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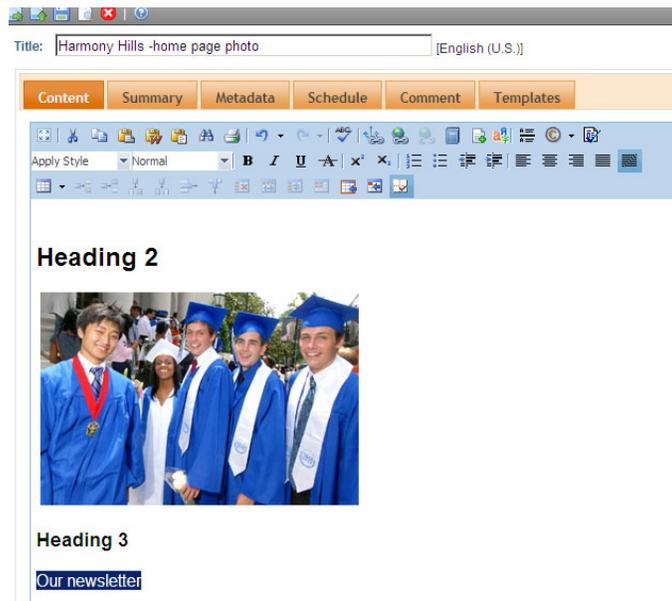
2. With the text or image still selected, click on the library icon.
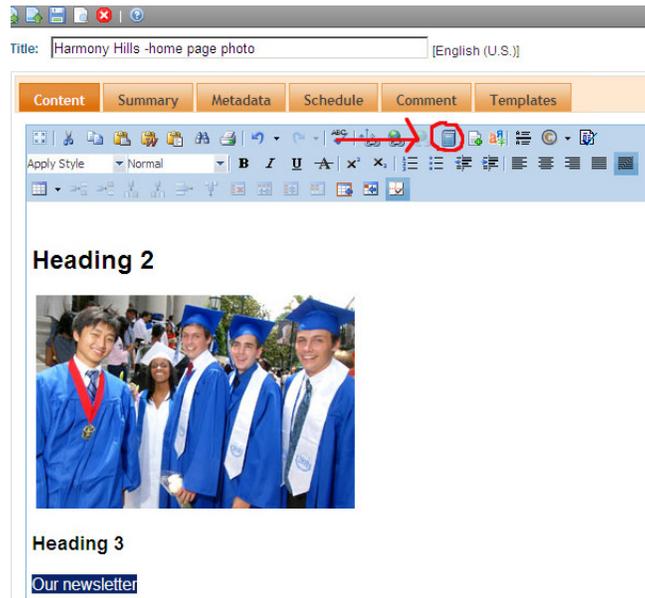


3. Your Tron *library* will open. The window will display images and/or files that are in the *library* for the folder (directory) in which the page you are editing is stored.

In this example, we are editing the About Us of the Harmony Hills ES site. The content block for this page "resides" in the /harmonyhillses/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 / harmonyhillses/aboutus/
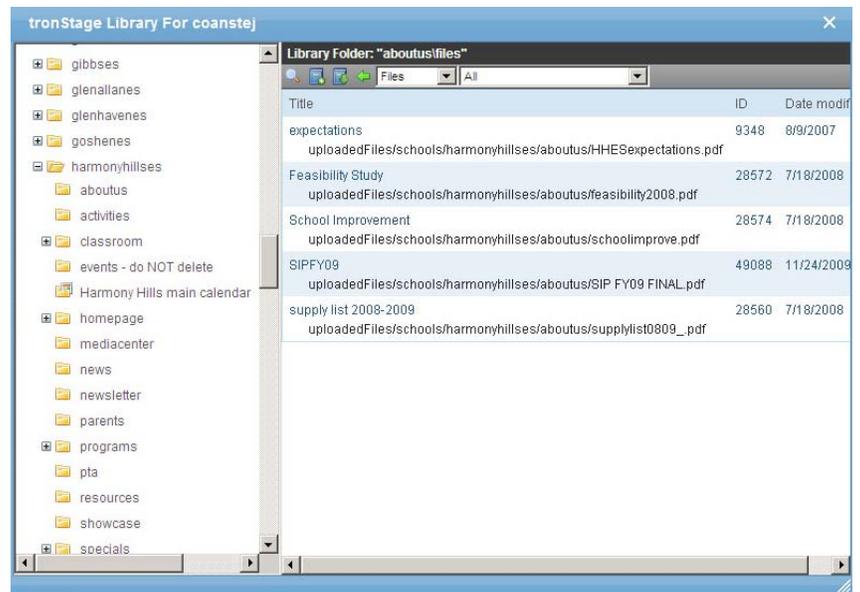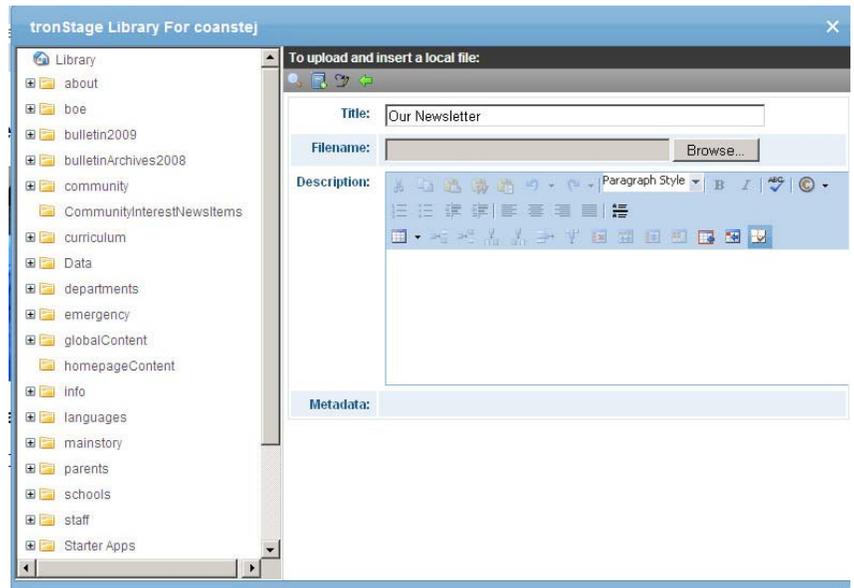
4. To upload and insert (link to) a file you need to select "Files" from the pulldown menu in the *library* tool bar (if it is not already selected).
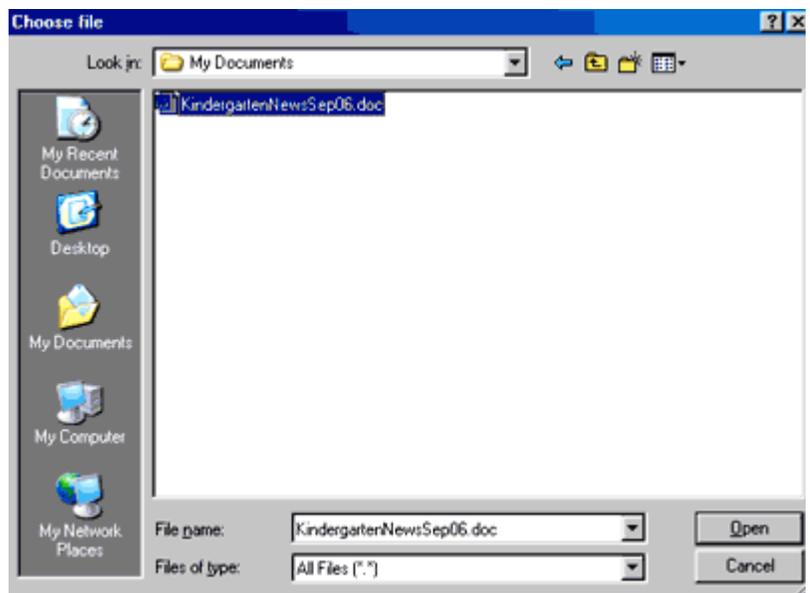


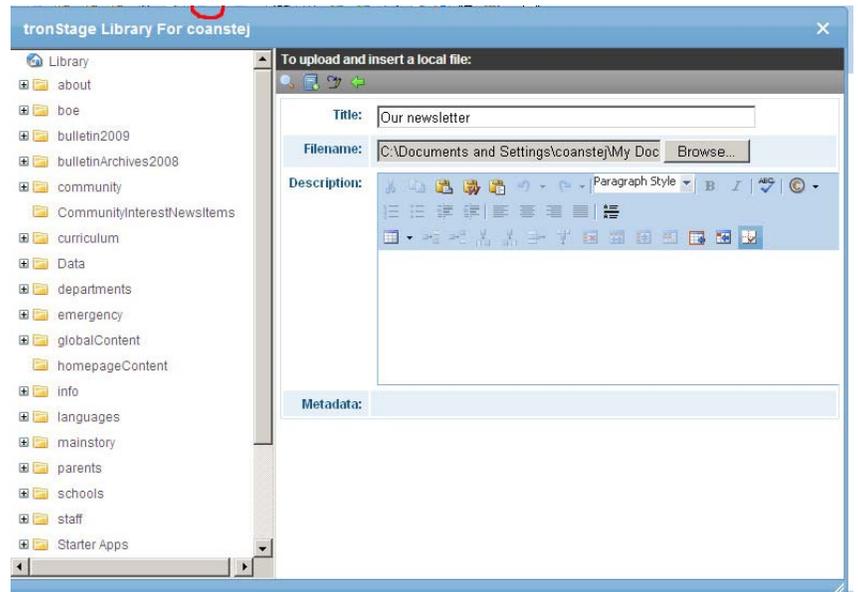5. Next, click the add library item icon. 



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



7. Once you've clicked "Browse," select the file you want to upload via the Choose file window. Click "Open".
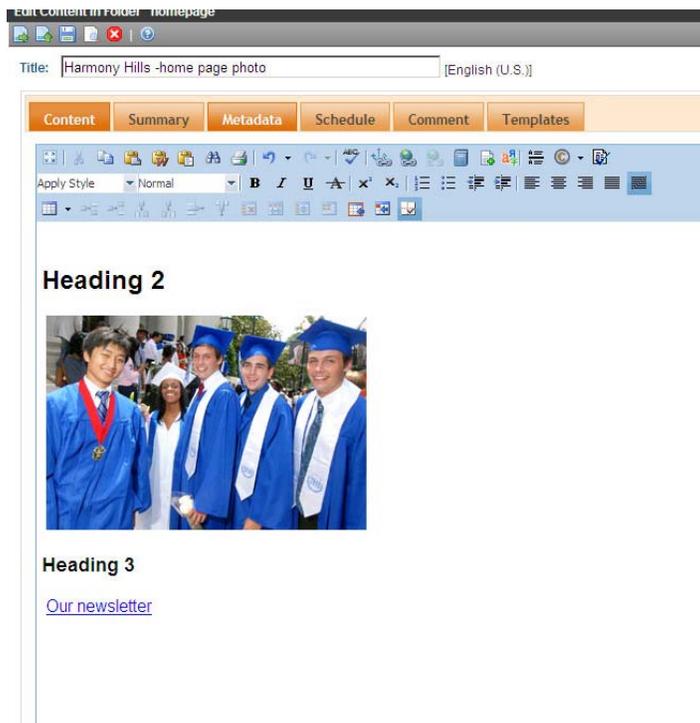
8. Back in the Tron *library*, the "Filename" field is filled in. Add a description (optional).



9. Click the add library item icon again. 

10. Your file is now uploaded to the Tron *library* and the text you selected in your content block is now linked to that file.
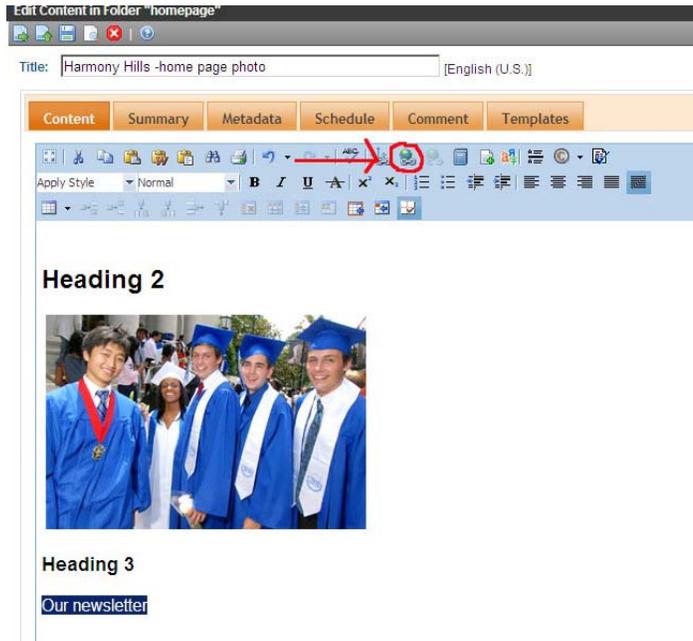


11. To save your change and publish it to your web page, click the publish icon  as described in the *How to Edit a Web Page* document.

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

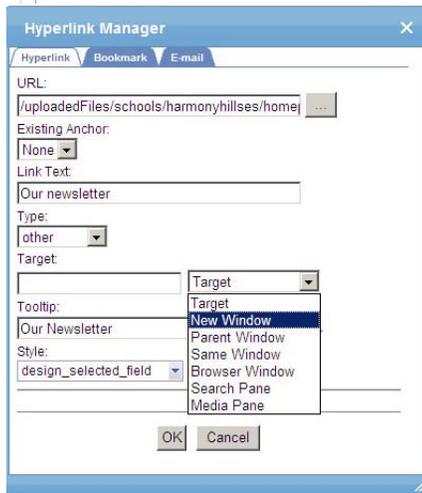## B. Setting PDFs to open in a new browser window

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

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

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

   Click OK.

3. To save your change and publish it to your web page, click the publish icon as 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.