



**QUEEN'S  
UNIVERSITY  
BELFAST**

## **Content Management System**



### **Creating File Downloads**

**Queen's University Belfast  
2019**

# Content Management System Training

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## Uploading Files to a Website

There are two steps involved when uploading files to your web pages:

- Uploading the file itself into the CMS
- Linking to it from a page within your website, so that it opens for the user to view

Uploading a file is the same as creating a new piece of content. You then create a Content Link to this piece of content from the required place on another page. Most file types can be uploaded to the CMS, e.g., Word Documents, Images, PDFs. Typically, you will be uploading PDFs.

- **Note: these files are not QUB only restricted – please contact us through [go.qub.ac.uk/itsupport](http://go.qub.ac.uk/itsupport) if you require this type of restriction on your content.**
- **Note: if you create a new section (web page) within the site structure, this is not QUB only restricted - please contact us through [go.qub.ac.uk/itsupport](http://go.qub.ac.uk/itsupport) if you require this type of restriction on your content.**

## Uploading a file to your site

1. If not already created, create a page called File Store within your site structure and switch off its **Show in Navigation?** option
2. From the Content menu, choose Create Content
3. Click the page **File Store**
4. Choose the **DTP - File Upload** content type, from the available list
5. Enter a descriptive name for the file in the Name box, e.g., Application for Summer School 2019)
6. In the File to Upload box, click to browse for the relevant file on your computer
7. Click Save Changes
8. Approve this piece of content (from the Content menu, choose Approve Content)

## Linking to the uploaded file from another page

9. From the Content menu, choose Edit Content
10. Click the page you wish to add the file link to, e.g., Scholarships
11. Click the name of the piece of content you want to add the link to
12. Add a Content Link by selecting the relevant text, then clicking the Link icon, then Insert Content Link
13. The Select Content window is displayed - expand your site structure until the File Store page is visible
14. Click the page File Store
15. Click the relevant piece of content within the File Store page (this is the name of the uploaded file you wish to link to, e.g., Application for Summer School 2018)
16. Preview to test the link, then click Save Changes
17. Approve this piece of content (from the Content menu, choose Approve Content)