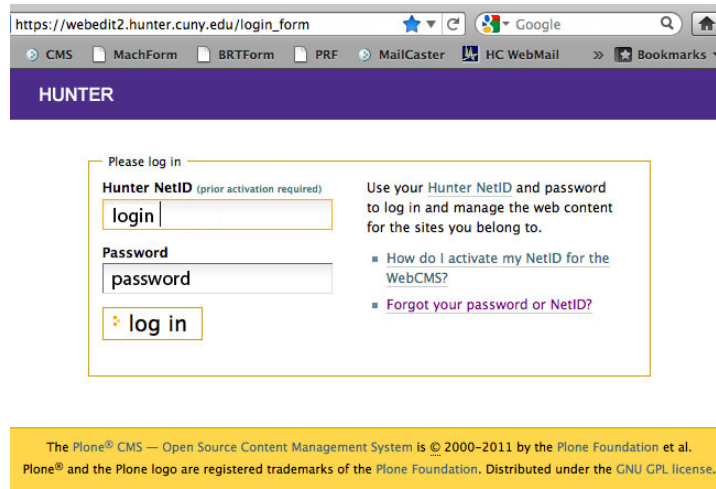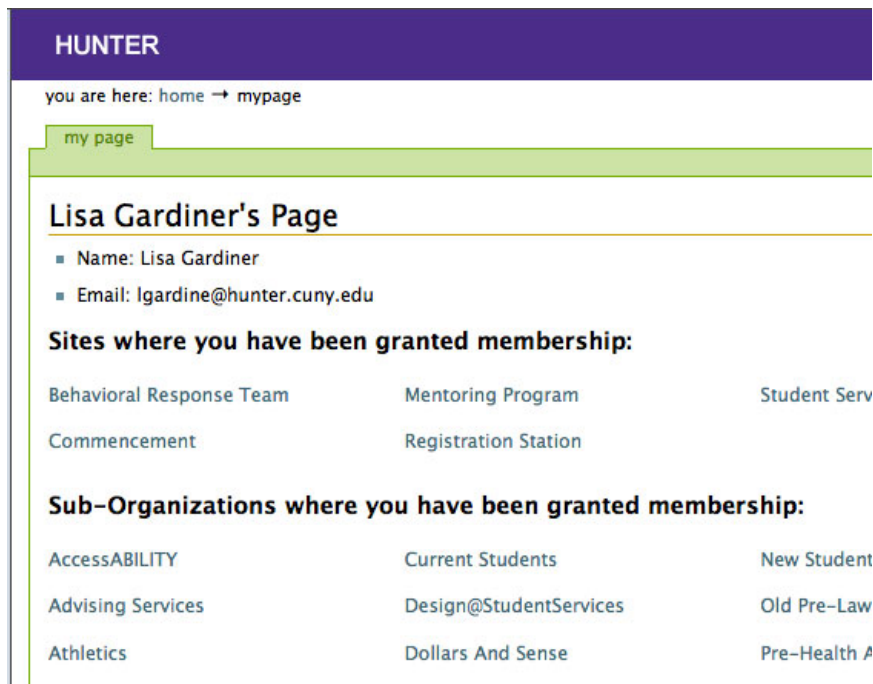# Uploading Files to CMS

Uploading a file (such as a PDF or an image)
to your CMS Web site for the first time

Log into the Hunter CMS (Content Management System)
at https://webedit2.hunter.cuny.edu/login_form

1) Click on the "sub-site" or Web site where you would like the file to be stored. For example, "Student Services" or "AccessAbility"

Uploading Files to CMS Workshop

2) Then click on the "Contents" tab
3) Look at the list of contents. Locate and click on word "Repository," next to an
   icon that looks like a red cylinder.

4) You will see a new list of contents in the Repository. Document files such as
   PDFs should be stored in the "Files" area inside the Repository, so click on
   "Files".
   (If you are uploading an image file, click on "Images.")
5) You will see a list of contents in the "Files" or "Images" repository.
6) Look at the green toolbar above it. Click on "Add New"

7) Choose "File"

8) A new screen will appear. Click on the "Browse" button.

Add File
An external file uploaded to the site.

Default ▪ | Advanced

Title

Hunter Map

Description
A short summary of the content.

File ▪

\GES/Hunter Maps/HunterMap-wKey.pdf   Browse...

Change note
Enter a comment that describes the changes you made.

save   cancel

9) Navigate your way to the file you want to upload. And click on it.
10) Give your file a name (in the Title field above) that more-or-less matches the file name, and will make sense to your audience.
11) Click on the "Save" button

Okay, now your file is stored in the CMS.
But how will other people find it and see it?

Creating a link on your Web page to your PDF

1) Log into the CMS
2) Navigate to your Web site area or sub-site. (For example, "Student Services" or "Athletics and Recreation")
3) Then click on the white "Contents" tab. [wait]
4) Click on the name of the page where you will put a link so that your visitors can access the PDF you uploaded.
5) Click on the Actions pull-down menu on the green toolbar, and choose "Check Out"
6) Click on the white "Edit" tab.
7) In the content window of the page, type the text that you want to link to your file (that is, what people will click on in order to download your PDF).
   For example, "Click here to download the Hunter map."
8) Highlight the text.
9) Click on the "**chain link**" icon on the editing toolbar. [wait]
10) The "Insert Link" window will now open. You can browse all the pages in the Hunter Web CMS, starting with the folder where your sub-site is located.
11) Locate or "browse to" the document you wish to link to. Remember, it's in the Documents area of your Repository.
12) Click on the file name.
13) Click on the "OK" button. [wait]
14) Below the content window for your page, click on the "Save" button.
15) Go to the green Toolbar and choose "Actions" and then "Check In." [wait]
16) You will see the Check-In confirmation page.
17) Click on the "Check In" confirmation button.
18) Test your new link by going to the page in your favorite Web browser. Does the link work? Does the PDF download to your desktop, or to your Downloads folder? Does it open properly?

Replacing an existing PDF file on your CMS Web site.

Log into the Hunter CMS (Content Management System)
at https://webedit2.hunter.cuny.edu/login_form

1) Click on the area or sub-site where you stored the file you want to replace. For example, "Student Services" or "AccessAbility"
2) Then click on the "Contents" tab. [wait]
3) Locate and click on word "Repository," next to an icon that looks like a red cylinder.
4) PDFs will be stored in the "Files" area inside the Repository, so click on that word. If you are replacing an image file, click on the "Images" icon.
5) You will see a list of contents in the "Files" repository.
6) Click on the **name** of the file you want to update. [wait]
7) A new screen will appear. Click on the "Actions" button in the green toolbar near the top of the page.
8) Choose "Check Out". [wait]
9) Click on the "Edit" tab at the top of the page.
10) A new screen will appear. Click on the "Replace with New File" button.
11) Click on the "Browse" button
12) Navigate your way to the file you want to upload.
13) Click on it and click on the "Open" button. [wait]
14) Give your file the same Title as before. It will be easier to find again.
15) Click on the "Save" button.
16) Go to the green Toolbar and choose "Actions" and "Check In." [wait]
17) You will see the Check-In confirmation page.
18) Click on the "Check In" confirmation button.