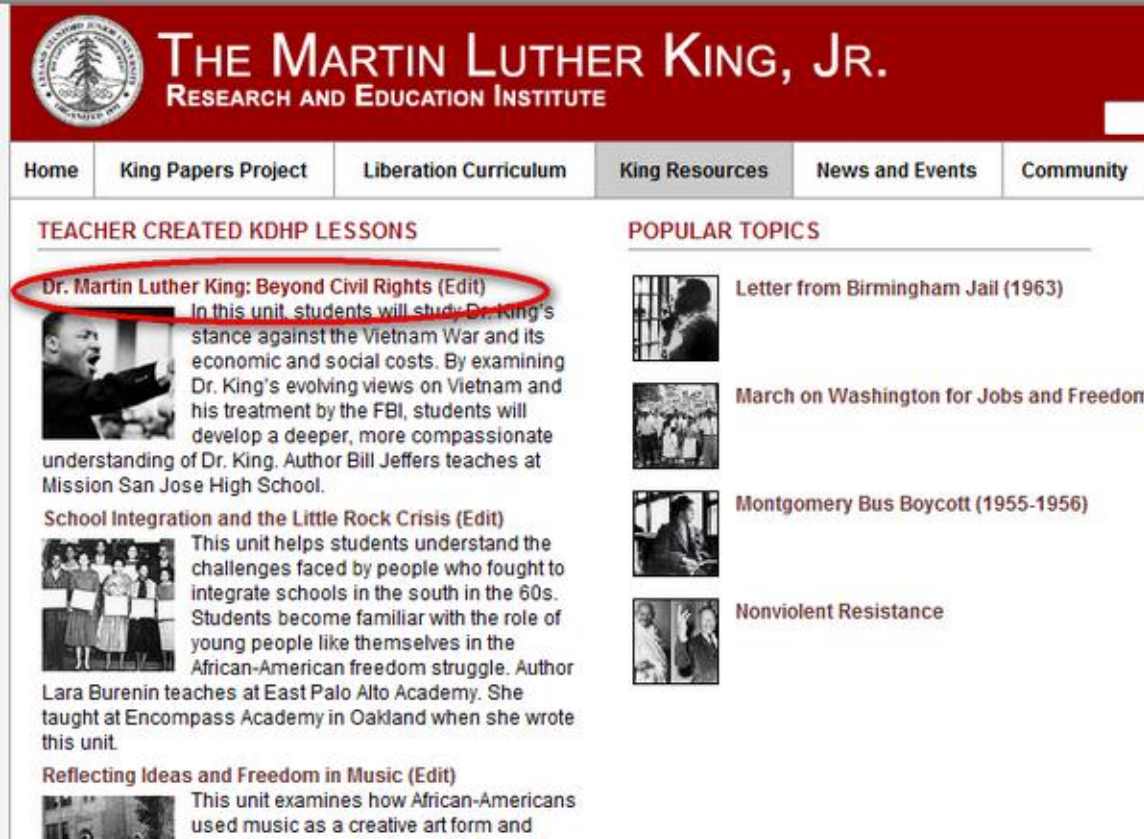


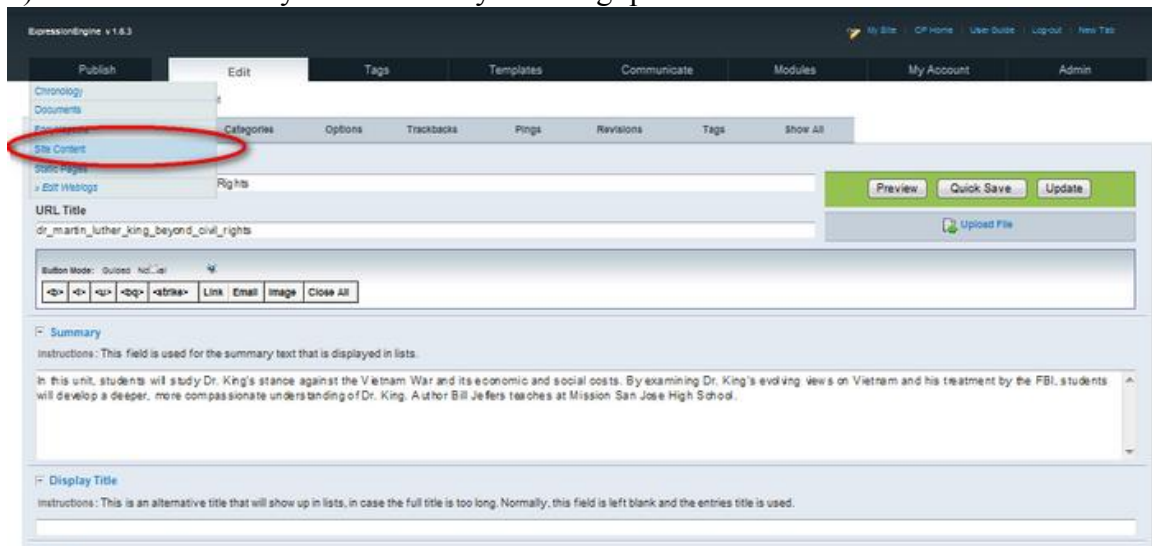
## How to create a new entry that links to a file, such as a PDF or image

Suppose you want to create a CMS entry that links to a file, such as a PDF. Here is an example of a LC lesson plan entry that links to PDF. When you click on the link, it goes directly to the lesson plan PDF file:



The screenshot shows the website for The Martin Luther King, Jr. Research and Education Institute. The navigation menu includes Home, King Papers Project, Liberation Curriculum, King Resources, News and Events, and Community. Under the 'TEACHER CREATED KDHP LESSONS' section, the entry 'Dr. Martin Luther King: Beyond Civil Rights (Edit)' is circled in red. This entry includes a small image of Dr. King and a description of the unit's focus on his stance against the Vietnam War. Other lesson plans listed include 'School Integration and the Little Rock Crisis (Edit)', 'Reflecting Ideas and Freedom in Music (Edit)', 'Letter from Birmingham Jail (1963)', 'March on Washington for Jobs and Freedom', 'Montgomery Bus Boycott (1955-1956)', and 'Nonviolent Resistance'.

1) Create a new entry in the CMS by selecting: publish/site content

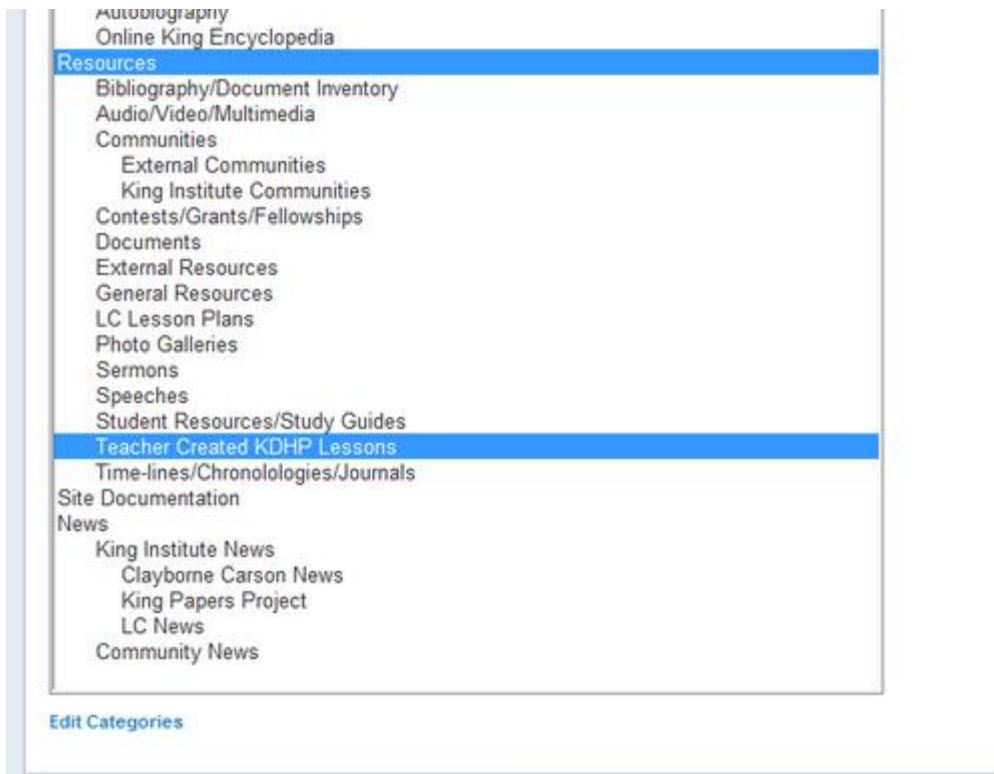


The screenshot shows a CMS interface with a top navigation bar containing 'Publish', 'Edit', 'Tags', 'Templates', 'Communicate', 'Modules', 'My Account', and 'Admin'. A dropdown menu is open under 'Publish', with 'Site Content' circled in red. Below the menu, the 'URL Title' field is populated with 'dr\_martin\_luther\_king\_beyond\_civil\_rights'. The 'Summary' field contains the text: 'In this unit, students will study Dr. King's stance against the Vietnam War and its economic and social costs. By examining Dr. King's evolving views on Vietnam and his treatment by the FBI, students will develop a deeper, more compassionate understanding of Dr. King. Author Bill Jeffers teaches at Mission San Jose High School.' The 'Display Title' field is currently empty.

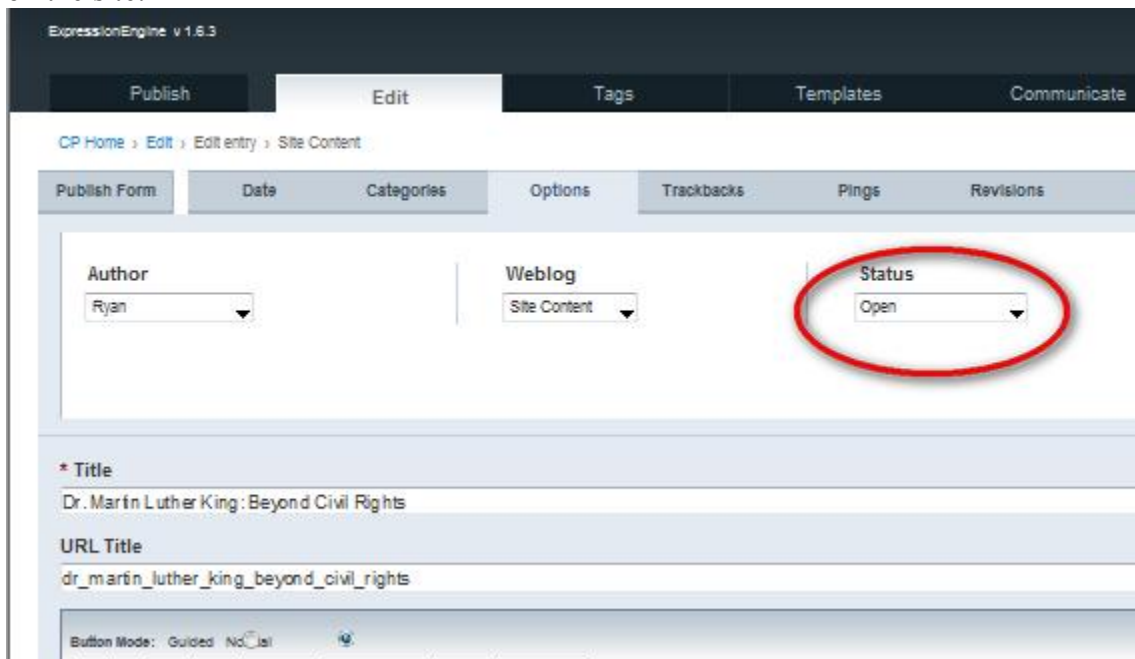
2) Set the fields:

- Title

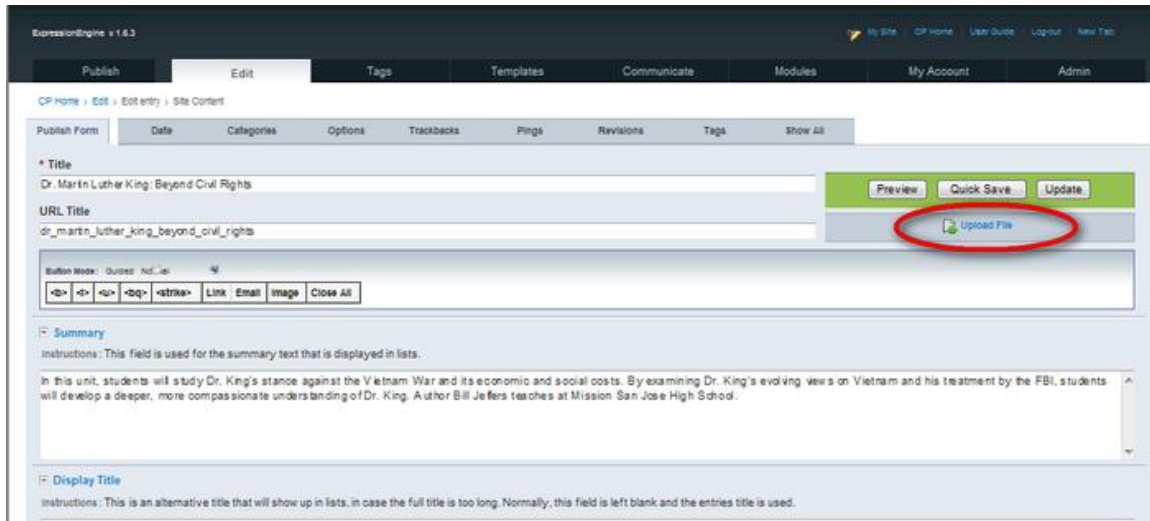




Also, remember to go to the options tab and set the entry to “open” so that it will go live on the site:

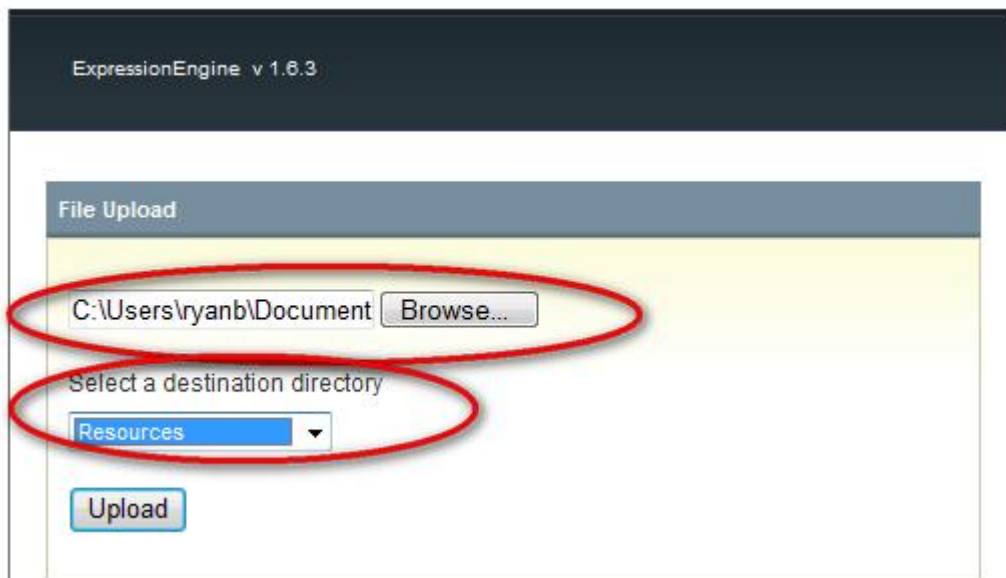


3) Upload the file you want the entry to link to by clicking on the “Upload” link.



Click the “Browse” button to find the file you want to upload, and choose the desired upload directory:

- Site pages: for general web site related files
- Resources: for King Institute resources (images, documents, etc)
- Primary Documents: for OKRA PDF files



Click “Upload” to upload the file, then, choose “URL Only” for *File Type*, and “URL” for *Image Location* and click on “Place File and Close Window”.

ExpressionEngine v 1.6.3

File Uploaded: Analytics\_King\_Institute\_200807\_(DashboardReport).pdf

#### Select Your Placement Options

##### File Type

Embedded in Entry

URL Only

##### Image Location

URL

Place File

Place File and Close Window

Close Window

5) Click on the “Update” button to publish your new entry:

ExpressionEngine v 1.6.3

My Site CP Home User Guide Logout New Tab

Publish Edit Tags Templates Communicate Modules My Account Admin

CP Home Edit Edit entry Site Content

Publish Form Date Categories Options Trackbacks Pings Revisions Tags Show All

Title  
Dr. Martin Luther King: Beyond Civil Rights

URL Title  
dr\_martin\_luther\_king\_beyond\_civil\_rights

Preview Quick Save **Update** Upload File

Button Mode: Quoted Ind. Lin

<> <> <b> </b> <del> </del> Link Email Image Close All

Summary  
Instructions: This field is used for the summary text that is displayed in lists.  
In this unit, students will study Dr. King's stance against the Vietnam War and its economic and social costs. By examining Dr. King's evolving views on Vietnam and his treatment by the FBI, students will develop a deeper, more compassionate understanding of Dr. King. Author Bill Jeffers teaches at Mission San Jose High School.

Display Title  
Instructions: This is an alternative title that will show up in lists, in case the full title is too long. Normally, this field is left blank and the entries title is used.

Body

Format