

## How do I add files to Site Pages?

Michael C. - 2021-01-27 - Website Content

Site pages are a convenient way to create multiple pages in a section of your website. They can be used to create a sort of subsite, with its own side navigation menu to include links, files, subpages and related site pages. If you want to add files to your site page menu, follow the directions below.

1. After logging into your website, click on the **Website** tab.
2. Next, click on the **Website Content** link.
3. You are now on the **Getting Started** page. On the left side of the page, click on the **Pages** link.
4. You may now select from the **Site Pages** link or the **Site Pages Library** link.  
The **Site Pages** link allows you to edit pages currently published on the homepage.  
The **Site Page Library** link allows you to view and edit all created site pages. Click on the appropriate option.
5. Regardless of the option you choose, the next few steps are essentially the same.  
You will be presented with a list of site pages. Choose the site page to which you wish to add a file, and click **Edit** under the **Actions** column.

### Site Pages for Home Page

View site pages in: [Entire Library](#) [Home Page Widget](#) [Bulletins](#)

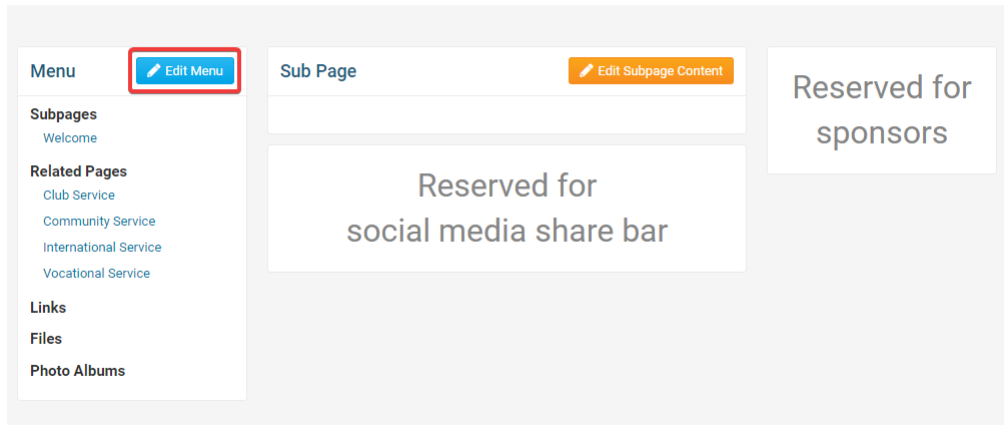
Drag and drop your pages to change their sequence.

[Preview](#) [Add Site Page from Library](#) [Create New Site Page](#)

Name	Permalink	Requires Login	Actions
<input type="checkbox"/> About Our Club	about-our-club		<div><div>View</div><div>Edit</div><div>Properties</div><div>Remove</div></div>
<input type="checkbox"/> Committee Pages	committee-pages		
<input type="checkbox"/> Duty Roster 3	duty-roster-3		
<input type="checkbox"/> Barcode	barcode		
<input type="checkbox"/> Grants	grants		

[Check All](#) [Remove Selected](#)

6. On the next screen, you are asked to define the characteristics of the Site Page. This includes editing the page's menu, where you can add files. To do this, click **Edit Menu** on the left side of the page.



7. This takes you to the **Manage Links** page. Here, you can add additional subpages, related pages, links and photo albums, as well as files. To add a file, click **Add Link** to the right of the **Files** section.

**Note:** The menu structure described below is simply a default structure, and recommended for ease of navigation. The structure is quite flexible, and the **Add Link** function can be used to add files to any of these categories.

#### Manage Links for Committee Pages

Drag and drop links to change their sequence and groupings.

[Add New Group](#) [Add New Link](#)

Text	URL	New Window	Actions
<b>Subpages</b>			<a href="#">Add Link</a> ▼
Welcome	sitepage/committee-pages/committee-pages	<a href="#">Edit Content</a>	▼
<b>Related Pages</b>			<a href="#">Add Link</a> ▼
Club Service	sitepage/club-service	<a href="#">Edit Content</a>	▼
Community Service	sitepage/community-service	<a href="#">Edit Content</a>	▼
International Service	sitepage/international-service	<a href="#">Edit Content</a>	▼
Vocational Service	sitepage/vocational-service	<a href="#">Edit Content</a>	▼
<b>Links</b>			<a href="#">Add Link</a> ▼
<b>Files</b>			<a href="#">Add Link</a> ▼
<b>Photo Albums</b>			<a href="#">Add Link</a> ▼

8. This brings you to the **Add Link to Links Widget** page. You must first decide if you want the file link to appear as text or an image, by clicking the appropriate button.

## Add Link to Links Widget

### Provide link details

**Display As:** ☒ Text ☐ Image

**Link Text:**

**Link Type:** Download File ▾

**File:** Choose File No file chosen  
Maximum file size for upload is 15.00 MB.

**Group:** Files ▾

**Placement in Group:** ☐ Top of List ☐ Bottom of List  
Choose to place the item at the top or bottom of the list in this group.

☐ Open link in a new window

Cancel Save

9. If you choose to display a text link, enter the link for the text in the **Link Text** field.

## Add Link to Links Widget

### Provide link details

**Display As:** ☒ Text ☐ Image

**Link Text:**

**Link Type:** Download File ▾

**File:** Choose File No file chosen  
Maximum file size for upload is 15.00 MB.

**Group:** Files ▾

**Placement in Group:** ☐ Top of List ☐ Bottom of List  
Choose to place the item at the top or bottom of the list in this group.

☐ Open link in a new window

Cancel Save

10. Now, select the **Link Type** using the drop down menu. At this point, it is important to set the link type as a **Download File**.

## Provide link details

Display As: ☒ Text ☐ Image

Link Text:

Link Type: Download File ▾

File: Download File No file chosen  
Maximum file size for upload is 15.00 MB.

Group: Photo Album ▾

Placement in Group: Related Page Bottom of List  
Choose to place the item at the top or bottom of the list in this group.

☐ Open link in a new window

[Cancel](#) [Save](#)

- Now, click **Choose File** to upload your desired file. This file should be less than 10 MB in size. You will be prompted to select a file from your hard drive or local network.

## Add Link to Links Widget

### Provide link details

Display As: ☒ Text ☐ Image

Link Text:

Link Type: Download File ▾

File: Choose File No file chosen  
Maximum file size for upload is 15.00 MB.

Group: Files ▾

Placement in Group: ☐ Top of List ☐ Bottom of List  
Choose to place the item at the top or bottom of the list in this group.

☐ Open link in a new window

[Cancel](#) [Save](#)

- Once your file is uploaded, assign the file to a group using the **Group** drop down menu.

### Provide link details

Display As: ☒ Text ☐ Image

Link Text:

Link Type:

File:  No file chosen  
Maximum file size for upload is 15.00 MB.

Group:

Placement in Group:

13. Now, select whether you wish to add the file link at the down of your site page menu, or the bottom.

## Add Link to Links Widget

### Provide link details

Display As: ☒ Text ☐ Image

Link Text:

Link Type:

File:  No file chosen  
Maximum file size for upload is 15.00 MB.

Group:

Placement in Group: ☐ Top of List ☐ Bottom of List

☐ Open link in a new window

Choose to place the item at the top or bottom of the list in this group.

14. When you're done, click **Save**.

### Related Content

- [VIDEO: Managing your Site Pages](#)