

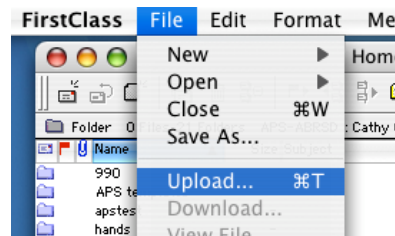


Home Page Construction Kit (HCK3): Adding a Linked Document In the Features Column

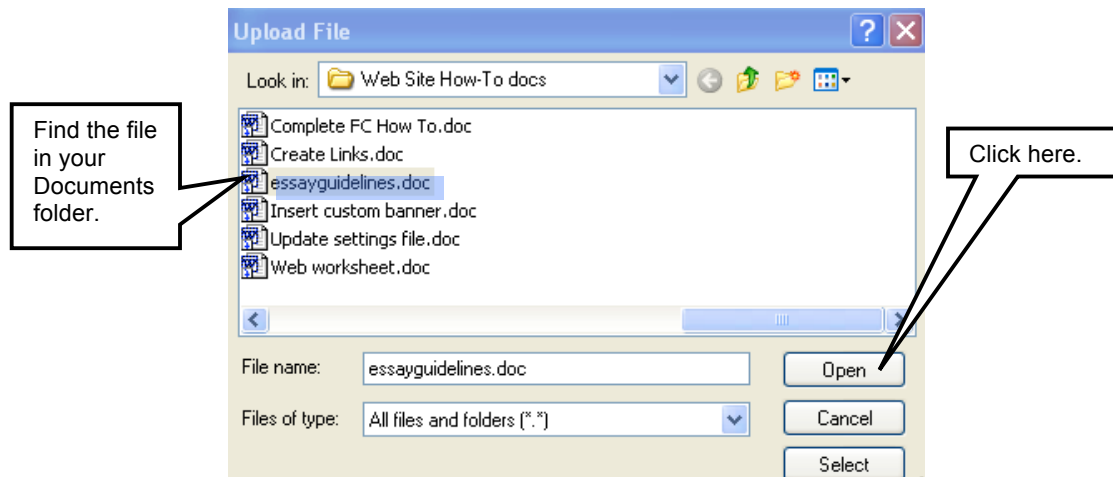
You can add a link in the Features column that directs visitors to a document that you store in your Home Page folder.



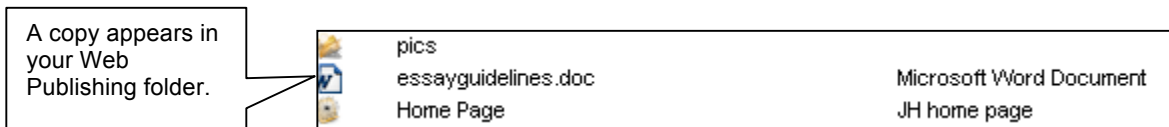
Open First Class and open your Home Page/Web Publishing folder.
Go to File>Upload



Navigate to the document that you want visitors to access from your web site.
Select the file and click Open.



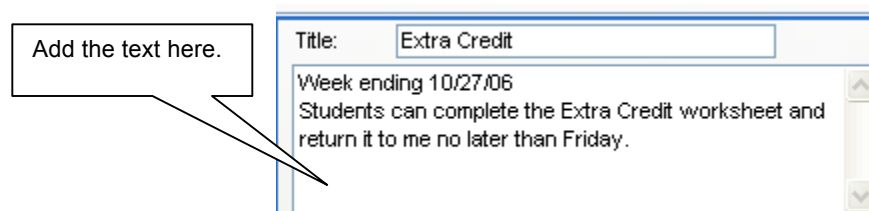
A copy of the document is uploaded into your Home Page/Web Publishing folder.



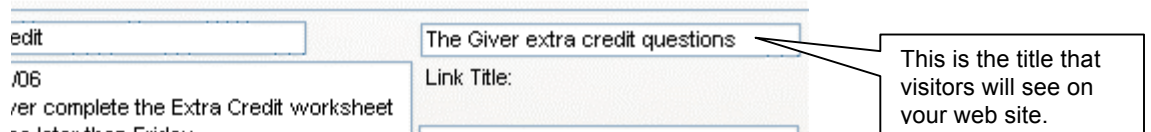
Open your Home Page document and click on the “Features Column” tab at the top.



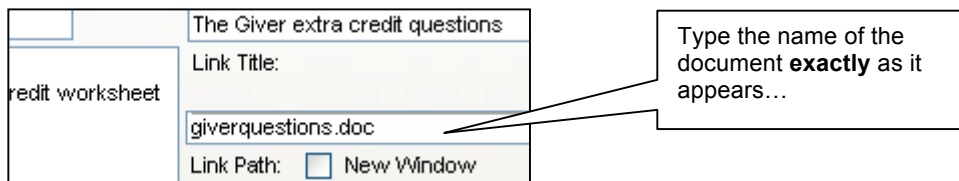
Type the text that will direct your visitor to the linked document.



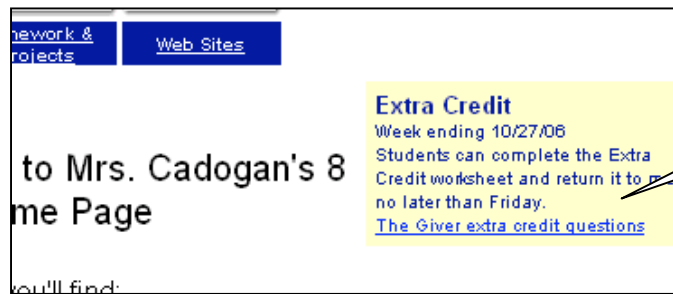
Type a descriptive title for document in the Link Title box.



Type the name of the document in the Link Path box. It must be typed **exactly** as it appears in your Home Page folder, including the extension (.doc, etc) at the end of the file.



Close your home page document and open your internet browser.
Check to see if the link appears in the Features Column.



Your link should appear in a different color font.

Click on the link to make sure that the correct document opens.
If the link does not work, go back to First Class, open your Home Page, open the Features column, and check that the name is typed correctly in the Link Path box.

A screenshot of a form with the following fields: "Link Title:" with the text "The Giver extra credit questions" entered; "Link Path:" with the text "giverquestions.doc" entered; and a checkbox labeled "New Window" which is currently unchecked.

Be sure that this is typed correctly.