

## Creating a Direct Link to Documents in SchoolWires

### Step 1:

- Create a document in Word, Excel, Publisher, etc.
- When saving the document, go to **SAVE & SEND**
- Choose **CREATE PDF/XPS DOCUMENT**
- Save document in a folder in which you will be able to find it

### Step 2:

- Go to school website and sign in
- Click on **SITE MANAGER**
- Select the **TOOLS** tab along the top of you workspace
- Select **FILES & FOLDERS**
- Choose **UPLOAD**
- Browse computer for your file
- **UPLOAD**

### Step 3:

- Once the file is uploaded, click the **MORE** tab to the side of the file name
- Select **GET LINK**
- Copy the full web address (highlight link, right click, copy)

### Step 4:

- Close out Files & Folders
- Click on the **SUMMARY** tab
- Navigate to the desired location on your page where you would like to place the file
- Create a New Page if desired (give it a main title, such as "Newsletters")
- Create additional pages and nest them under your Main Title Page (example: create a page named "January." Organize the pages by clicking and dragging the "January" page under the "Newsletters" page).
- Once the page is created, click the **ACTIONS** button next to the page title
- Select **SET OPTIONS**
- Paste the web address into the appropriate box at the bottom
- Click **SAVE**
- **VIEW WEBSITE** to see how it looks