

5.1.1 Adding File links

The 'File links' element can be used in two different ways:

- 1) By adding files manually - with this option the files are added directly into the element;
- 2) By adding files using 'File Collections' function - this allows you to create a connection to a folder in the 'Filelist', listing all the files in the folder on the front end.

5.1.1.1 Adding files manually

To add the files manually, start with creating the 'File links' element in the page content area. (5.1.1.1.1)

New content element

Please select the type of page content you wish to create:

Typical page content	Content elements	Form elements	Menu	Plugins	Special elements
Grid Elements					
	Header Only Adds a header only.				
	Regular Text Element A regular text element with header and bodytext fields.				
	Text & Images Any number of images wrapped right around a regular text element.				
	Images Only Any number of images aligned in columns and rows with a caption.				
	Text & Media Any number of media wrapped right around a regular text element.				
	Bullet List A single bullet list.				
	Table A simple table.				
	File Links Makes a list of files for download.				

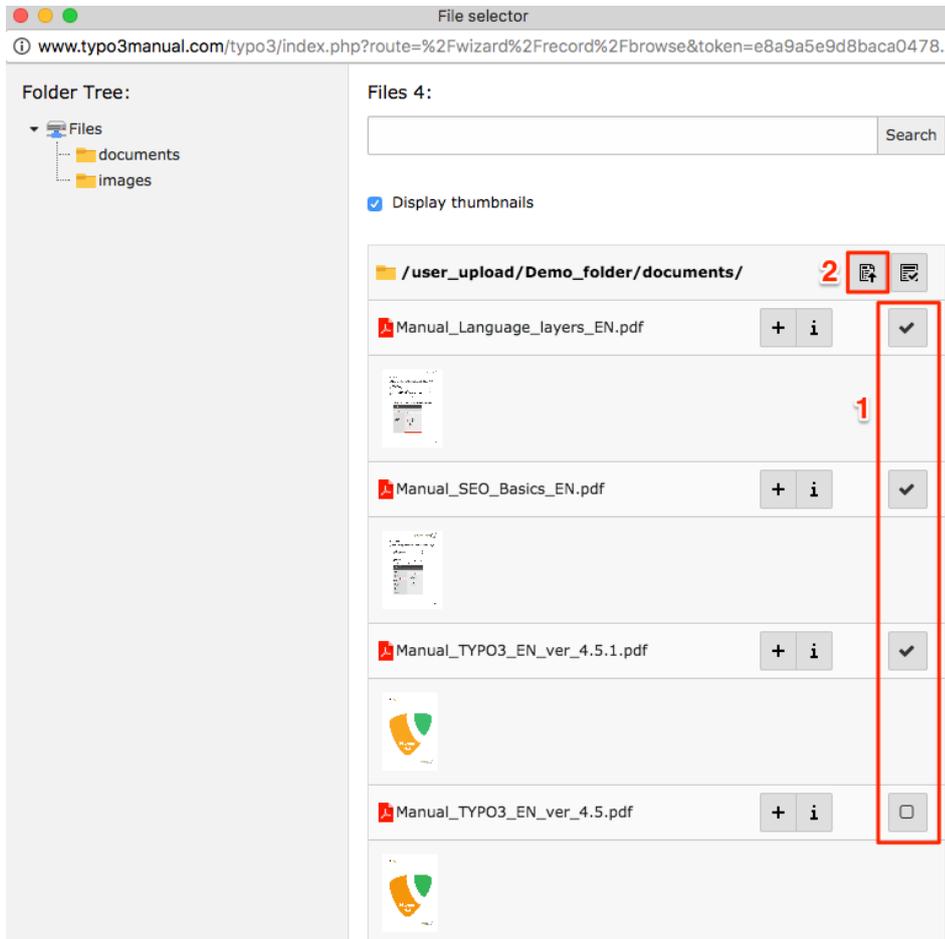
5.1.1.1.1

Below the 'General' tab you can add a header (1) and a bit further down you can select the files (2). (5.1.1.1.2)

The screenshot shows a configuration interface for a 'Content Element'. At the top, there is a 'Save' button and navigation icons. Below this is a tabbed menu with 'General' selected. The 'Content Element' section contains a 'Type' dropdown set to 'File Links' and a 'Column' dropdown set to 'Content'. The 'Headlines' section includes a 'Header' text field with a red '1' next to it, a 'Type' dropdown set to 'Default', and an 'Alignment' dropdown set to 'Default'. Below the header is a 'Link' field with a red '2' next to it. The 'Files' section has an 'Add file' button with a red '2' next to it, and a 'Select file collections' section with a search bar and a list of records.

5.1.1.1.2

When clicking the 'Add file' button, the 'Filelist' opens in a popup window. Here you can select a single file by clicking the title, or you can add multiple files by using the checkbox on the right hand side of each file (1) and the 'Import selection' button above (2) (5.1.1.1.3)



5.1.1.1.3

Each added file can now be seen in the element, containing icons to hide/un-hide, delete and move (1). They also contain a 'Title' (2) and a 'Description' (3) field, where you can add text. If the field data has been added in 'Filelist' this will automatically appear in the fields. Use the check box to open the field to make changes. (5.1.1.1.4)

Files

Select single files

Filename Manual_Language_layers_EN.pdf 1

File Metadata

Title Set element specific value (No default)

Description (Caption) Set element specific value (No default)

Filename Manual_SEO_Basics_EN.pdf

File Metadata

Title Set element specific value (No default)

Description (Caption) Set element specific value (No default)

5.1.1.1.4

Further down on the 'General' tab, there are settings to select sorting order and foremost, have the documents open in a new window. Use the drop-down menu to select 'New window'. (5.1.1.1.5)

Select file collections

Sort Filelist:

Target:

5.1.1.1.5

At the bottom of the 'General' tab you will find settings for having the file size (1) automatically appearing on the front end, as well as if the description (2) should be shown. Here is also where you can set the layout, to have only text link, text

link and file type icon or text link and thumbnail image.
(5.1.1.1.6)

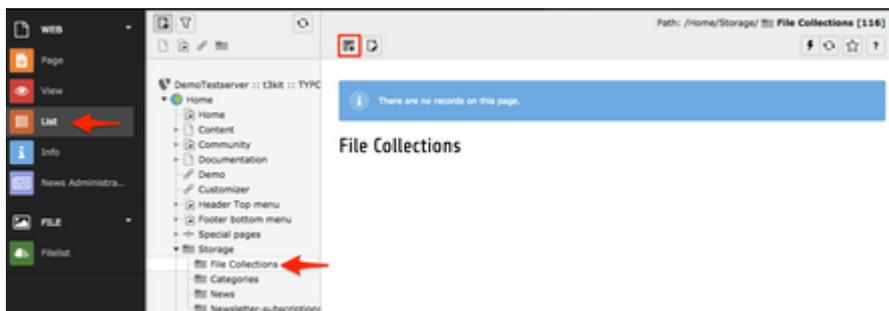
Filelinks Layout		
Display File Size Information	Display description	Display file/icon/thumbnail
<input type="checkbox"/> Enabled 1	<input type="checkbox"/> Enabled 2	Only file name 3 ▼

5.1.1.1.6

5.1.1.2 Adding files through 'File collections'

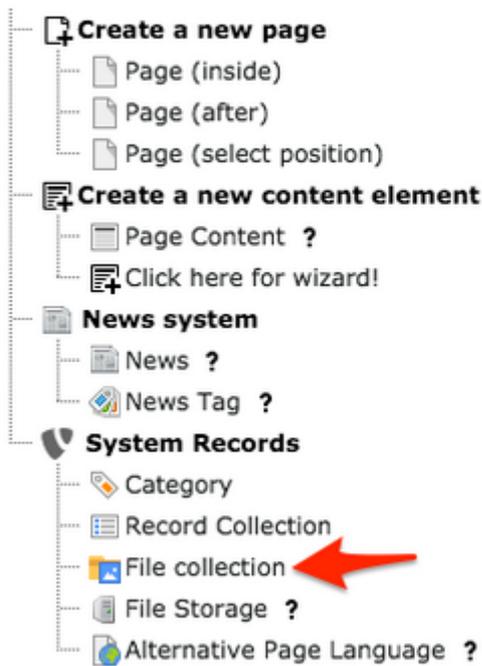
To add files using the File collections, you will need a separate 'Folder' page in the page tree. Make sure you are in 'List' module in the left hand menu and standing on the folder page. To create the first file collection item, click the icon shown in the image. This is only done for the first item, if non exist already. (5.1.1.2.1)

In the list, select 'File collection'. (5.1.1.2.2)



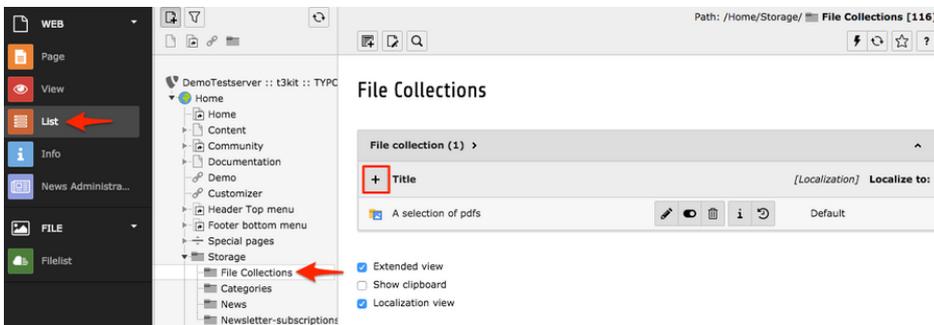
5.1.1.2.1

New record



5.1.1.2.2

If file collection items already exist in the folder, simply click the 'Add new item' icon. (5.1.1.2.3)



5.1.1.2.3

Fill out the title of the file collection (1) and then proceed to select the type (2). You can insert a static list of files, use the content from a folder in 'Filelist' or in some cases use a category feature. We will focus on the second option, 'Folder from Storage'. (5.1.1.2.4)

General Access

Type

- Static selection of files
- ✓ Folder from Storage **2**
- Select by category

Title

Selection of PDFs **1**

Files

Create new relation

5.1.1.2.4

Now select 'File Storage' (1) and choose 'fileadmin' and click 'OK'. Move on to 'Folder' (2) and in the drop-down list select the search path to you folder, then click 'OK'. It is possible to extend the function to include subfolders as well, by checking 'Recursive' (3). Save and close the item. (5.1.1.2.5)

General Access

Type

Folder from Storage

Title

Selection of PDFs

File Storage

fileadmin/ (auto-created) **1**

Folder

/user_upload/Demo_folder/documents/ **2**

Recursive

3

5.1.1.2.5

After creating the file collection item, go to the page where you wish to insert the file listing, and create a 'File links' element. Inside element you can add a 'Header', as shown in previous section (5.1.1.1.2) and then go to the bottom of the

'General' tab and click the link 'File collection' (2). (5.1.1.2.6)

Files

Select single files

Add file

Select file collections

Find records

File collection

Sort Filelist: none

Target:

5.1.1.2.6

A popup window appears with the page tree. Select the file collections folder and add the file collection item, from the list. (5.1.1.2.7)

Page tree:

- Home
 - Home
 - Content
 - Community
 - Documentation
 - Demo
 - Customizer
 - Header Top menu
 - Footer bottom menu
 - Special pages
 - Storage
 - File Collections**
 - Categories
 - News
 - Newsletter-subscriptions

Select Records:

File Collections

Enter search term

Search levels: This page

Limit: 10

Search

File collection (1)

Title	[Ref]	[Localization]
+ A selection of pdfs	-	Default

5.1.1.2.7

After the selection is done, the selected item/items will show in the field, as shown in the image below. If you have multiple items, it is possible to mark an item and use the arrows on the right hand side, to move them up and down in the list. To delete an item, mark it in the list and use the trash-can icon.

(5.1.1.2.8)

Files

Select single files

Select file collections

Selection of PDFs

Sort Filelist: none

Target:

5.1.1.2.8

Below the listing of file collections you can find the 'Target' setting, allowing the files to open in a new window. Use the drop-down menu to select 'New window'. (5.1.1.2.9)

Select file collections

Sort Filelist: none

Target:

New window

5.1.1.2.9

At the bottom of the 'General' tab you will find settings for having the file size (1) automatically appearing on the front end, as well as if the description (2) should be shown. Here is also where you can set the layout, to have only text link, text link and file type icon or text link and thumbnail image. (5.1.1.2.10)

Filelinks Layout

Display File Size Information

Enabled **1**

Display description

Enabled **2**

Display file/icon/thumbnail

Only file name **3** ▼

5.1.1.2.10

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