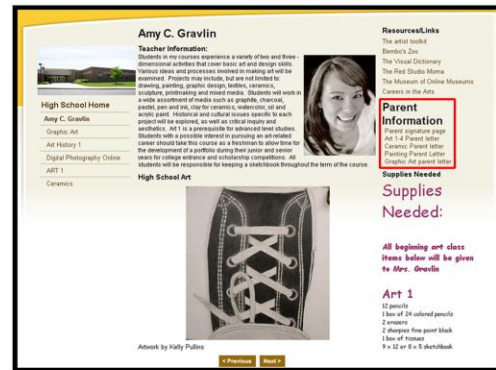
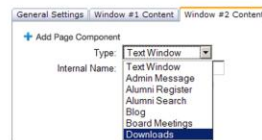


CREATING A DOWNLOADS COMPONENT:

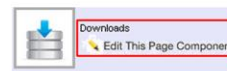
Components such as downloads are displayed in a list format. These components tend to fit nicely in Window #2 (red box shown on right).



1. Click the **Window #2 Content** tab and choose the **Type** to change the component type to **Downloads**. Give your Downloads component an internal name (remember, this can only be seen within the CMS - not the actual website).



2. Click **Edit This Page Component** in order to go into the new component you created. Now choose **Add a New Download**.



[Manage Page Downloads](#)
[Add A New Download](#)

3. The **Download Title** will appear as a link on your page which will open the document. You can also use an image link by choosing **Browse...** Next to **Icon**: check **Use Icon as Tout**. You can also give your download a description which will appear below your link title (or link image).

Add A New Download

Download Title:

Description:

Date Visible: (mm/dd/yyyy format)

Date Expires: (mm/dd/yyyy format)

File: C:\Documents and Settings\ [redacted]

Icon:

Use Icon as Tout:

4. To upload your document, simply choose the **Browse...** button (red box to the right), locate your file, and click open. Take most all file types such as (PDF, DOC, DOCX, XLS, XLSX, PPT, and more)

5. Click Save.

Parent Information

Parent signature page
Art 1-4 Parent letter
Ceramic Parent letter
Painting Parent Letter
Graphic Art parent letter

To the left, you will see five different documents have been uploaded. The downloads component allows you to upload as many documents as you need, and rearrange them accordingly.

*To give your Downloads Component a title like the one shown, see *Helpful Hints* to create a Header.