


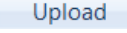


Working with Documents

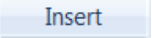
- SharpSchool supports all document
- The Document Manager tool allows you to upload and share documents on your site
- Multiple files can be uploaded at one time into the Document manager

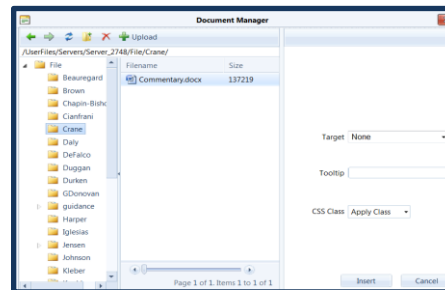
Uploading A Document

1. Click the **Document Manager** icon 
2. Double click the folder with your name
3. Click the **Upload** icon  Upload
4. Click the **Select** button 
5. Choose the document from your computer and then click **Open**
6. Click the **Upload** button 
7. The document you chose will be uploaded into your folder





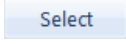
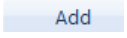
Inserting Documents

1. Position your cursor at the location where you want to insert the link
2. Open the **Document Manager** and double-click your folder name to open it
3. Select the file you want to insert
4. Fill in the **Link Text** field. This text will be displayed on the page as the link
5. Click the **Insert** button 



*Note: If you would like to open your document in a new window, choose **New Window** from the **Target** dropdown.*

Uploading Multiple Documents

1. Click the **Document Manager** icon 
2. Double-click the folder with your name on it
3. Click the **Upload** icon  Upload
4. Click the **Select** button 
5. Choose the document you want to upload from your computer and then click **Open**
Repeat steps 4 & 5 for the remaining two buttons
6. Click the **Add** button 
7. You will notice a new select button with space for a file name
8. Repeat the above steps for the number of files you want to upload. *(For example, if you want to upload 10 documents you need to click the **Add** button 10 times)*
9. Once you have selected the files, click the **Upload** button to upload the files you have selected