dropdown, there is a "Bookmark..." button and some partially visible text: "file or registred URL." and "or the 'Choose...' button to select external URL to which you want to e current or selected page, press element." At the bottom right of the dialog, there are "Save" and "Cancel" buttons.

8. Click the Choose... button

Insert Formatted Text Block Link



Please choose which of the following link types you wish to insert:

Link Action | Mouseover Action | Link Window Properties

The link's properties are currently set to the following:
Type: No Link

To change the link action, select the appropriate link type below, then specify the action.
Type:

Link to an uploaded document.

Click either the 'Choose from current subsite...' or the 'Choose...' button to select an uploaded document to which you want to link.

Display the link with the following properties.
Link Display:

9. In the next window, select **Saved Searches** and click on the **Search for Document from Manage Interface**

Choose Page - Saved Searches



The saved searches for pages, uploaded documents and registered urls in this site are listed below.

[Quick Find](#) | [Advanced Search](#) | **Saved Searches**

Date restriction:

Search:

Name ^	Description	Owner	Date	Shared	Actions
Search for Document from Manage Interface	Locates documents that have been uploaded to the subsite by you or anyone in your access group. Document types searched are limited to Word, Excel, Powerpoint, and PDF.	Heightland, Toni	2011-07-08	<input checked="" type="checkbox"/>	
Search for Pages in Current Site	Returns all commonspot pages and registered URLs from the current subsite	Heightland, Toni	2011-07-08	<input checked="" type="checkbox"/>	
Search for Uploaded Files from Manage Interface	Locates files of any type that have been uploaded to this subsite by you or anyone within your access group.	Heightland, Toni	2011-07-08	<input checked="" type="checkbox"/>	

3 items found

10. Find the document you would like to link to, highlight it and click **Use Highlighted Page** at the bottom of the window. Observe that the highlighted text is now linked to the document you selected.