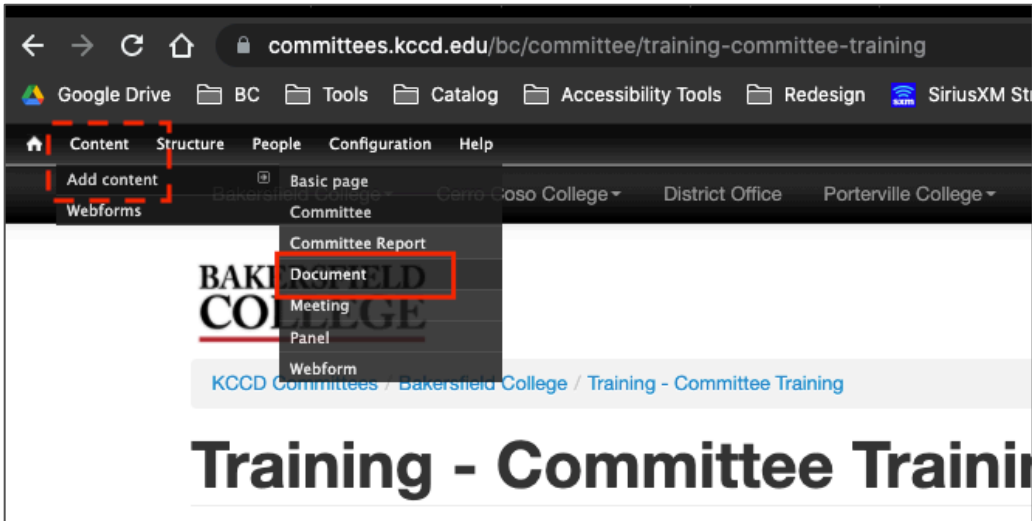


## Committee Site Training: Adding a Linking a Document

### Adding a Document

1. On your computer, name the file according to the *Naming Guidelines for File Uploads*.
2. Login to the Committee Site
3. At the top black bar menu, hover over **Content**, then **Add Content**, and select **Document**.



4. Type in the title of your document using the *Naming Guidelines for File Upload*.

A screenshot of the "Create Document" form in the Committee Site. The form has a title field containing "TRNG 2021-22 Naming Guidelines for File Upload 2021-09-01". Below the title field is a "File" section with a "Choose File" button, "No file chosen" text, and an "Upload" button. Below the "File" section is a "Menu settings" section with a "Not in menu" checkbox and a "Provide a menu link" checkbox. Below the "Menu settings" section is a "URL path settings" section with "Automatic alias" text. At the bottom of the form are "Save" and "Preview" buttons.

5. Click **Choose File** and navigate to your document or drag and drop the document from your file finder on to the Choose File button.

**Note:** The document file should already be named according to the guidelines, this cannot be changed once it is uploaded.

6. Click the **Upload** button.

KCCD Committees  
Create Document

Title \*

TRNG 2021-22 Naming Guidelines for File Upload 2021-09-01

File

Choose File trng-2021-2...1-09-01.pdf Upload

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx xls xlsx ppt pptx jpg png rtf.

Menu settings  
Not in menu  Provide a menu link

URL path settings  
Automatic alias

Save Preview

7. Click **Save**.

KCCD Committees  
Create Document

Title \*

TRNG 2021-22 Naming Guidelines for File Upload 2021-09-01

File

trng-2021-22-naming-guidelines-for-file-upload-2021-09-01.pdf (140.35 KB) Remove

Menu settings  
Not in menu  Provide a menu link

URL path settings  
Automatic alias

Save Preview

You will get a confirmation page with the title of the document, "...has been created" message, and a link to the file on a View and an Edit tab.

Structure People Configuration Help Hello aricia.leighton@bak

Bakersfield College + Cerro Coso College + District Office Porterville College + Log out My account Lo

KCCD Committees

## TRNG 2021-22 Naming Guidelines for File Upload 2021-09-01

Document TRNG 2021-22 Naming Guidelines for File Upload 2021-09-01 has been created.

View Edit

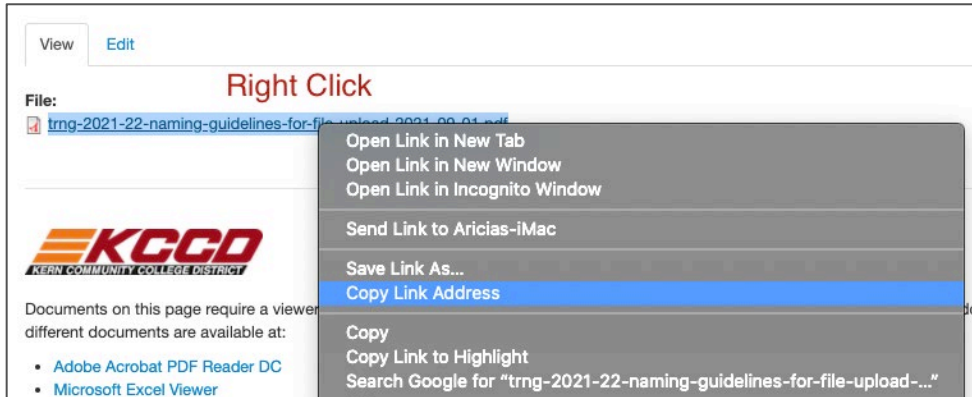
File:

trng-2021-22-naming-guidelines-for-file-upload-2021-09-01.pdf

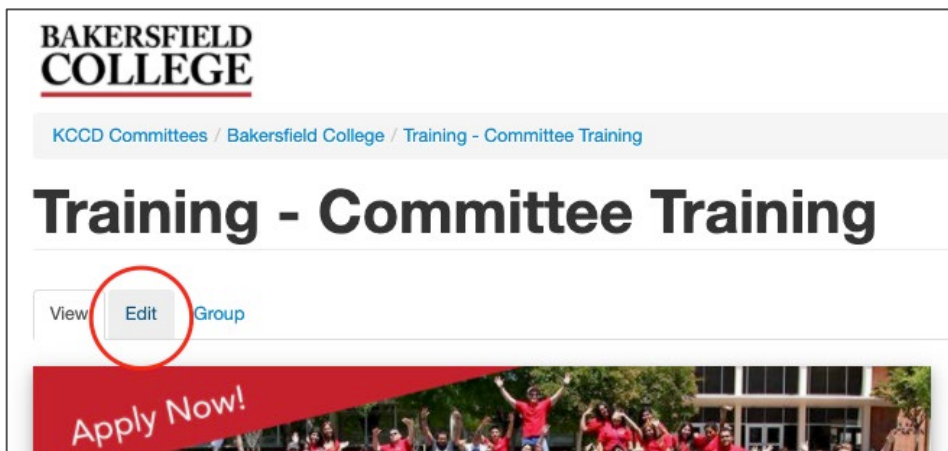
**KCCD**  
KERN COUNTY COMMUNITY COLLEGE DISTRICT

## Linking the document

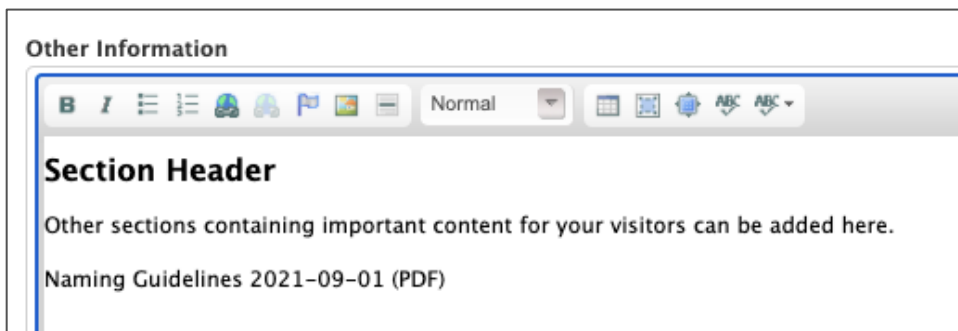
1. At the confirmation page, right click on the link to the file and select **Copy Link Address** in Chrome or **Copy Link Location** in Firefox.



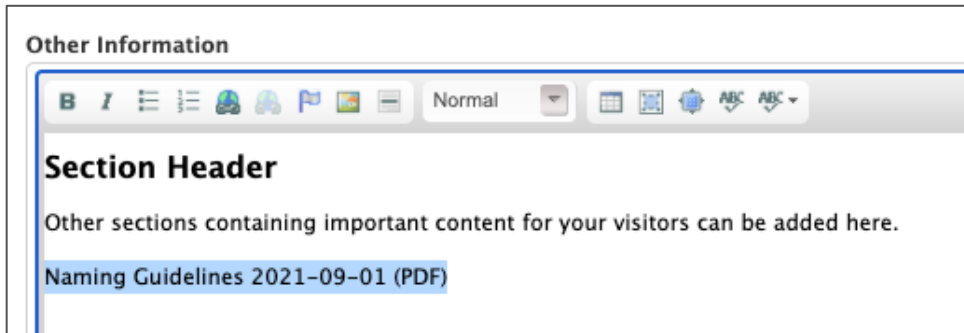
2. Go to your Committee page and click the **Edit Tab**



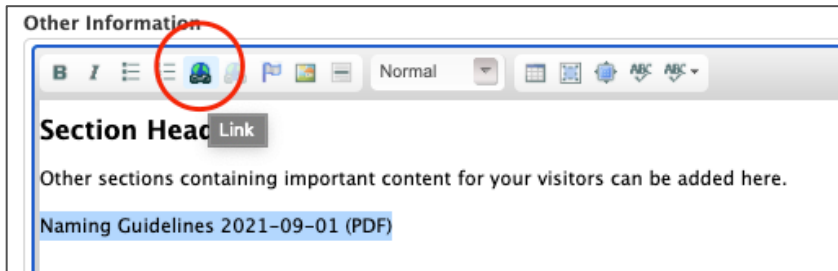
3. In the section where you want the link, type your link text. Make sure it is descriptive, we recommend using the *Naming Guidelines for File Uploads*.



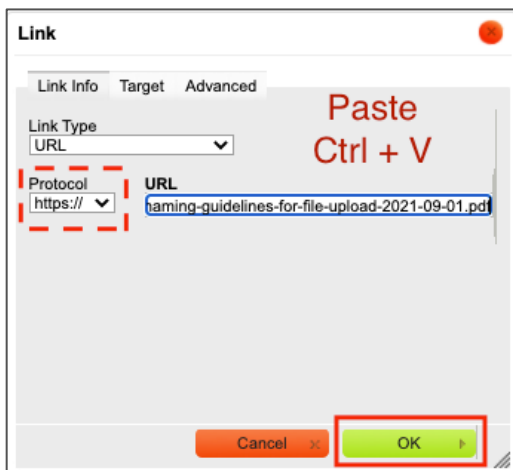
4. Select your text.



5. Click the world with a link icon.



6. In the Link Window, paste (Ctrl + v) the link you copied in the URL box.
7. The Protocol will change by itself.
8. Click **OK**.



9. Click **Save** at the bottom of your committee page.
10. Test your link.