Tip – How to Manage Files

- **Why Manage Files?**
  - **If you have just a few PDF files that you upload for links, you don't need to Manage Files. As I showed you before, you can add a link on text or image to a file by uploading it.**
  - **If you want to have multiple file links on a Google spreadsheet, document or NVU program, you may want to Manage Files.**
  - **Next explains options.**

Manage Files Options

- **First option is to create a new page called Files or Documents.**

- **Then Hide the Page.**

- **Next you use a Text Element and create the Names of the Files and then create links and upload the files.**

- **Once you finish, you Publish and go to the site, which is next.**

- **Second option is Google Drive and I will show you later.**

Next, you type in the page name, like /documents.html after the site.

← 🌐 mysite.weebly.com/documents.html

- **Then click on Enter and next is what happens.**

You see the page, which is mine.

- **Next is how to copy one.**

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- **You right click on one of the files and click on Copy Link Location.**
- **Next explains paste.**

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WebSiteStep3

WebSiteStep2

WebSiteStep2

Open Link in New <u>T</u>ab
Open Link in New <u>W</u>indow
Open Link in New <u>P</u>rivate Window
Bookmark This <u>L</u>ink
Save Lin<u>k</u> As...
Copy Link Loc<u>a</u>tion
<u>S</u>earch Google for "MovieMakerTip"
Inspect Element (<u>Q</u>)
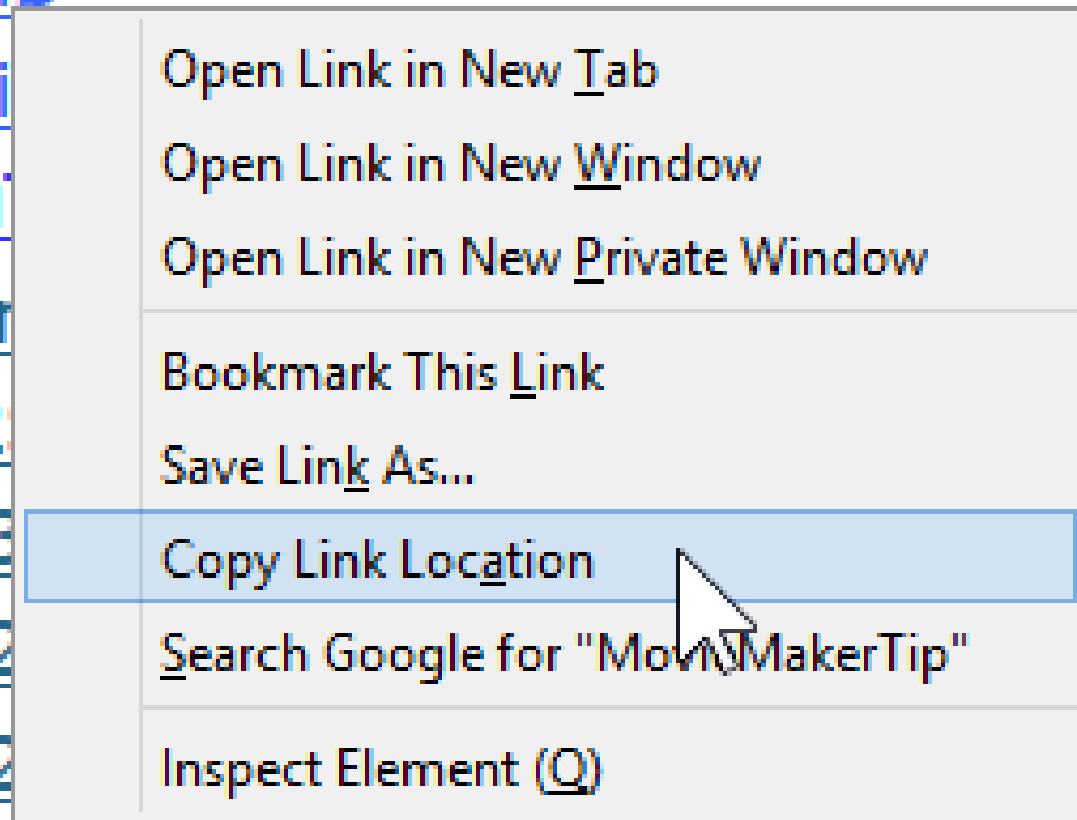
You then can paste that link to a Google Spreadsheet, etc.

- **Note – I use Google Spreadsheet for some sites and I also use it with the NVU program that I create the on-line training.**

- **Second Option is use a GoogleDrive account to create new Folders and upload PDF files, etc.**

- **If you don't have a Google Account, I showed you how to create a Google Drive account in Step 3 – Part 2.**

- **Next is when you go to Google Drive as I also showed you in Step 3 – Part 2.**

First Click on New and Then Folder
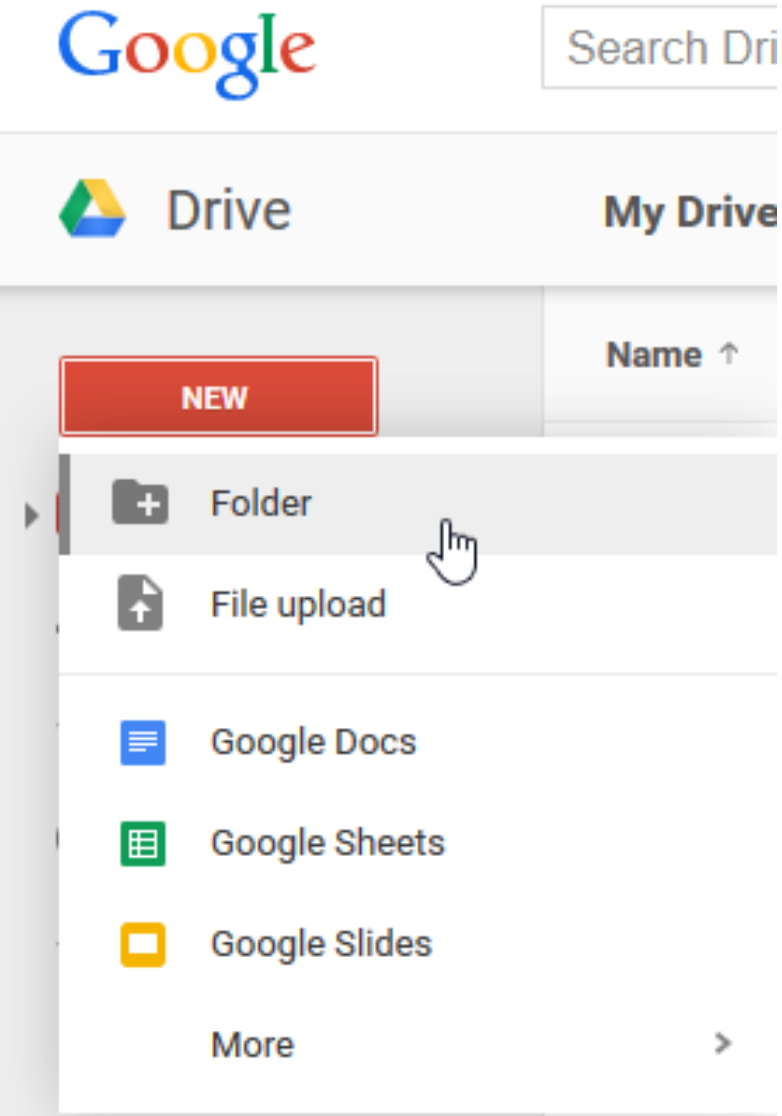
- **A new window opens.**
- **Type is name, like New Files and click on Create.**
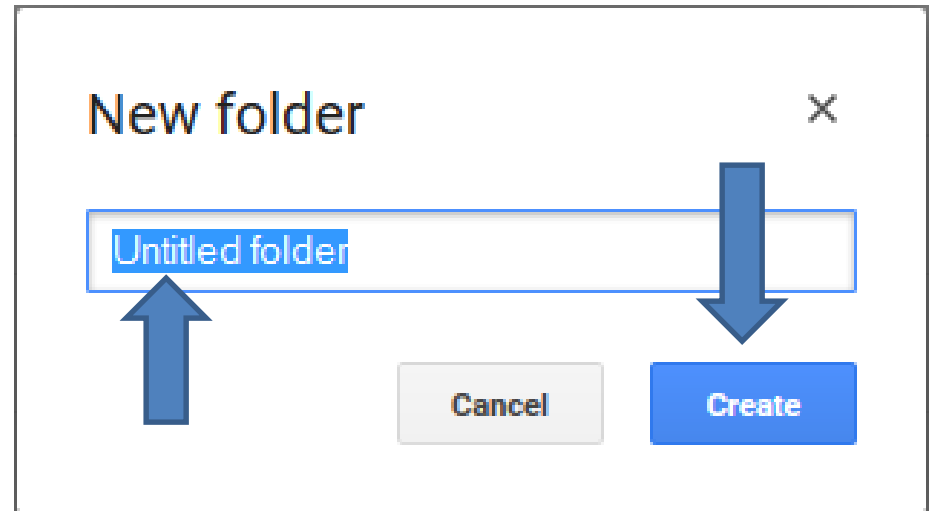
- **You then see New Files and Right Click on it and next is what happens.**

- **You then see a list and click on New Folder and next is what happens.**
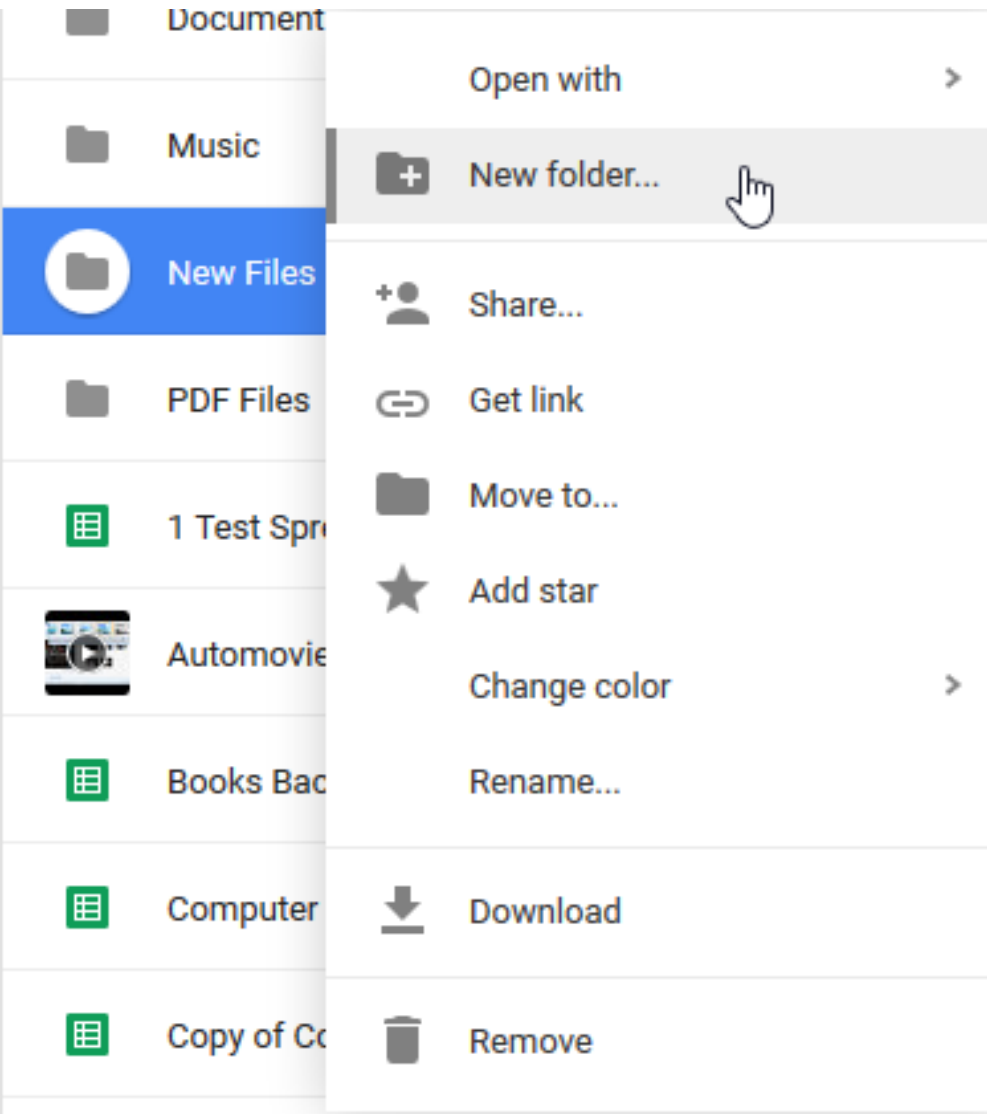
Follow same process to change the name and then click on My Drive and New Files you see Courses, that I typed in. Click on it and next is what happens.
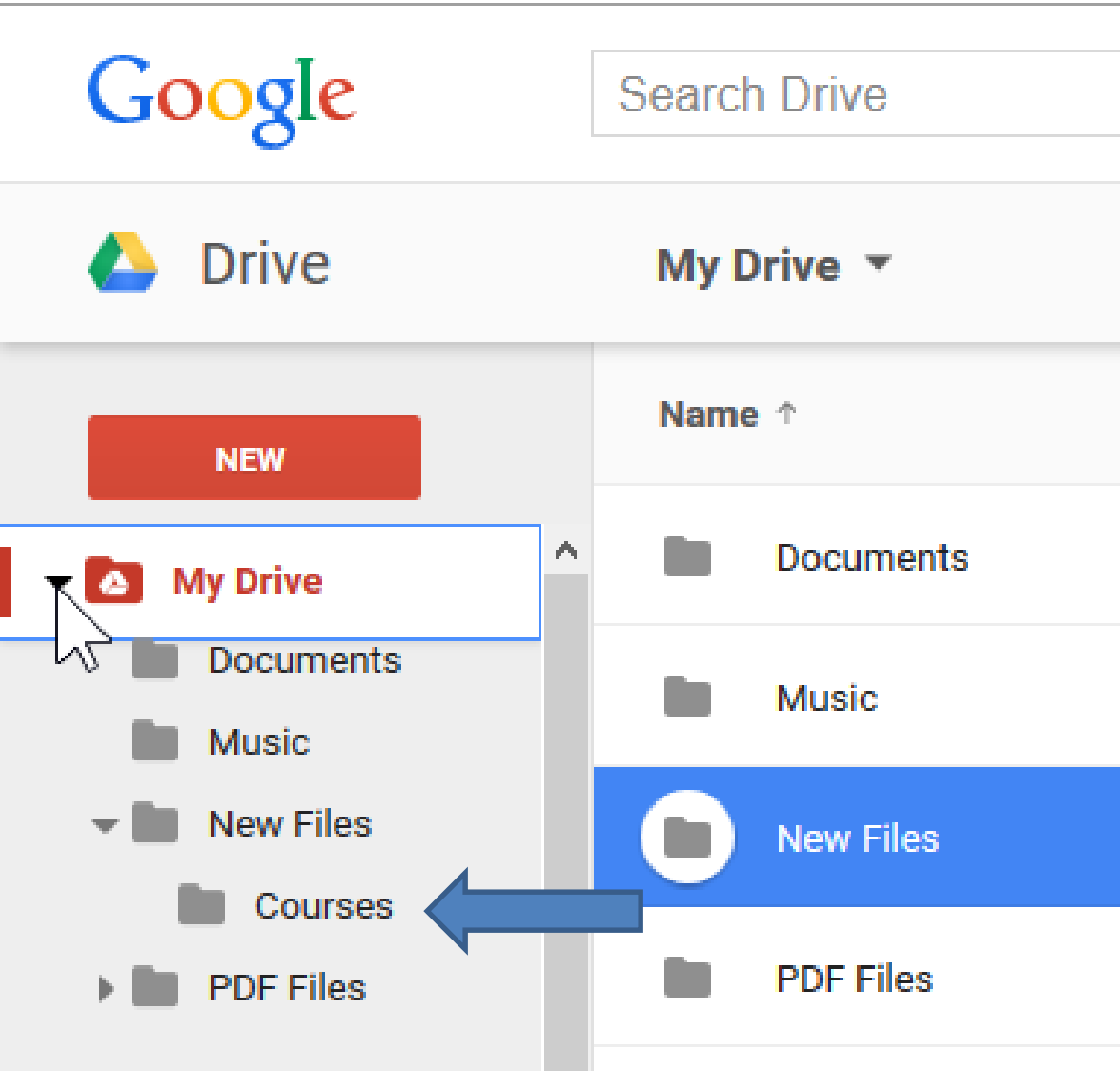
- **When you click on it and you see Drop files here or use the red "New" button.**
- **Next is a sample of Drag & Drop.**

- **Here is a sample of Drag & Drop a PDF file from Windows Explorer/File Explorer.**
- **Next is the other option.**

- **The second option is Easier is to click on New and then click on File upload.**

- **Next is what happens.**

Windows Explorer/File Explorer opens

- **File a file and double click or click on it and click on Open. Next is what happens.**
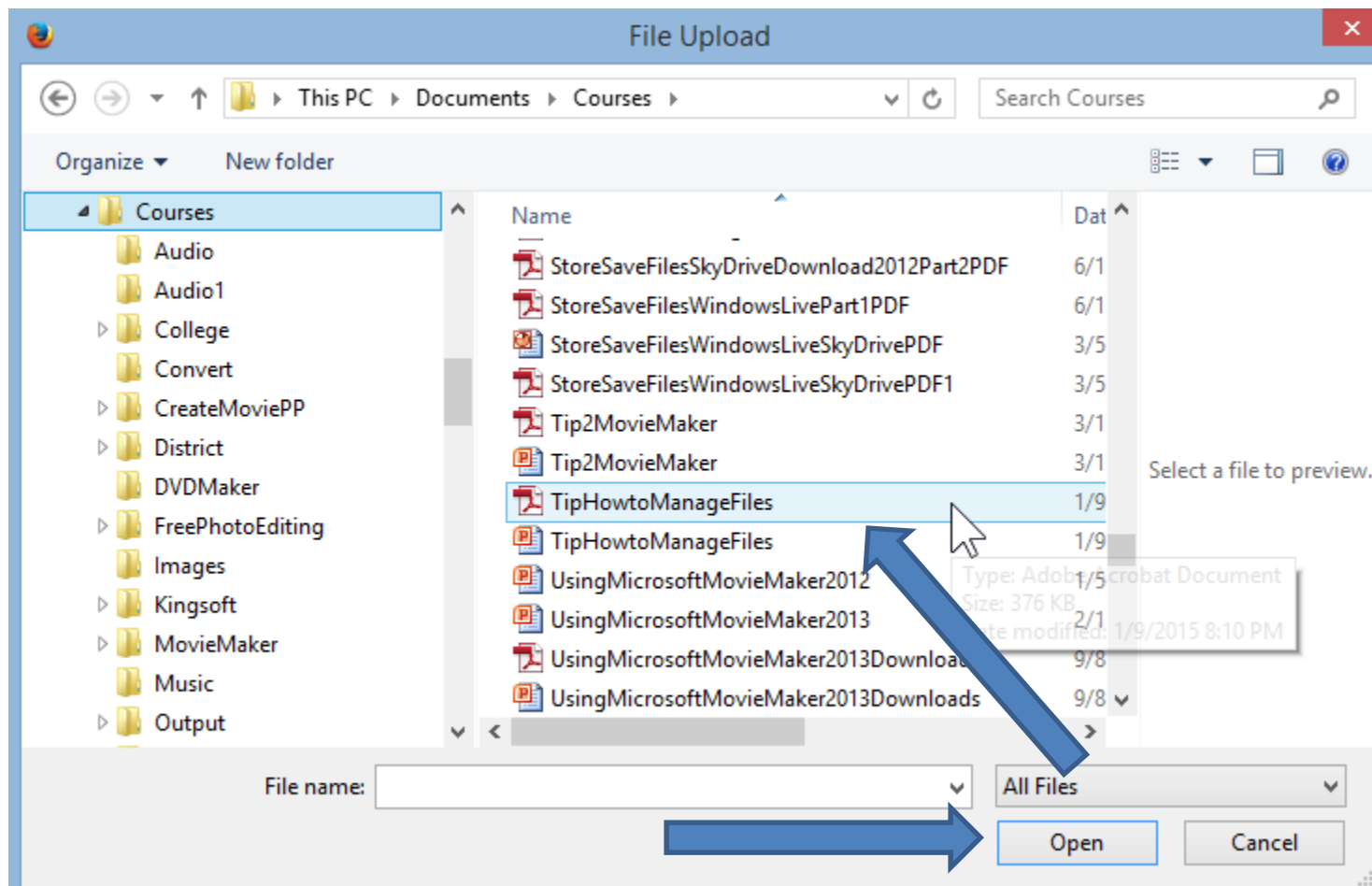
- **After uploaded, you see the file and Upload complete. Next explains more.**

Options to use them on Website.

- You can add a link to the PDF file on Text in Weebly.

- You can add a link on a Google spreadsheet.

- To create a link, you follow the same process to Share.

- Next is how to Share.

Name ↑

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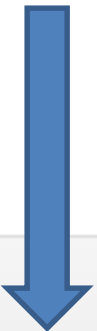|	
👁	Preview
	Open with ❯
➕👤	Share... ⬅
🔗	Get link
📁	Move to...
⭐	Add star
	Rename...
🕐	Manage versions...
	Make a copy
⬇	Download
🗑	Remove
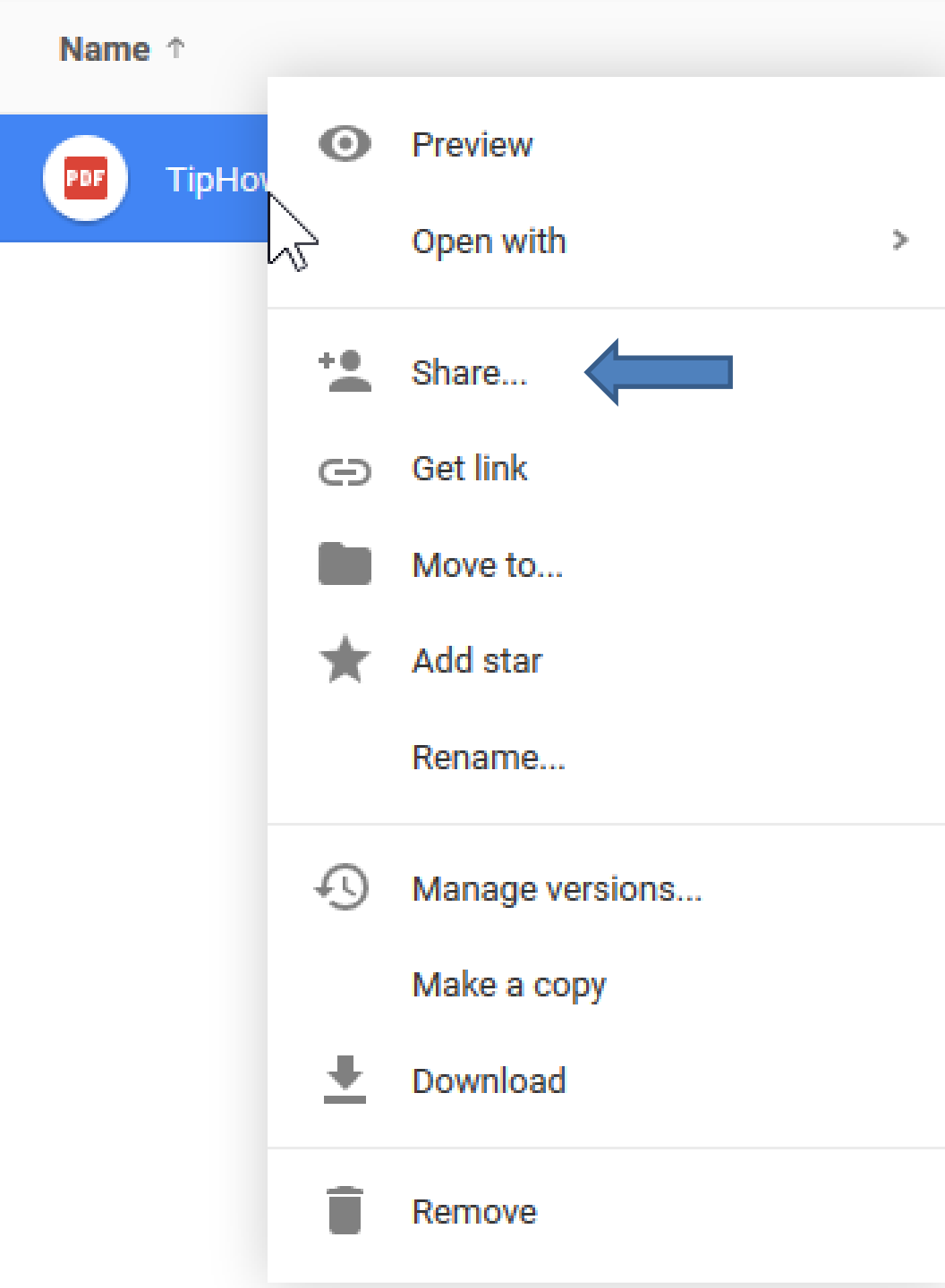
- **Right click on the file and you see a dropdown list and click on Share.**
- **Next is what happens.**

- **A new window opens. Highlight the link and next is how to copy.**

Share with others   Get shareable link 🔗

Link sharing on Learn more

Anyone with the link **can view** ▼

https://drive.google.com/file/d/0By6des7WPShBNU42RE5YbXZxZnc/view?usp=shar

People

Enter names or email addresses...   ✎ Can edit ▼

Done   Advanced

- **Once you Highlight, press Ctrl Key and then click on C Key to copy.   Click on Done to close the window. Next, go to Weebly account.**

Share with others

Get shareable link 🔗

Link sharing on   Learn more

Anyone with the link **can view** ▾

https://drive.google.com/file/d/0By6des7WPShBNU42RE5YbXZxZnc/view?usp=shar

People

Enter names or email addresses...   ✏ Can edit ▾

Done   Advanced

Like I showed you before, you highlight text and click on add link. Then press and hold Ctrl Key and click on V Key to Paste it. Then click on Open link in a new window and click on Save. Next is Google Drive.

Link to:

Website URL   ☐ Open link in new window

⦿

Standard Page

Store Page

File

Email Address

Save
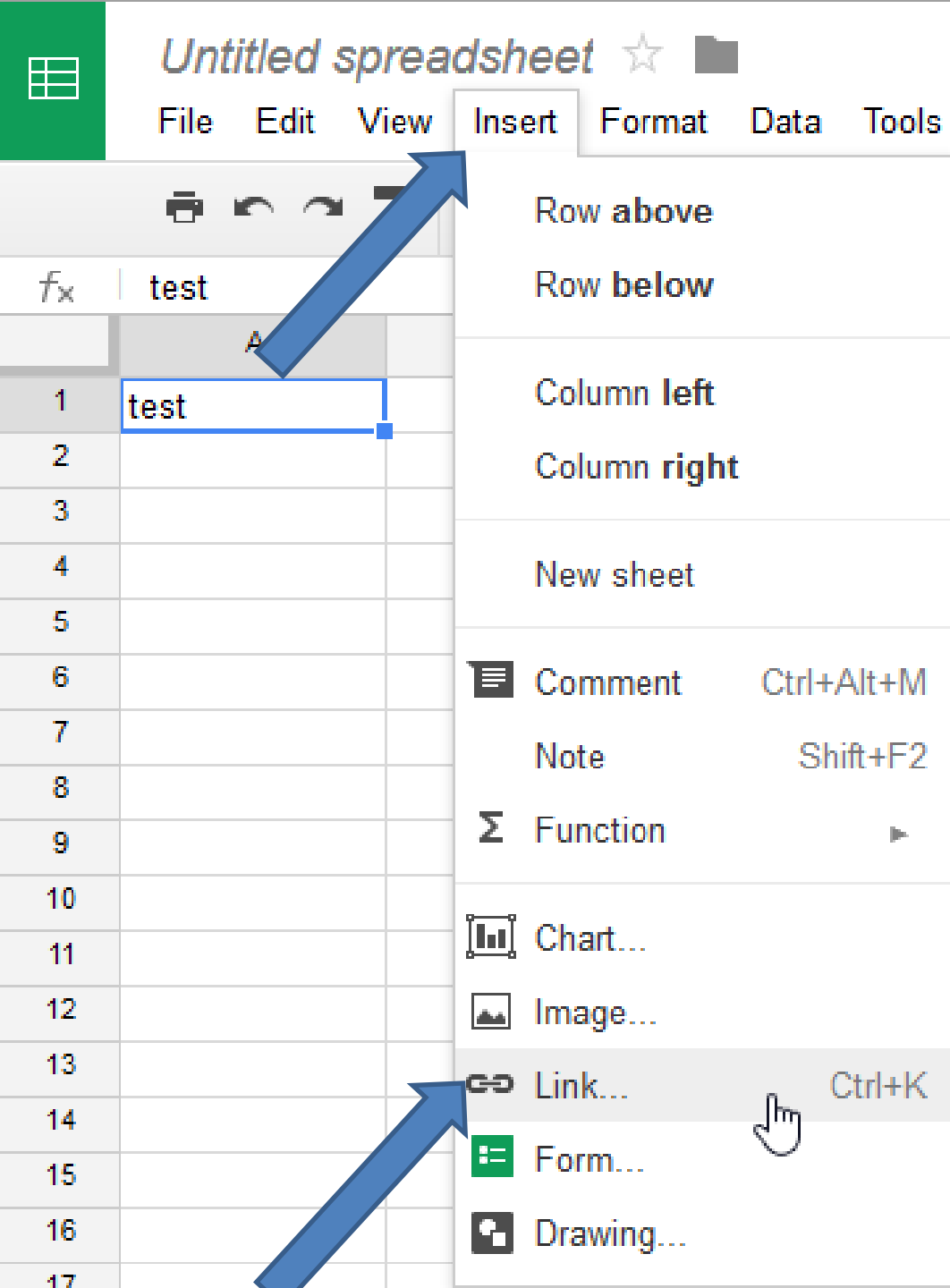
To create that link on a Spreadsheet, type in some text.

Then click on Insert and then click on Link.

Next is what happens.
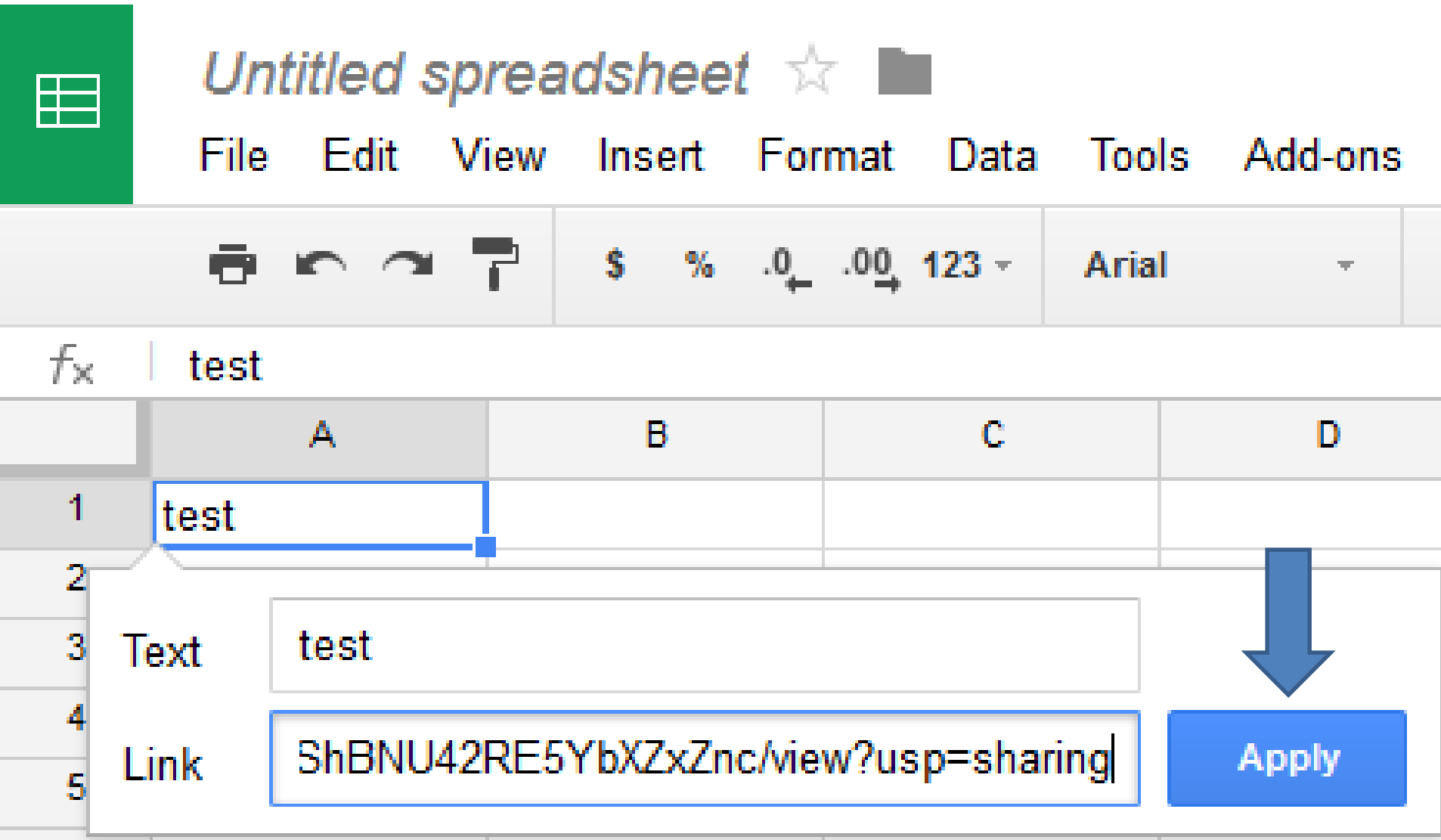
- **New window opens.**

- **Next, you do Ctrl Key and V to paste.**

- **Next is a sample.**

You see the Link and click on Apply.

You then see the link.

- **Next is if you need help.**

If you need help Managing Files, contact me.

- **This is the End of the Tip.**