Posting a Document to the Quicklinks

Inserting files in the Quicklinks section of a school’s websites requires site editing permissions.

- Principals can request personal editing permissions by emailing Brian Reed breed@dallasisd.org.
- All users must attend the web basics training to be granted editing permissions to any site. Trainings and signup information can be found on the calendar located at https://www.dallasisd.org/webservices.

Step 1 Uploading the File
1. Sign into your schools website using your EAD username and password

2. After signing in, you will now have a link to Site Manager, click this button and a new window will open
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Site Manager Window Example

3. Select the Tools tab

4. Click the Files & Folders Link

5. This will open the Files & Folders window. Click the green Upload button to begin the upload process.
6. Click the Select Files button to select your file from your computer, or drag and drop them on the window, once the file(s) are selected click the upload button.

Step 2 Copy the File’s Web Address
1. After the upload is complete, find your file on the Files & Folders window. Click the More button to the right of your file and select Get Link.
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2. Select the Web Address, you may use either the Full Web Address or Relative Web Address. Copy this address as you would any other text (control C or Right Mouse Click > Copy). You can save this address for the next step (you can save the address in a word document or a plain text file), adding the link to the Quicklinks.

Get Web Address
Right click a web address to copy it to your clipboard.

Full Web Address:
http://www.dallasisd.org/cms/lib/TX01001475/Centricity/Domain

Relative Web Address:
/cms/lib/TX01001475/Centricity/Domain/176/CPPE_funding_opt

Close
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Step 3: Add the Quicklink

1. If you have not done so, close the Files & Folders window.
2. Click the Summary Tab from the Tools window.
3. Click the title of your school’s home page from the list of Current Pages.
4. In Section D, click on the Quicklinks application/content block
   
   **Quicklinks**
   Site Shortcuts App

   **Shared Right Navigation-DO NOT DELETE**
   Flex Editor App

   **Upcoming Events**
   Upcoming Events App

5. Click the green **New Link** Button
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6. Fill out the screen with the appropriate information:
   a. **Link Text (required):** The actual text people will see and click on to open the link
   b. **Web Address:** The web address the link will open, in this case the link you copied earlier from uploading the file, you can paste the address in this field, or you can type it in.
   c. **Target:** This determines if the link will open in the same window or a new window, usually with files or links to external web sites, it is a good practice to select **Open in new window ( _blank)**.
   d. **Tooltip:** Not required, but is text that will appear when someone hovers over the link text with their mouse, it can be the same as the **Link Text**.

7. Click the green Save button, then browse to your schools home page to test the link.
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If the link does not work, double check the web address you are linking to, you may have to go back to the files and folders, under the tools tab in site manager to reverify the link. Remember, you can copy and paste the link that you got in step 2-Copy the Files Web Address, you do not have to type the link.

If you have any problems, please feel free to contact web services at fremd@dallasisd.org, or (972) 925-3584.