

## Summary: Uploading Documents to an eSchoolView Downloads Component

### Steps

1. Log in and travel to the **page** where you want to add the document(s)
2. \*Be sure you are adding to the **Window** where the document should go
3. Find the **Download Component** (*jump to #8*) - OR ADD a new download component
4. Choose **+Add Page Component**
5. Under **Type**: choose **Downloads**
6. Give the component an **Internal Name** (ex. 2018 Newsletters)
7. Click the green **+Add Component** button
8. Click the **Edit** button to the right
9. For new Components remember to add a Header (title- blue area at top)
10. Click **+Add a New Download**
11. Fill in the fields. **Download Title** and **File** are the only required. All else is optional

Add A New Download

Download Title:

Description:

Date Visible:

Date Expires:

Existing File:

Please Select [none] ▼

File:

No file chosen

Image Resize Width (px):

**Resize image**

NOTE: This only applies to newly uploaded images.

Icon:

No file chosen

**Use icon as download link**

**Required Photo ALT text:**

If you're using an icon image, this is Required

If you are uploading a PDF, would you like the system to create a Rich Text Format file?

12. Options:

- You can add a description of the document if needed
- You can set visible and expiration dates. If you leave both blank, the document goes up immediately and stays up until you take it down

13. Click **Save**

14. You can sort the order of documents by clicking and dragging them up and down

15. Click the Delete X to delete a document entirely.

Note: PDF files are recommended for Downloads as opposed to Microsoft files