

MCPS Web Publishing System (Tron) Training

Working with Content – Basics of Content Blocks

Uploading and Linking to Documents

In this document:

- A. How to upload and link to documents (PDFs, Word documents, etc.)
- B. How to set PDFs to open in a new browser window

A. Uploading & Linking to Documents

In Tron, there is a difference between linking to a document, such as a PDF or Word file, on another web site and linking to one that you want to include on your site and store in Tron. (Documents are stored in Tron along with content and images.)

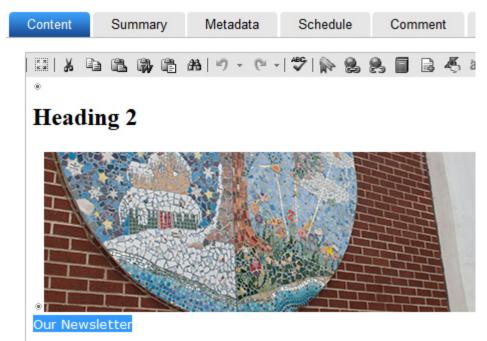
Linking to a document on another web site

If you are linking to a document that is on another web site, treat it as a hyperlink. For instance if you want to link to the PDF of the MCPS School Calendar, you would hyperlink to http://www.montgomeryschoolsmd.org/info/calendars/printable/SchoolCalendar0910.pdf as described in the "Creating Hyperlinks" document.

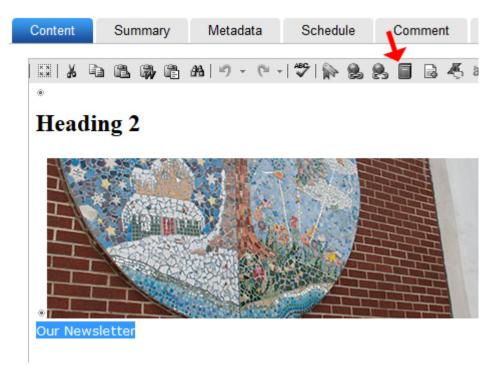
Uploading and linking to a document on your school's web site

If you want to link to a document not already on your school's or another web site, you will need to upload it into your Tron *library* and link to it from the appropriate page.

1. Once you are in the *content work area* for the content block you want to add the PDF link to (see *How to Edit a Web Page*), select the text or image you want to be the link to the document.



With the text or image still selected, click on the library icon.



3. Your Tron *library* will open. The window will display images and/or files that are in the *library* for the folder (directory) in which the page you are editing is stored.

> In this example, we are editing the About Us of the Rolling ES site. The content block for this page "resides" in the /rollinges/aboutus/ folder on the Web and in the Tron database. Therefore the *library* window will display the images and/or files that are stored in the *library* for / rollinges/aboutus/

Library Folder: "aboutus\files"
ADD LIBRARY 😺 🔍 Files 🗸 English (U.S.) 🗸
Title
Behavior Expectation Plan (English) uploadedFiles/schools/rollinges/aboutus/Behavior Expectation Plan 2011.pdf
discipline policy uploadedFiles/schools/rollinges/aboutus/disciplinepolicy.pdf
discipline policy spanish uploadedFiles/schools/rollinges/aboutus/disciplinepolicy_spanish.pdf
Open house Flyer uploadedFiles/schools/rollinges/aboutus/open house flyer(1).doc

4. To upload and insert (link to) a file you need to select "Files" from the pulldown menu in the *library* tool bar (if it is not already selected).



5. Next, click the add library button.

ADD LIBRARY R S Files Files Files

6. On the next screen, give your file a title. Then click the "Browse" button next to the "Filename" field.

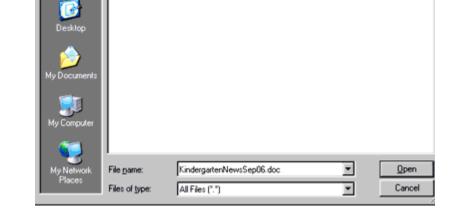
Title:	Our Newsletter
Filename:	Browse_ No file selected.
Description:	※ 国 国 御 御 御 ヴ · (* · ^{Normal} 国 B Z 三 章 章 ■ ■ ■ ■ 毎 田 · *: *: *: *: *: *: * * * 国 国 国 国 国 国

7. Once you've clicked "Browse," select the file you want to upload via the Choose file window. Click "Open".

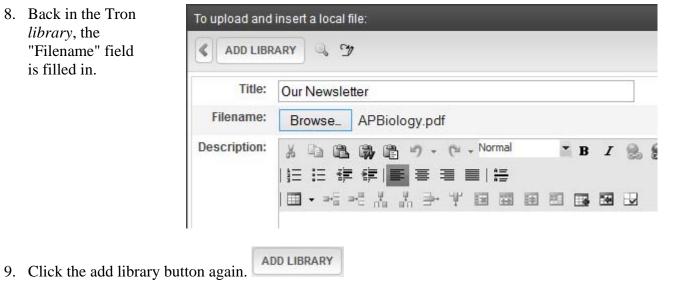
Choose file

Look in: 🔁 My Documents

KindergartenNewsSep06.doc

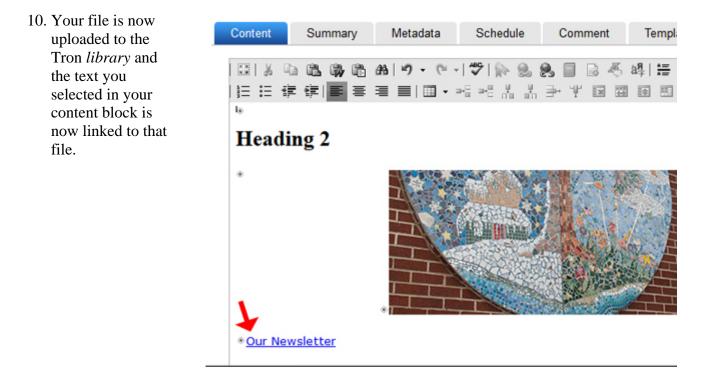


8. Back in the Tron library, the "Filename" field is filled in.



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11. To save your change and publish it to your web page, click the publish button as described in the *How to Edit a Web Page* document.

Edit Content in F	folder "aboutus"				
< PUBLISH					
Title: Rolling	Terrace ES - Ab	out Our School		[English (U	.S.)]
Content	Summary	Metadata	Schedule	Comment	Templ
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*			C HIMMAN		

12. Your file is linked to from your web page.

B. Setting PDFs to open in a new browser window

It is recommended that PDFs open in a new browser window.

 To make this happen, select the text that is the link to your file, and click the hyperlink icon.



Heading 2



2. The Hyperlink popup window will appear. Select New Window from the Target pull-down menu.

Click OK.

۲	Our	News	letter
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Hyperlink	E-mail	
URL:		
/uploadedFiles/s	chools/rollinges/aboutus/A	5 E
Existing Bookmark		
None v or #		
Link Text		
Our Newsletter		
Type:		5h
other 🗸	1	
Target		
_blank	New Window	~
Tooltip:		
Our Newsletter		Ċ.
Style:		F.G.
No Class 🗸 🗸		
Remove Link:		
	OK Cancel	

PUBLISH

as

- 3. To save your change and publish it to your web page, click the publish button described in the *How to Edit a Web Page* document.
- 4. The file now opens in a new browser window when someone clicks on the link.