**Links & Documents: Making Changes or Additions. Instructions for Admin Users**

**1) Uploading a document to OHC Website \*\*This is done first for any documents to be linked.**

**2) Creating new text in a “Green Box” on the home page of an OHC website (only if needed).**

**3) Creating links on a site (A,B,C):**

 **A. Creating a document link to text in a “Green Box”.**

 **B. Creating document links in the body of a website section page. (Ex: Web Resources or Index of Readings)**

 **C. Linking text to an outside URL web address.**

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**1) Uploading a Document to the school or Team site. (You must do this first, before linking it to text on any site.):**

Select the school site, or ohc team site you will be working with.

Go to the “Site Administration” Green box, lower left.

Select “Front Page” for drop down selection list and then select Site Files

You will see folders that correspond to Green Box titles on the front page.

Select the folder that corresponds to where your link will be located. (If it doesn’t correspond to a specific Green Box on your front page of the site you can continue to just upload a file to the extended list of documents under all the folders.)

Once ready to upload a file scroll to bottom of the screen and select “Upload a File” button.

Select Browse button and choose file from your computer documents.

Select “Upload this file” button. It will now be in place.

**\*\*To delete a document:**  check grey check box to left of document and scroll down to bottom of page to white box that reads : “with chosen files…” and choose from drop down menu. This will also disable any links to this document on the specific school or ohc team website you are in.

**2) Creating new text in a “Green Box” on the home page of an OHC website, if needed:**

On the front page of your website look in upper right corner and click on “Turn editing on”. You will see colorful icons appear in all the “green boxes”. NOTE: it is very important to “Turn editing off” when you are done with your task.

Choose the green box where you want to create a new text link, and choose the configuration icon (looks like a small yellow pencil and paper, to left of red “x” icon.) at the top of that green box.

This will bring up the text box for your specific green box. Don’t edit any active links there unless you want to as editing text for active links will disable them, and you will have to redo them per below.

If needed type in some new text for your new link, you will see the text is black, not blue.

Choose “Save changes” button at bottom of screen.

You will then see the original green box with your new text, in black.

Turn editing function off, upper right.

**3) Creating a link on a site. See A, B or C below:**

 **A. Creating a document link to text in a “Green Box”:**

Choose a specific school (or the ohc team site) and work consistently with the same school site (or the ohc team site.)

Open two screens/tabs on your computer.

One screen should be open to the Front Page of your specific school or OHC team site. Prepare the editing of the Green Box in this screen by turning on the “**Turn editing on” box on upper right, and then use the configuration icon over the Green Box chosen to edit so you are in the editing phase of the text of that Green Box.**

The second screen should be open to the Site Files for that same school or team site (and inside the specific folder, if needed) where you see the title of your document listed. Be sure to not mix up things so that you have tabs/screens open for different schools/team site. IE: don’t open up Site Files on Tufts site to link to BUSM page. That will cause problems later on.

Then follow the two steps in order below:

First:

 Go to your screen that is open to Site Files. Highlight your title of your document and right click on it. Choose “Copy link location”.

Second:

Go to your screen that has been opened already in the “editing” function of the Green Box and where you are already opened the text box. Highlight the text you want to make into a link and click on the “insert web link” icon (looks like a sideways figure eight) in the grey panel. You will see a URL box that has blue highlighted text. **Hover your mouse over the blue text (not next to text) then right click and choose paste.** **Your box will then display the link copied from Site Files** Next go to box underneath called “title” and type in a title. Click “OK” at bottom of this. Click “Save changes” at bottom of screen with editing green box text. Finally, and importantly: Choose “Turn editing off” button upper right of Front page so that editing function is **off**.

Close your Site File screen. (Very important step because you cannot test the new link with both screens open.)

Last step: Test your new link. This is an important step as sometimes the link does not “take” or an error might have been made.

**B. Creating document links in the body of a page on the website. (Ex: within an opened Web Resources page or in the Index of Readings, or any other section.)**

If you are connecting to a new site file first upload the file to the Site Files. (See #1 above)

Open two screens/tabs on your computer.

One screen should be open to the page of the text which needs a link.

The second screen should be open to the document name in the **Site Files of the same school or OHC team website you are editing.**  If you mix up schools and site files when opening two screens problems can happen later on for users. IE: don’t open up Site Files on Tufts site to link to BUSM site, and etc.

Then follow the two steps in order below:

First:

Go to your screen that is open to Site Files. Highlight your title of your document and right click on it. Choose “Copy link location”.

Second:

Go to your screen that contains text you want to link to.

Click “Update this Resource” tab on upper right of screen which will bring you to an editing page.

Highlight the text you want/add the text you want then highlight it. Don’t change any active links there unless you want to as edit them altogether as changing text for active links will disable them, and you will have to redo them.

Click on the “insert web link” icon (looks like a sideways figure eight!) in the grey panel. You will see a URL box that has blue highlighted text. **Hover your mouse over the blue text (not next to text) then right click and choose paste. Your box will then display the link copied from Site Files.** Next go to the box underneath called “title” and type in a title. Click “OK” at bottom of this. Click “Save and Display” at bottom of screen to return to the non-editing version of your page.

Close your Site File screen. (Very important step because you cannot test the new link with both screens open.)

Last step: Check that the link is working properly! This is an important step as sometimes the link does not “take” or an error might have been made.

**C. Linking text to an outside web address. (Ex: linking text of MDSC to** [**www.mdsc.org**](http://www.mdsc.org) **)**

Open two tabs/screens on your computer. One to your text on the website with the editing function on. (You can link text in a green box, or in the body of a page on the website for ex: inside Web Resources page but be sure to use the right editing instructions above.) Open a second tab or screen on your computer to the website URL you want to link to.

Follow these directions:

Highlight the URL/web link you want to link to.

Go to the screen with the text you want to link to, open to the editing function.

Highlight the text you want to make into a link and click on the “insert web link” icon (looks like a sideways figure eight) in the grey panel. You will see a URL box that has blue highlighted text. **Hover your mouse over the blue text (not next to text) then right click and choose paste.** Your box will display the URL web link. Go to next box called “title” and type in a title. Click “OK” at bottom of this. Click “Save and Display” at bottom of screen to return to the non-editing version of your page.

Be sure to finally “Turn off Editing” on the front page if you are linking to text in a green box.

Last step: Close your original URL screen first. Then test your new link.