

Adding document links on the Policies, Resolutions and Reports page

Upload the files (whether they be PDFs, excel docs, MS Word, etc) as described at <http://www.healthandenvironment.org/?module=uploads&func=download&fileId=12>
Or, alternatively, just log in and go to Admin > Uploads > Add File, then browse your hard drive for the file and click Upload. Note the file number the software provides for each of your file uploads, in the format #fileURL:X#. You'll use that expression to create a link to the file.

To create an entry for Policies, Resolutions and Reports, go to <http://www.healthandenvironment.org/resources/policies> and click on "Submit New". To edit an existing post, click "Edit this post" for that particular entry.

To see an example of how to link to a document within an entry, scroll down to "**Lowell Center Childhood Cancer and Environment Report**" and click "Edit this post."

Note how there are fields for **Document fileURL 1**, **Doc link text 1**, etc. In the Lowell example, I've entered #fileURL:36# and "Download PDF" for **Document fileURL 1** and **Doc link text 1**, respectively. Note: You can enter any language you want for Doc link text – this is the language that will be displayed to users in the link. You can use anything you want for each link: "Download spreadsheet," "Download this or else!", "You better get this file," etc.

To link to a second file, you would fill in **Document fileURL 2** and **Doc link text 2**. For a third file, fill in **Document fileURL 3** and **Doc link text 3**.

(To add a link to a web page on another website, use the **Web link** field.)