

Adding a Link to a Document Container Page

1. Open a browser window and go to your school webpage.
2. Log in to the website.

3. Navigate to the document container page.

4. Click on the drop down arrow next to **Add New Item...** Choose one of the items from the list.



Chat – At this time, do not use this option.

File – This may be any type of file, including word processing, spreadsheet, presentation, picture or video. (It is recommended to convert *Word* or Excel documents to a PDF format so that anyone can open the file, regardless of what software they have on their computer. PowerPoint files can be saved as a Show (PPS). These files are viewable but not editable.)

Folder – For organizing files into categories, folders will be helpful.

Link – Hyperlinks to the web will connect the view directly to another webpage.

5. To add a link to the document container, click on **Link** from the drop down menu.

6. From the **Create Link** window, give the link a name that is descriptive of the website. This name will appear under the Document Container.

7. Paste or type the URL of the website under **Web Address (URL)**. Be sure to include **http://** at the beginning of the address.

8. The **Description** field will allow you to enter more information about this particular document. This is the basic *Word* editor. The icons match what is usually seen in many software programs, Microsoft created or otherwise.

9. Click **Add Link** when finished.

