

## 5.1.1 Adding File links






The 'File links' element can be used in two different ways. Either by adding files manually, or adding them using 'File Collections' function. With the first option, the files are added directly into the element. The file collection 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. (img. 5.1.1.1.1)

#### New content element

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

Typical page content	Special elements	Form elements	Plugins	Content elements	Grid Elements
<div><div></div><div><b>Header Only</b> Adds a header only.</div></div> <div><div></div><div><b>Text &amp; Media</b> Any number of media wrapped right around a regular text element.</div></div> <div><div></div><div><b>Bullet List</b> A single bullet list.</div></div> <div><div></div><div><b>Table</b> A simple table.</div></div> <div><div></div><div><b>File Links</b> Makes a list of files for download.</div></div>					

5.1.1.1.1

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

General

Appearance

Access

Categories

Grid Elements

Content Element

Type

File Links

Column

Content

Language

Default [0]

Header

Header

1

Type

Default

Link

Description:

Files

Select single files

Add file

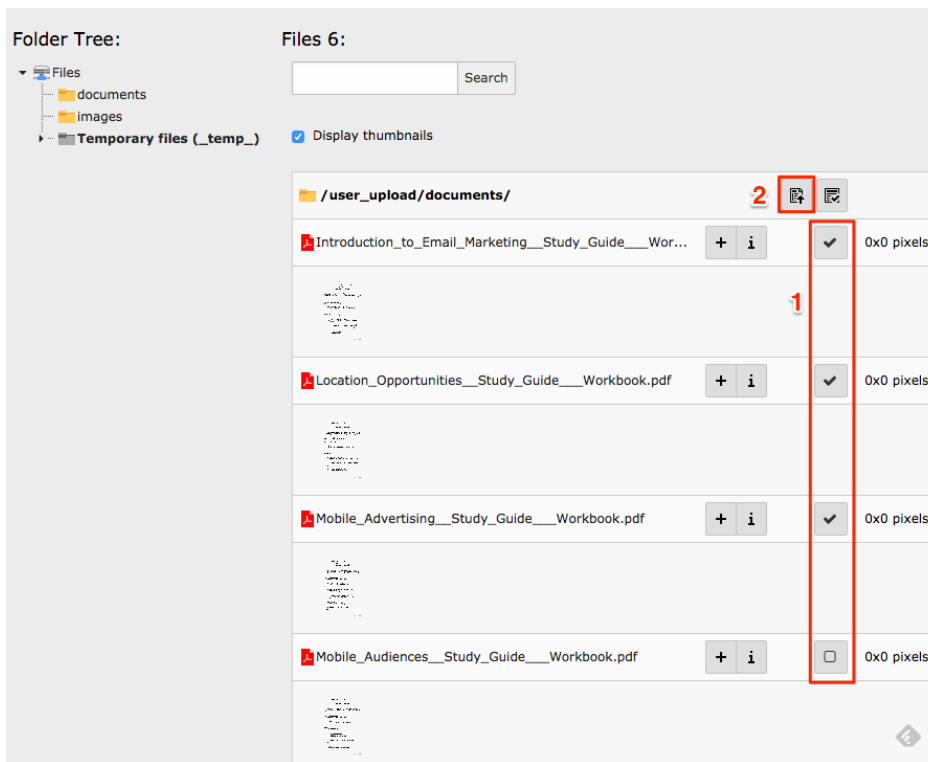
2

Select file collections

File collection

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) (img. 5.1.1.1.3)



5.1.1.1.3

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

**Files**

**Select single files**

Filename	Introduction_to_Email_Marketing__Study_Guide__Wor...
<div> <div>1</div> <div> <input type="button" value="Delete"/> <input type="button" value="Toggle visibility"/> <input type="button" value="Menu"/> </div> </div>	
<b>File Metadata</b>	
<b>Title</b> <input type="checkbox"/> Override ""? <div>2</div>	<b>Description (Caption)</b> <input type="checkbox"/> Override ""? <div>3</div>

Filename	Location_Opportunities__Study_Guide__Workbook.pdf
<div> <div></div> <div> <input type="button" value="Delete"/> <input type="button" value="Toggle visibility"/> <input type="button" value="Menu"/> </div> </div>	
<b>File Metadata</b>	
<b>Title</b> <input type="checkbox"/> Override ""? 	<b>Description (Caption)</b> <input type="checkbox"/> Override ""? 

5.1.1.1.4

At the bottom of the 'General' tab there are settings to have the documents open in a new window. Use the drop-down menu to select 'New window'. (img. 5.1.1.1.5)

**Select file collections**

**Sort Filelist:**

none

**Target:**

☒ New window

5.1.1.1.5

The 'Appearance' tab contains setting for the file size (1) appearing on the front end as well as the description (2). 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. (img. 5.1.1.1.6)

General
**Appearance**
Access
Categories
Grid Elements

**Layout**  
Default

**Appearance**  
Default

**Margin top**  
Default

**Margin bottom**  
Default

**Filelinks Layout**  
**Display File Size Information**  
☐ Enabled **1**
**Display description**  
☐ Enabled **2**
**Display file/icon/thumbnail**  
Only file name **3**

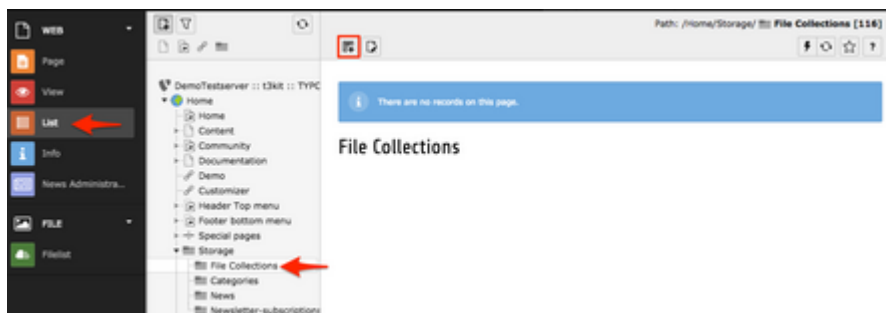
**Links**  
**Append with Link to Top of Page**  
☐ Enabled

5.1.1.1.6

## 5.1.1.2 Adding files through 'File collections'

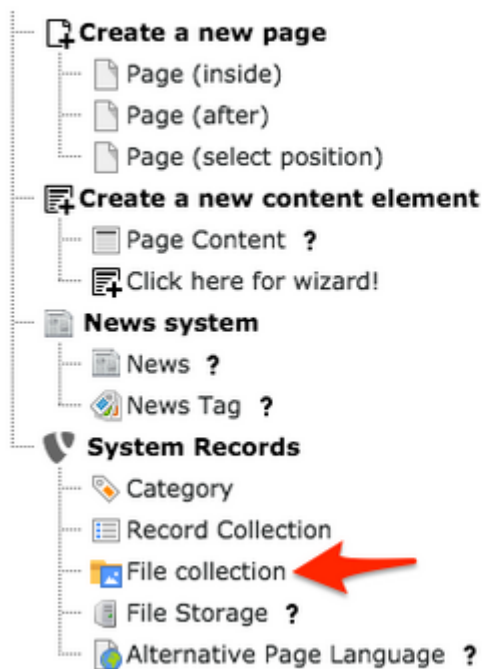
To add files using the File collections, you will need a separate folder page in the page tree. Make sure you are in 'List' module in the left hand menu and standing on the folder page. To create the first file collection item, click the icon shown in the image. This is only done for the first item,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

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



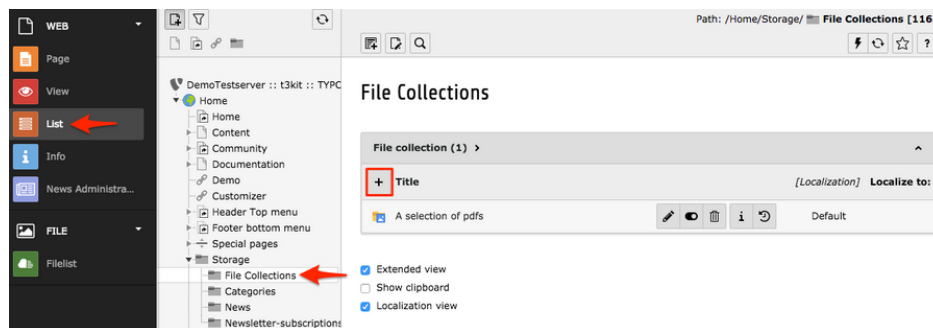
5.1.1.2.1

## New record



5.1.1.2.2

If file collection items already exist in the folder, simply click the 'Add new item' icon. (img. 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'. (img. 5.1.1.2.4)

**Title**

A selection of pdfs **1**

**Hide:** ☐ **Start:**  **Stop:**

**Type**

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

**Files**

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. (img. 5.1.1.2.5)

**Title**

A selection of pdfs

**Hide:** ☐ **Start:**  **Stop:**

**Type**

Folder from Storage

**File Storage**

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

**Folder**

/user\_upload/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' (1) and the go to the bottom of the 'General' tab and click the link 'File collection' (2). (img. 5.1.1.2.6)

General

Appearance

Access

Categories

Grid Elements

Content Element

Type

File Links

Column

Content

Language

Default [0]

Header

Header

Type

Default

Link

Description:

Files

Select single files

Add file

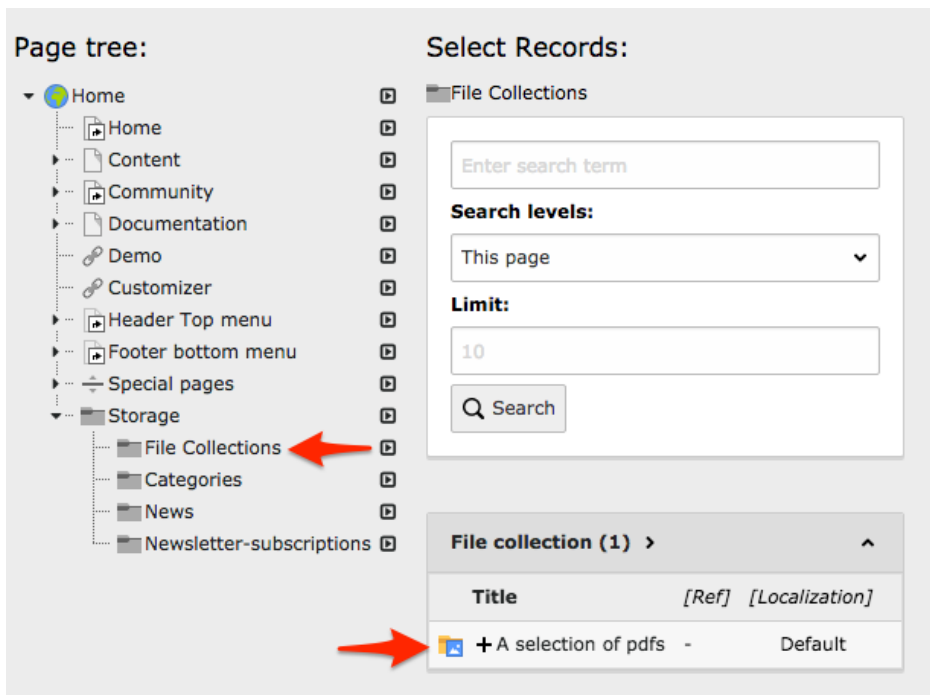
Select file collections

File collection

5.1.1.2.6

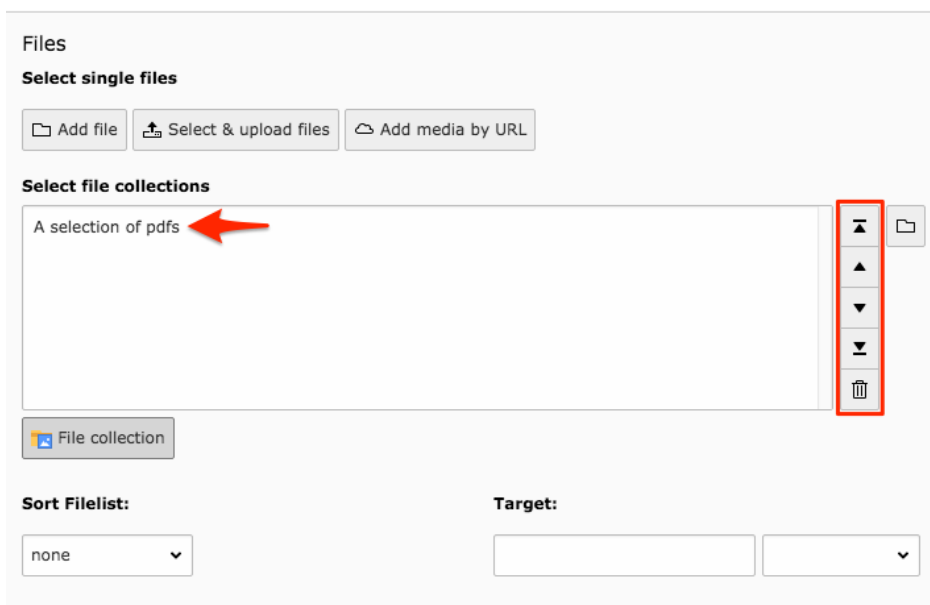
A popup window appears with the page tree. Select the file collections folder and add the file collection item, from the list. (img. 5.1.1.2.7)





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. (img. 5.1.1.2.8)



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'. (img. 5.1.1.2.9)

**Select file collections**

⬆

⬆

⬇

⬇

🗑

File collection

**Sort Filelist:**  

none ▼

**Target:**  

✓  
New window

5.1.1.2.9

The 'Appearance' tab contains setting for the file size (1) appearing on the front end as well as the description (2). 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. (img. 5.1.1.2.10)

General **Appearance** Access Categories Grid Elements

**Layout**  

Default ▼

**Appearance**  

Default ▼

**Margin top**  

Default ▼

**Margin bottom**  

Default ▼

**Filelinks Layout**

<b>Display File Size Information</b> <input type="checkbox"/> Enabled <span style="color: red; font-weight: bold;">1</span>	<b>Display description</b> <input type="checkbox"/> Enabled <span style="color: red; font-weight: bold;">2</span>	<b>Display file/icon/thumbnail</b> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Only file name <span style="color: red; font-weight: bold;">3</span> ▼</div>
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**Links**  
**Append with Link to Top of Page**  
☐ Enabled

5.1.1.2.10

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