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)


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)

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)
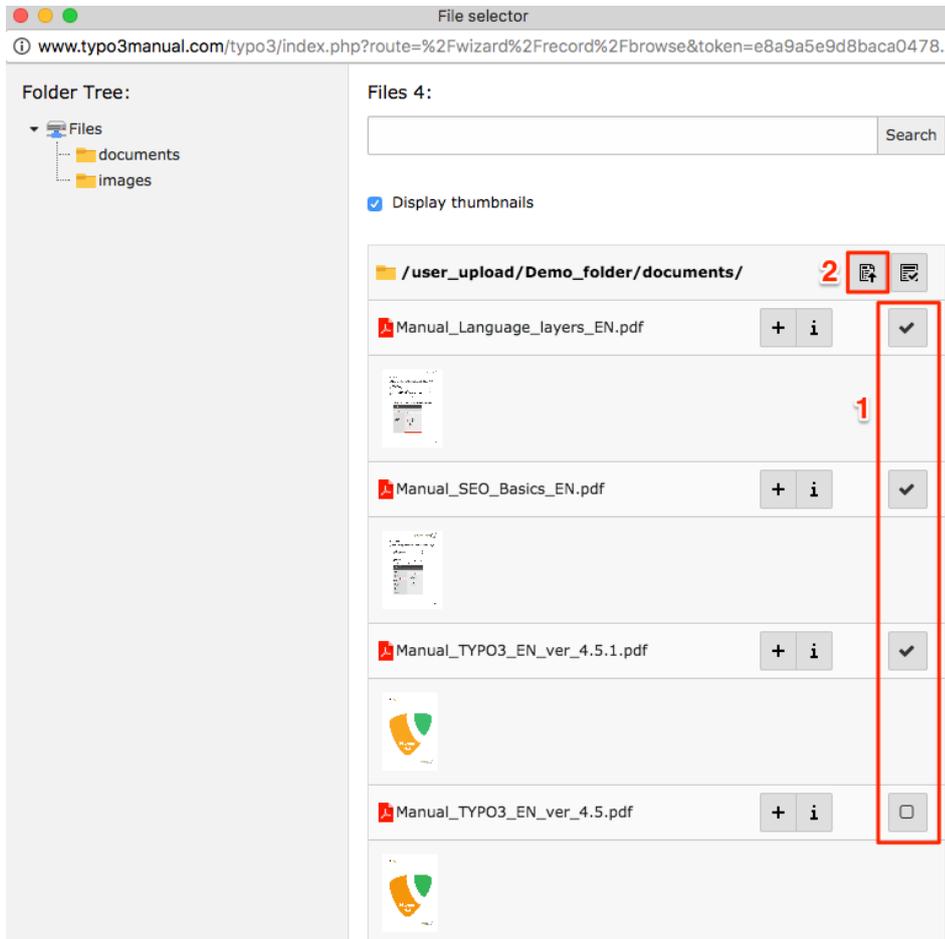
5.1.1.1.3

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)

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)

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

☐ Enabled **1**

Display description

☐ Enabled **2**

Display file/icon/thumbnail

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)
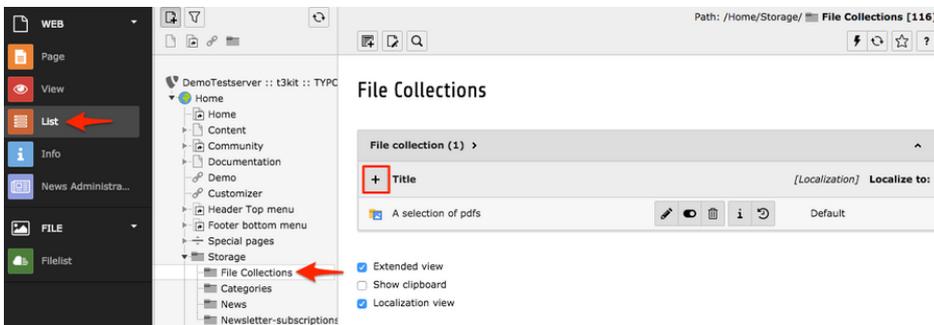
In the list, select 'File collection'. (5.1.1.2.2)
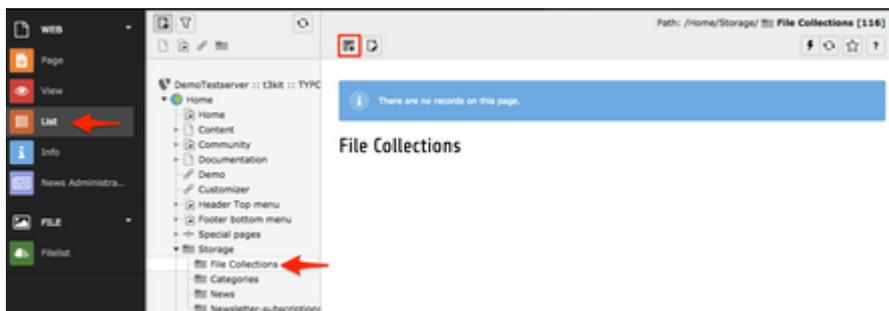
5.1.1.2.1
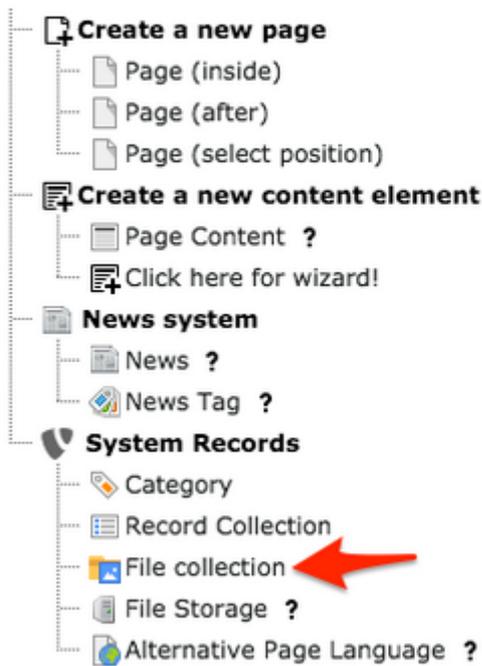
5.1.1.2.2

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)

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)

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 the go to the bottom of the

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

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)

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)

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)

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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