

Tutorial 4

How to create a document library and hyperlink documents

The screenshot shows the 'The Shine Literacy Hour Programme' website. The header includes the logo, contact information, and a navigation bar with 'Overview', 'About us', 'News', 'Photos', 'Documents' (highlighted), 'Linkages', and 'Members'. A red arrow points to the 'Documents' tab. Below the navigation bar, the 'All Files' section is visible, showing a list of files. A red arrow points to the 'Create a Folder' button on the right side of the interface.

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Overview About us News Photos **Documents** Linkages Members

All Files
SORT: **Most recent** Alphabetical

Shine Literacy AR 2015 Final .pdf
by Mark Greeff
5 months ago
Download Open .pdf (4751k)
TAGS
DOWNLOADS 1

Upload Files
Create a Folder
Expand all Collapse all
All (1)
Annual Reports (1)

1. Select 'Documents' on the navigation bar and select Create a folder. This allows you to create a hierarchical arrangement of folders and sub folders if necessary.

The screenshot shows the 'New Folder' dialog box. A red arrow points to the input field where the folder name can be entered. The dialog box includes a 'Save' button and a 'Cancel' button. The right side of the interface shows the 'Expand all Collapse all' links and the 'All (1)' folder list.

Overview About us News Photos **Documents** Linkages Members

This folder will be created at the top-level

New Folder *

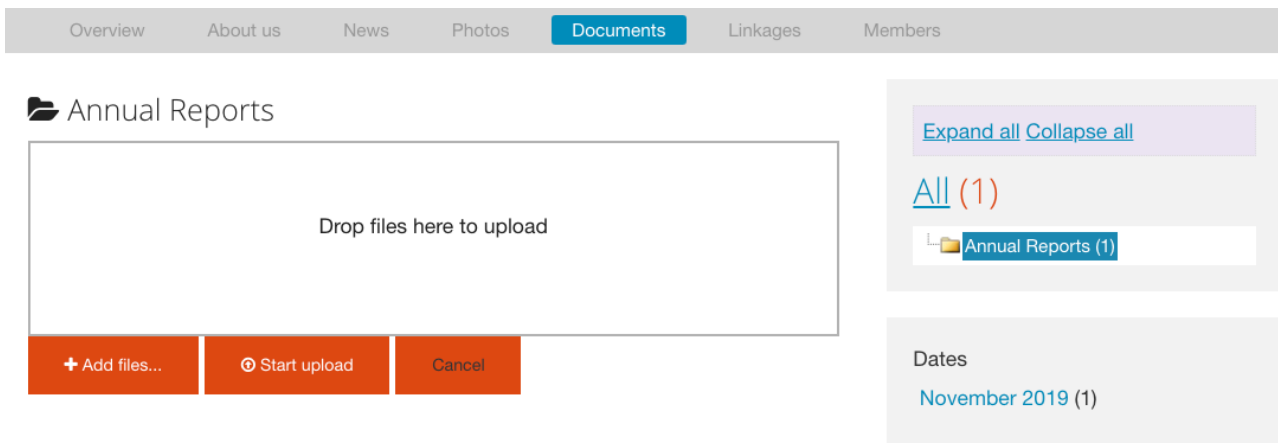
255 characters max

Save Cancel

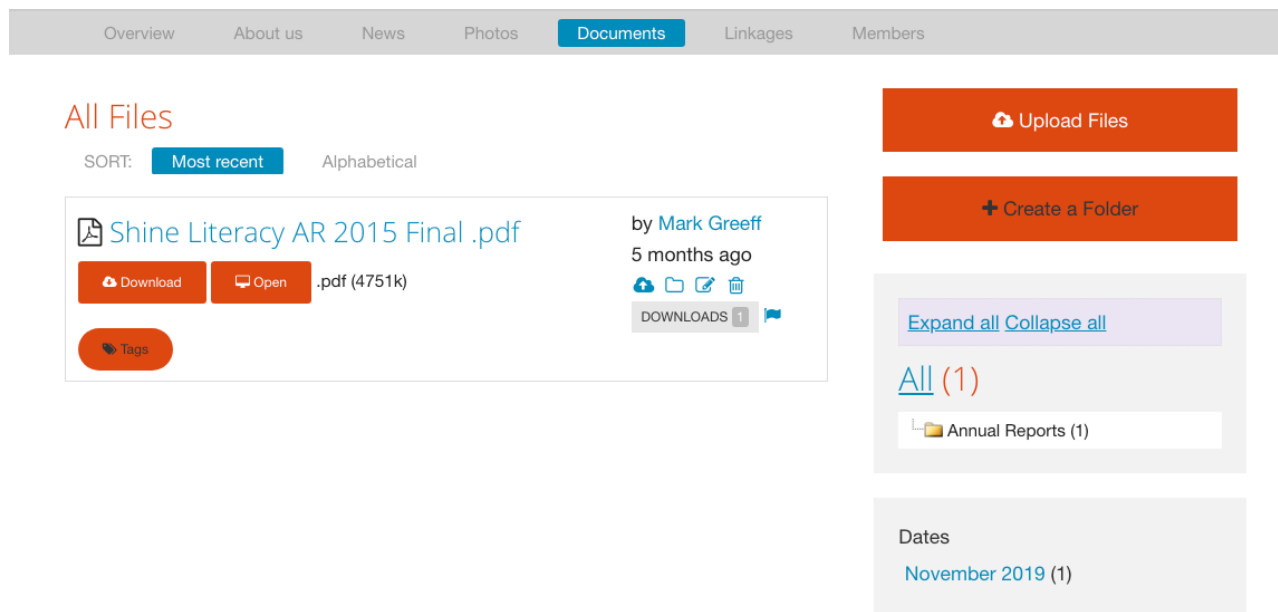
Expand all Collapse all
All (1)
Annual Reports (1)

Dates
November 2019 (1)

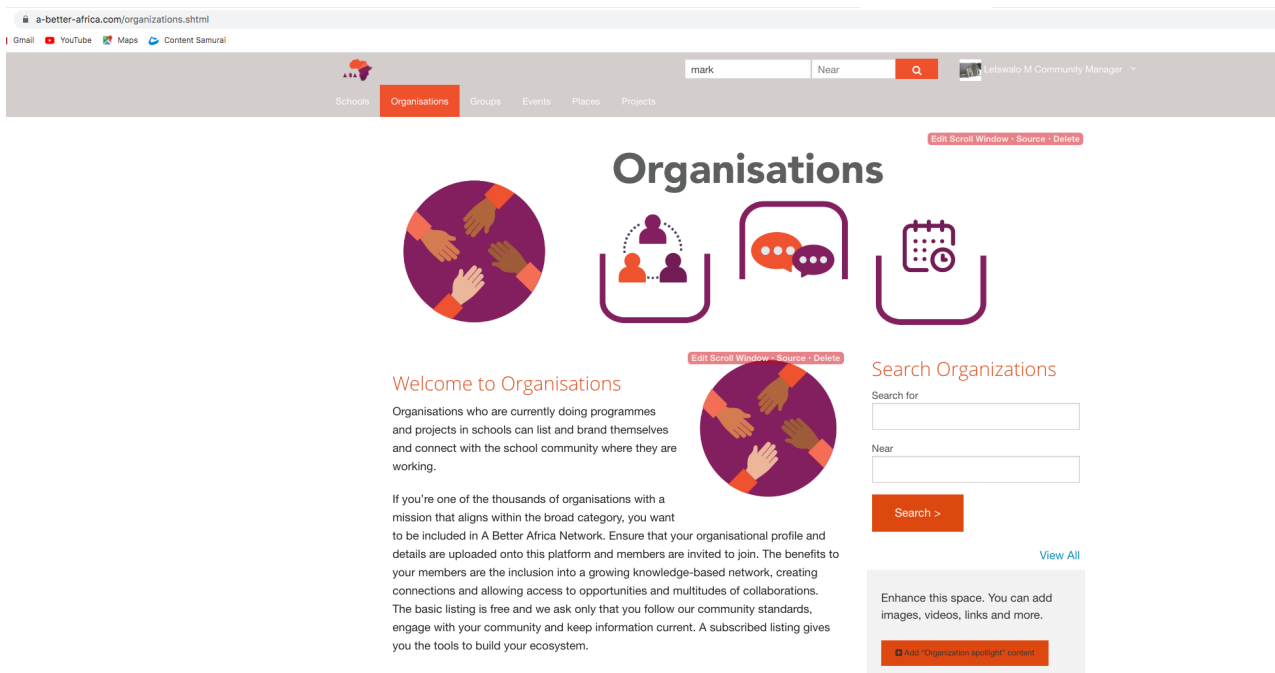
2. Add the name of your folder and SAVE.



3. When you select “upload a file”, this box will appear. You can upload multiple files in one go. Simple select them from your computer.

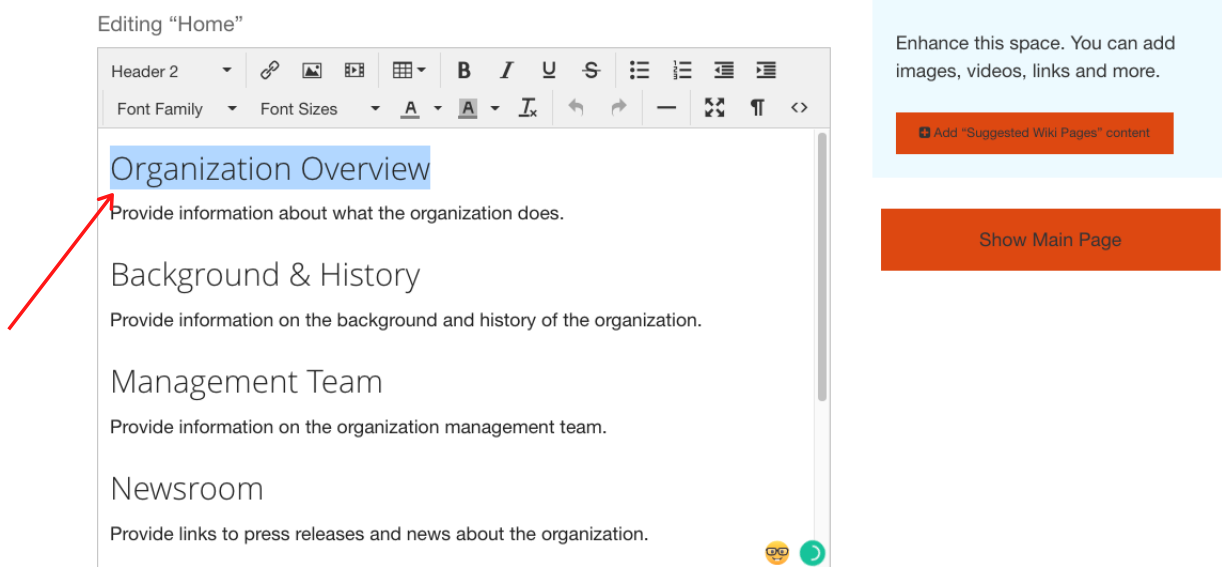


4. The file is now uploaded to the folder and you can continue to build your document library.

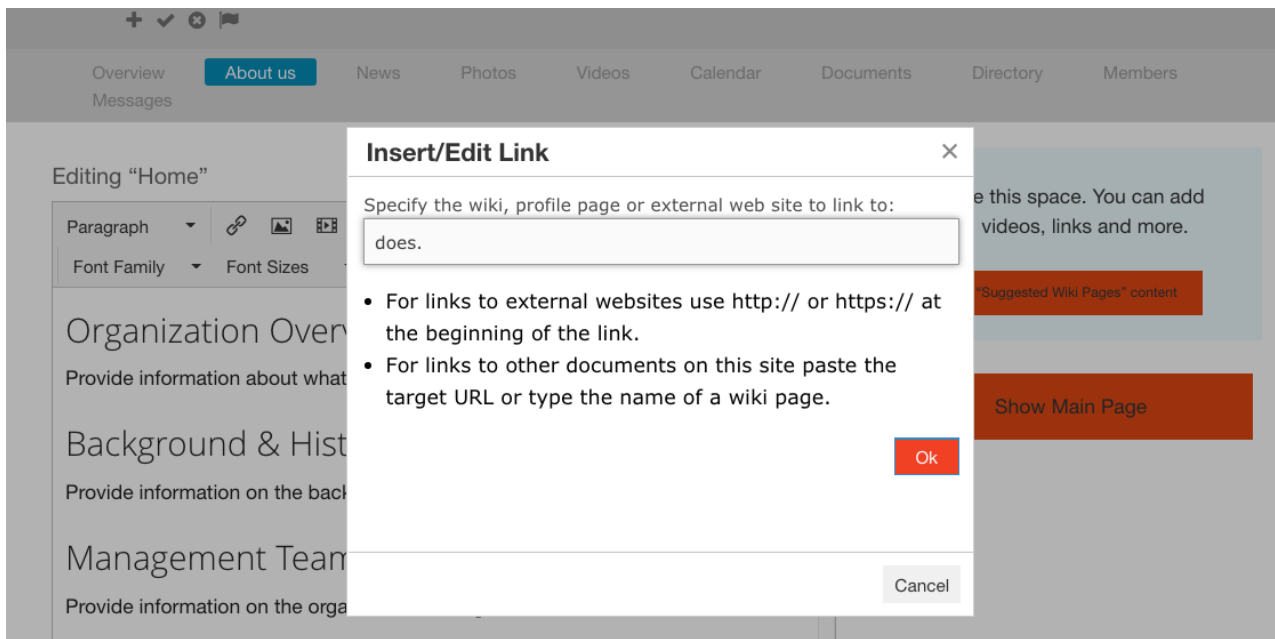


5. Let's assume you want to create some easy links to the document library with another section of the profile.

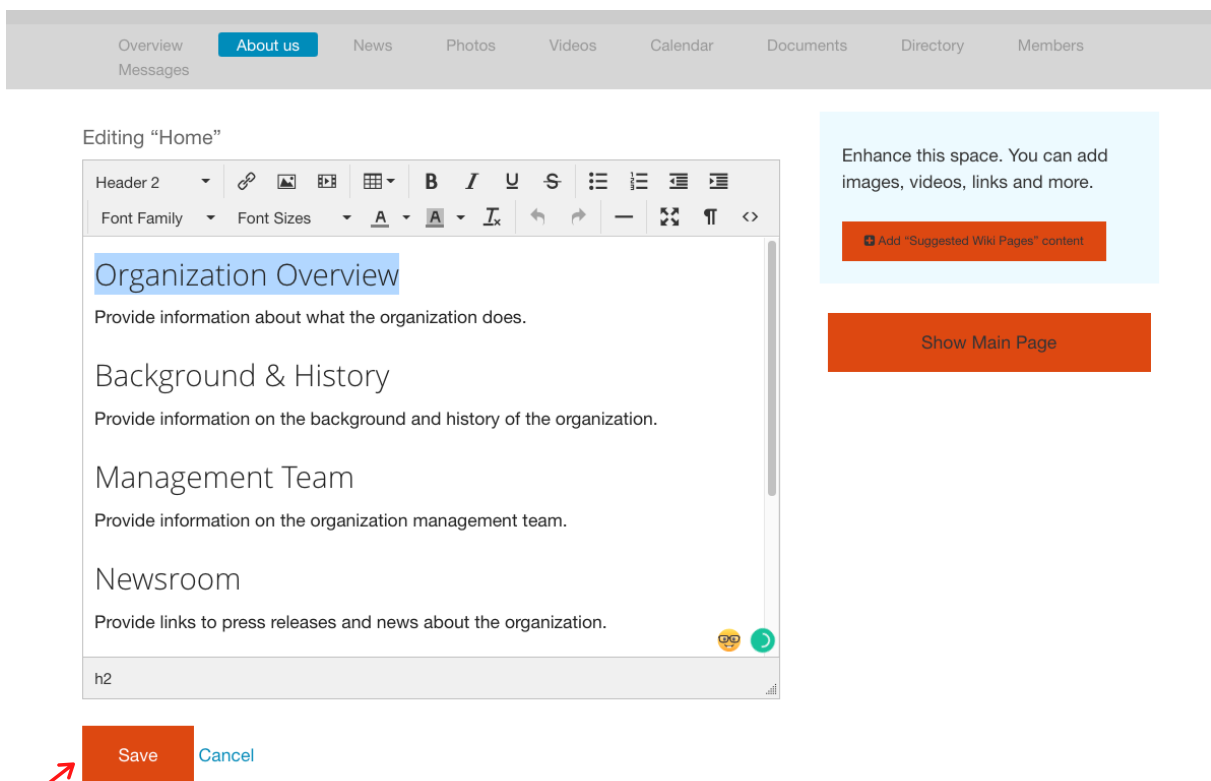
6. Open the content into which you would like to incorporate the hyperlink.



7. Highlight the section to be hyperlinked and select the hyperlink icon, the one before photos that looks like a chain link.



8. Insert the copied URL as shown above.



9. And remember to SAVE your changes.

Overview **Wiki** News Photos Videos Calendar Documents Directory Members

Messages

Two-a-Day Home

[Edit Page](#)

Organization Overview

[edit](#) Organization Information

Provide information about what the organization does.

[Fill out this form](#)

Background & History

[edit](#) Provide information on the background and history of the organization.

Management Team

[edit](#) Provide information on the organization management team.

Newsroom

[edit](#) Provide links to press releases and news about the organization.

Philosophy & Culture

[edit](#) Provide information about the organization's philosophy and culture.

Fundraising

[edit](#)

Enhance this space. You can add images, videos, links and more.

[Add "Suggested Wiki Pages" content](#)

On This Page

1. [Organization Overview](#)
2. [Background & History](#)
3. [Management Team](#)
4. [Newsroom](#)
5. [Philosophy & Culture](#)
6. [Fundraising](#)

[Show Page Index](#)

[Show Exported Pages](#)

10. To utilize the Wiki (a knowledge-based page with multiple links) select Wiki on the menu bar. This may be called 'About'.

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[edit](#)

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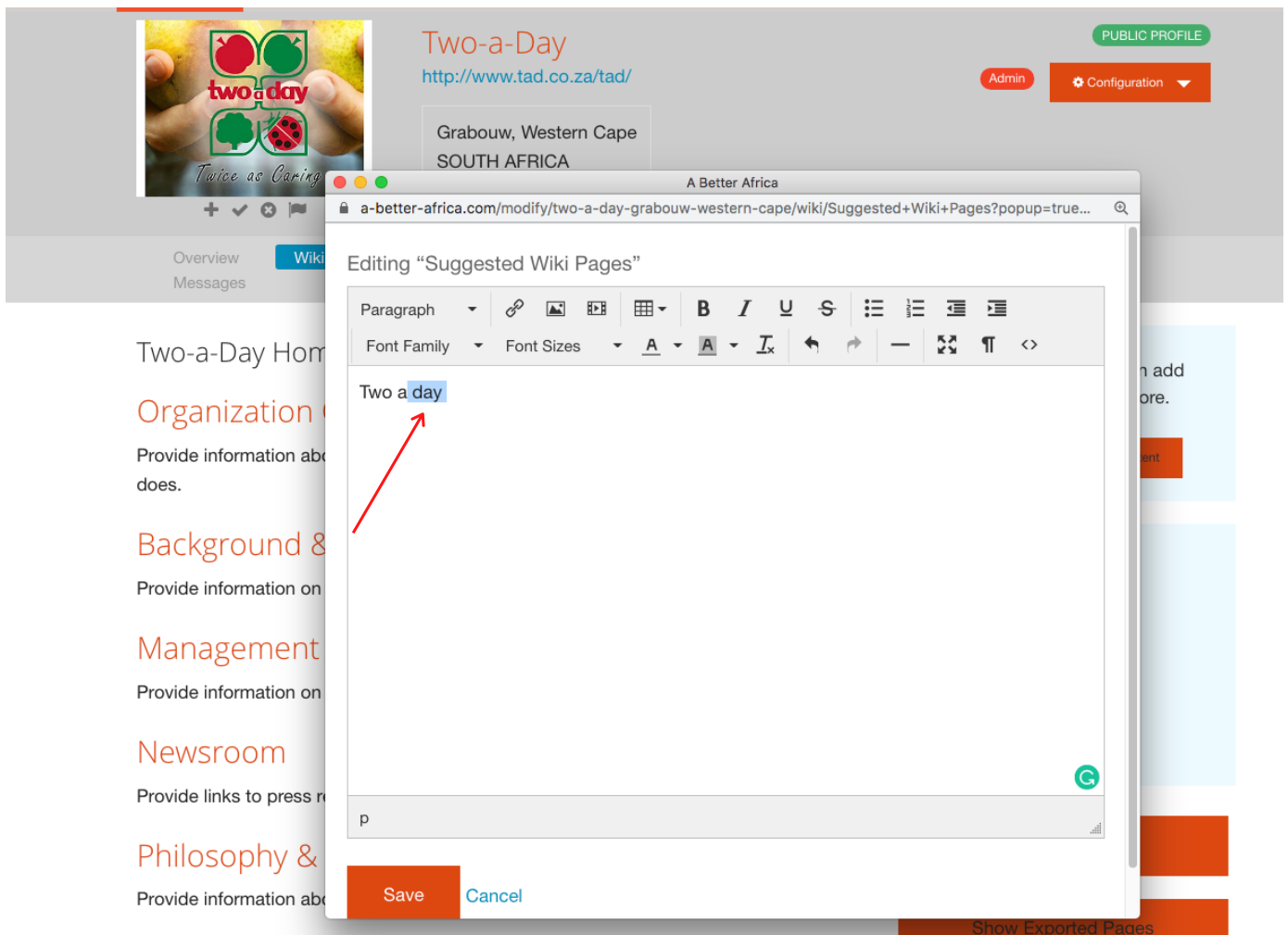
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12. Add text and hyperlink exactly as previously show in point 9.

Well done on completing the Tutorial.

Recommended for you;

- How to add a blog in your organisation profile.