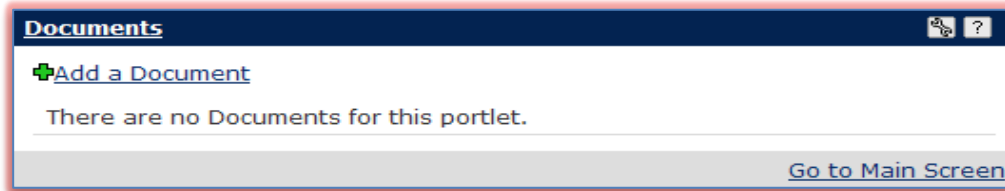


## Documents Portlet

Word, Excel, PowerPoint, PDF, and other documents can be added to a page using the Documents portlet.

- ✦ If a **Document** portlet is not displayed, follow the instructions under the **Adding a Portlet** document to add the **Document** portlet.
- ✦ In the **Documents** portlet, click the **Add a Document** link (see illustration below).



- ✦ The **Documents - Manage Handout View** window will display (see illustration below).

A screenshot of a "Documents - Manage Handout View" window. The window has a title bar and two tabs: "Manage" and "File Tools". The "Manage" tab is active. The form contains several fields and controls: a "Name:" text box; a "File:" text box with a "Browse..." button; a "Set:" dropdown menu set to "Ungrouped" with an "Add a Set" button; a "Description:" area with a rich text editor toolbar (including font, size, bold, italic, underline, color, background color, bulleted list, numbered list, link, unlink, and smiley icons) and a text area; a "Normal" and "HTML" radio button group; "Start:" options: "Display now" (selected), "Display later manually", and "Display on:" with a date and time picker (12:00 AM); "End:" options: "No end date" (selected), "End now", and "End on:" with a date and time picker (12:00 AM); "After End:" options: "Make Inactive" (selected); and three buttons at the bottom: "Save", "Save and Add Another.", and "Cancel". A note "(Max Characters: 2000)" is visible on the right side.

- ✦ In the **Name** box, input the name that is to display in the **Document** portlet.
- ✦ Click the **Browse** button to locate the document that is to be attached.
- ✦ The **Choose File** window will display.
- ✦ Click the **Look in** arrow to locate the folder where the document is stored, if necessary.
- ✦ Do one of the following:
  - ✦ Double-click on the document that is to be attached.
  - ✦ Click on the document that is to be attached and then click **Open**.
- ✦ The link for the document will appear in the **File** box.

- ✦ Click the **Set** button to select a grouping for this item.
  - ✦ The default is **Ungrouped**.
  - ✦ For information on how to add a new **Set**, see the document on **Adding a New Set** on the **Siena Training My Siena Web Page**.
- ✦ In the **Description** box, explain what this document is for.
- ✦ Specify when the **Document** is to be displayed by clicking the proper option button in each section (see illustration on previous page).
  - ✦ **Display Now** - This option is to be used when the Document is to be displayed immediately when the page is saved.
  - ✦ **Display Later Manually** - When this option is chosen, the Document will not display. The page will have to be edited and one of the other options chosen in order for the Document to display.
  - ✦ **Display From** - Click this option if the beginning and ending dates and times are to be specified.
- ✦ Specify how the **Document** should be handled after the **End Date**. The options are **Make Inactive** or **Delete**.
- ✦ When all the options have been specified, click the **Save** button.
- ✦ To continue to add documents, click the **Save and Add Another** button.
- ✦ Click the **Page** link in the **Breadcrumb Trail** to return to the page (see illustration below).

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