



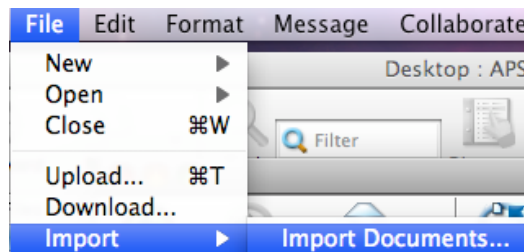
Home Page Construction Kit (HCK3): Adding Links to Documents For Downloading

You can import a copy of a document from your Documents folder into your Home Page folder. After you create a link on one of your web pages, viewers can click on the link and the document will be available for them to download and save/print on their own computer.

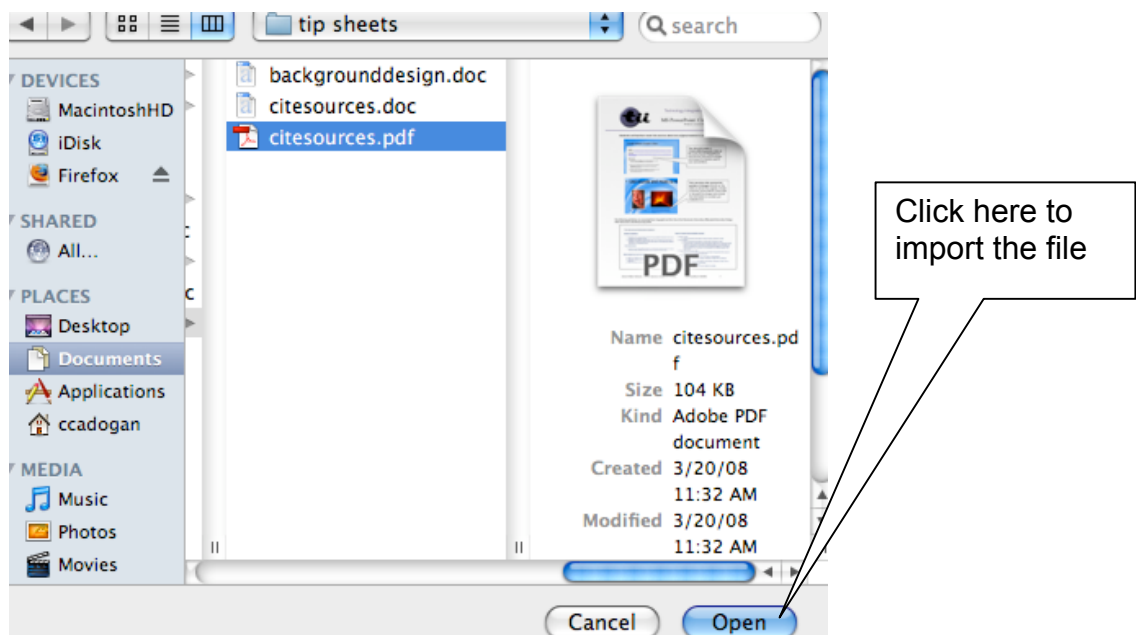
Open First Class and then open your Web Publishing folder.



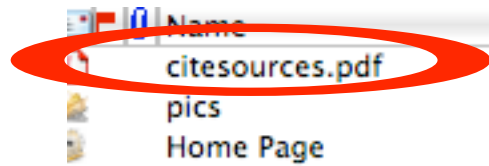
Go to File>Import>Import Documents.



Navigate to the file that you want to include on your webpage; click Open to import a copy of the file into your Web Publishing folder.



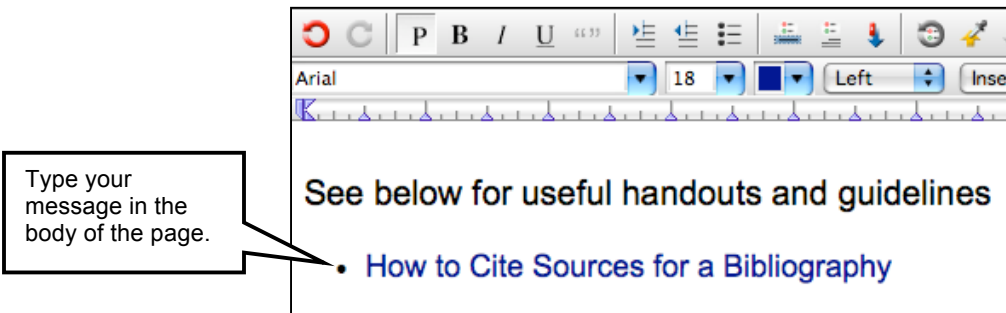
You should see a copy of the file in your Web Publishing folder.



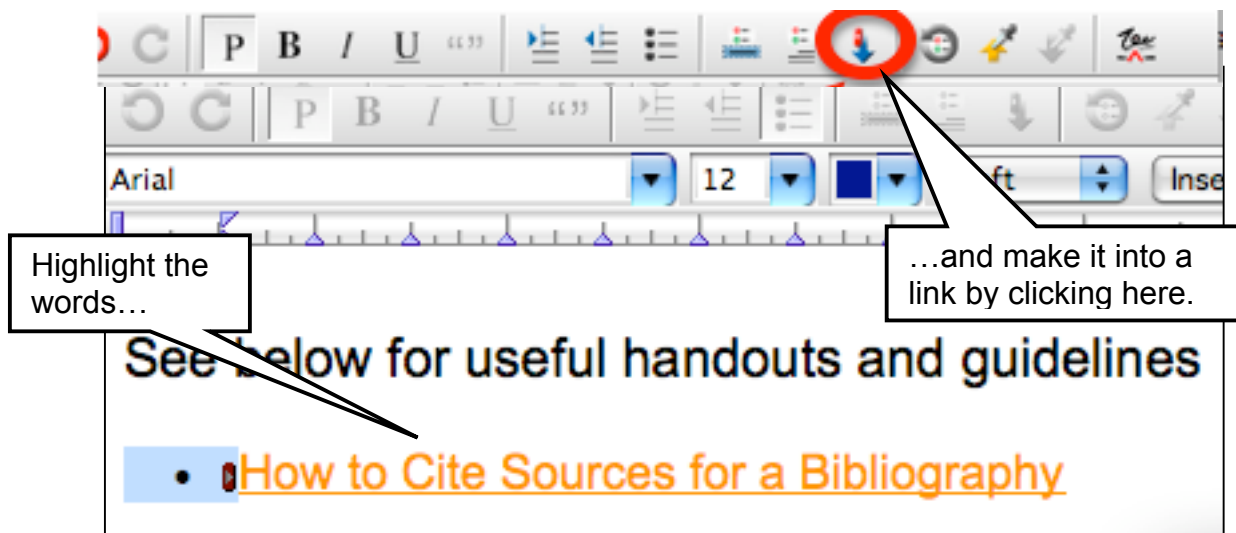
Open the page that you want to add the linked document to. In this example, I am adding "citesources.pdf" to the Home Page so that students can download and print a copy of the standard bibliography document.



Type a text message that identifies the document that you want visitors to download and/or print.

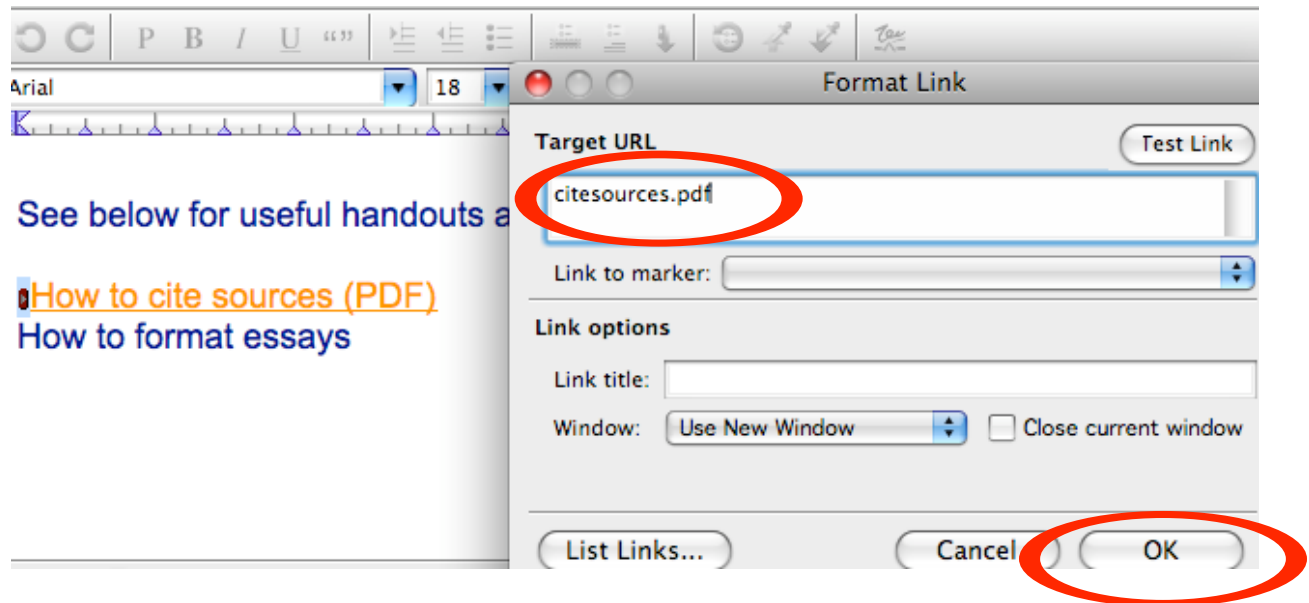


Highlight the word(s) in the text message and then click on the Make Link icon. It looks like a tiny red "firecracker" in the menu bar.

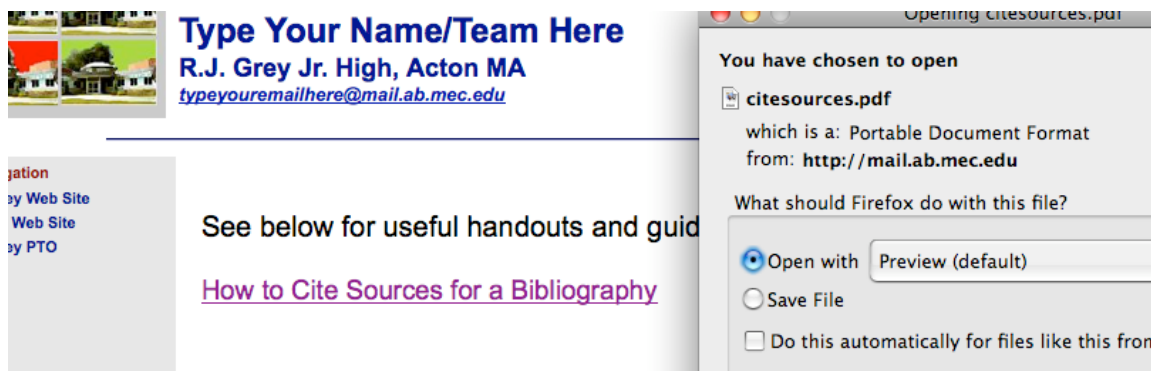


When the Format Link box opens, click in the Target URL box and type the name of the file that you want visitors to download, and then click OK. **Be sure to type the name of the “Target URL” exactly as it appears in the Home Page folder, including the file extension: .doc, .ppt, .pdf, etc.**

Note: Target URL is the name of the file that you imported into your Web Publishing folder in the first step of this exercise. Even though the label says “URL,” which can also be an Internet address, in this case, the Target URL is actually the name of your file/document.



Go to your web site on the Internet and verify that the page displays correctly. Click on the link and make sure that it works.



Congratulations! Your link is all set; visitors can open and download your file now.