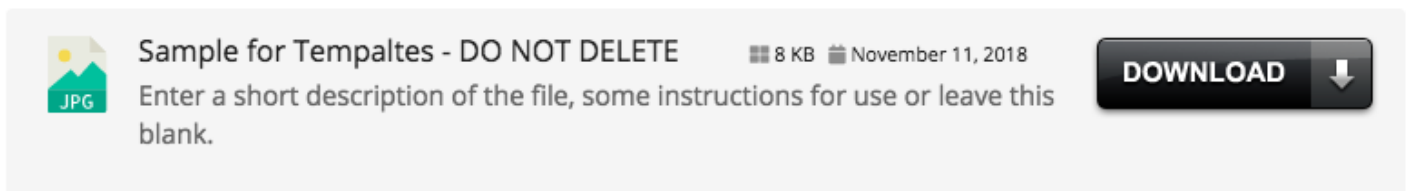


What is a Download Object?

Download Objects are used throughout the website as a way to make files, such as PDFs and Word documents, available to visitors. We use a plug-in named Wordpress Download Manager that adds the ability to create these objects to our admin screen. Think of a Download Object as a wrapper around one or more files on the server. This wrapper can then be added to pages where it will display a button for download as well as information related to the file(s). There are three steps to the process:

1. Add the file(s) to the server
2. Create the Download Object
3. Add the Download Object to the page



This is an example of what a user will see when a Download Object is added to a page

Step 1: Add the Files to the Server

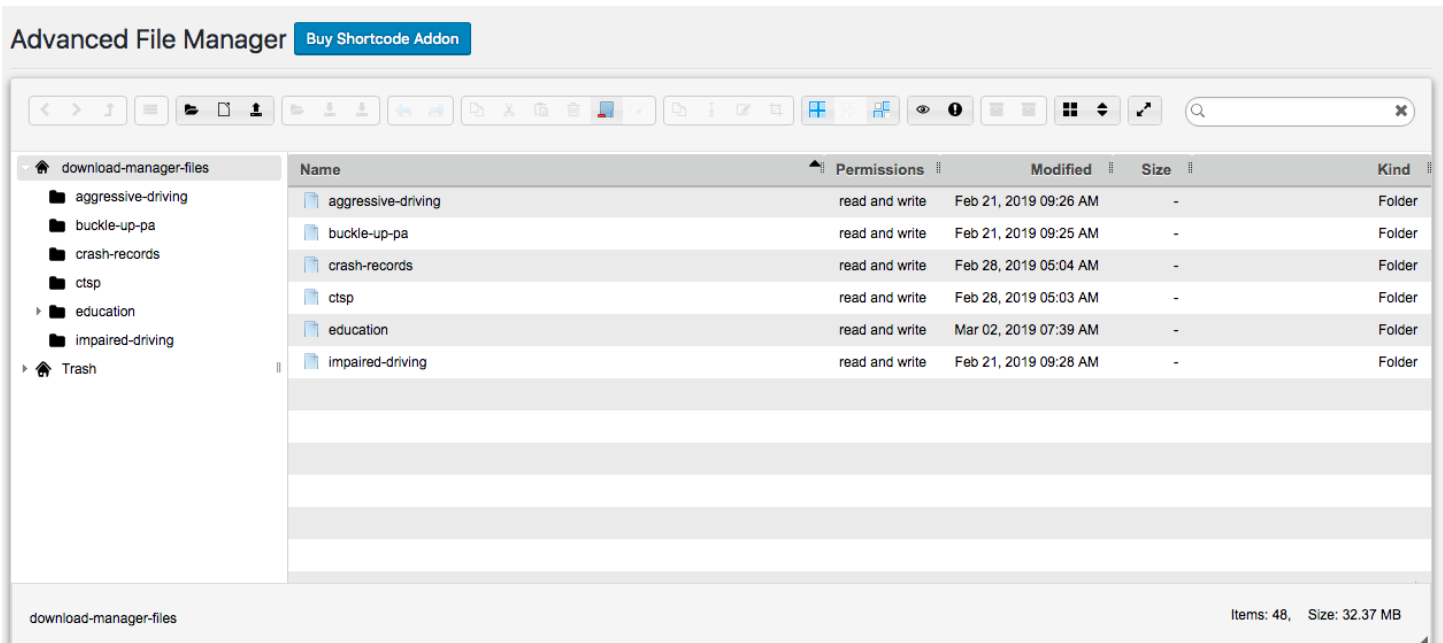
We must add the files to the server if they are not currently there. Our files for download are stored on our web-site's hosting server (they are not stored on SharePoint.) We manage files on our hosting server through the File Manager admin page. You should see the File Manager page link listed on the left admin navigation towards the top. (Note: this is different than the Media page, which we use to display images on pages)



File Manager

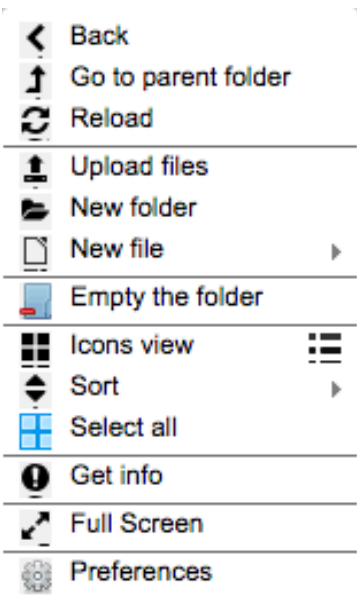


Media

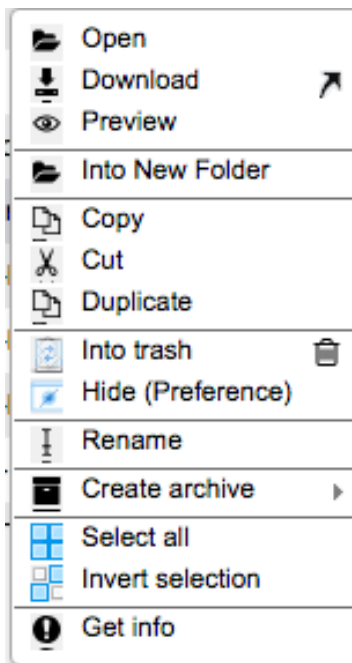


The File Manager Admin Screen

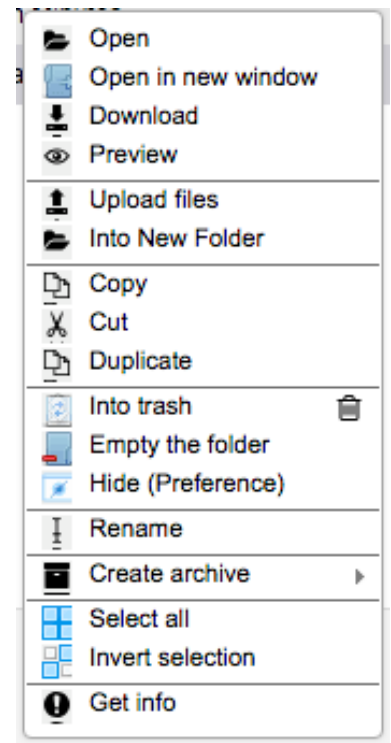
When in the File Manager screen, you can manage downloadable files that have been added to our site's server. Notice there is a folder for each of our site's programs. It is important to organize your files by program as it makes items easy to find as well as prevents a similarly named file from one program overwriting one from another program. To navigate through the folders, click on their names in the left panel. Right click to show the options menu. Different menus appear depending on where you right click:



Options - No Object Clicked

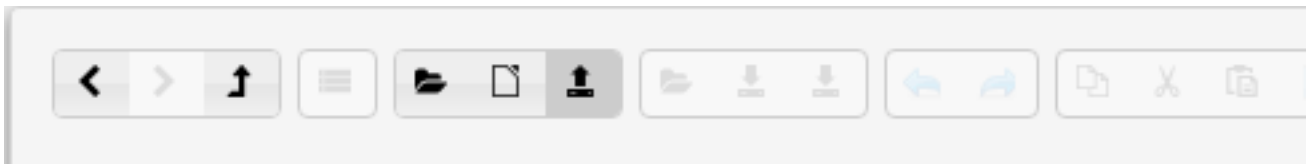


Options - File Clicked



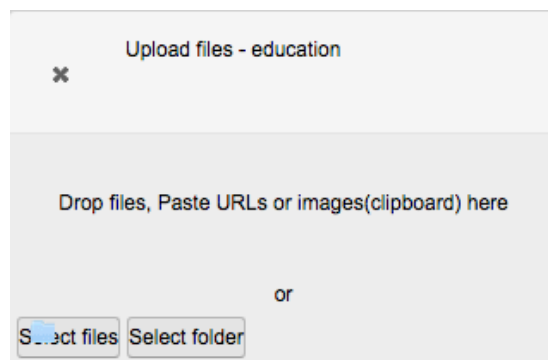
Options - Folder Clicked

To upload a new file, navigate to the relevant program folder and right-click in empty space to show the first options menu. Select “Upload Files.” Alternatively, you can click the Upload button in the menu at the top of the File Manager.



The “Upload” button. This will open a pop-up to upload a file into the folder you are currently viewing.

When “Upload Files” is clicked, the pop-up below will be shown. You may either drag files into the centrally located area or click the “Select Files” button in the bottom left to open a file browser and choose them from your computer. Once completed, these files should appear in the File Manager after it refreshes.



Upload Files pop-up

As far as creating a new Download Object is concerned, your business in the File Manager is finished. For maintenance, however, you might have use of some of it’s functionality again.

Deleting*: To delete a file, right click the file and choose “Into Trash.”

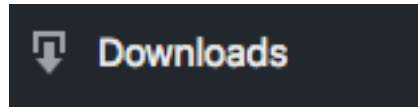
Renaming*: To rename a file, right click the file and choose “Rename” (when downloaded, the name here will set the file name of the copy that will appear on the user’s computer.)

Moving*: Drag a file from the central pane and drop it into the folder that you want to move it to.

*** These actions will break the link to any existing Download Objects. If you wish to maintain the link, revisit the relevant Download Object, delete the old link, and create a new one.**

Step 2: Create a Download Object

The Download Objects admin page can be accessed through the “Downloads” button in the left navigational menu on the admin screen. Clicking it will take you to a list of all existing Download Objects. Alternatively, hovering over it will show a secondary navigational menu. Choose “Add New” to view the New Package screen (the WordPress Download Manager uses the terms “Downloads” and “Packages” interchangeably.)



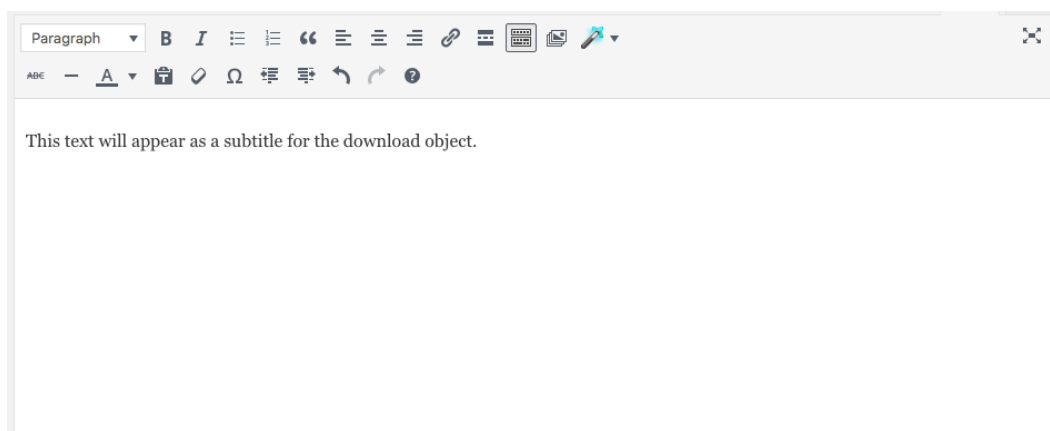
There are several steps to setting up the Download Object. This next section will go through them one by one.

1. Title : This will be the name of the Download Object when listed in the admin screens as well as the name of the download when listed on the site’s pages. This does not have to be the filename - it should be short yet descriptive of the file(s) that will be downloaded. Please include the file extension in parenthesis and in lowercase with a leading dot. A script uses this to apply appropriate icons. For example: (.txt) (.docx) (.zip) (.pdf)

Add New Package

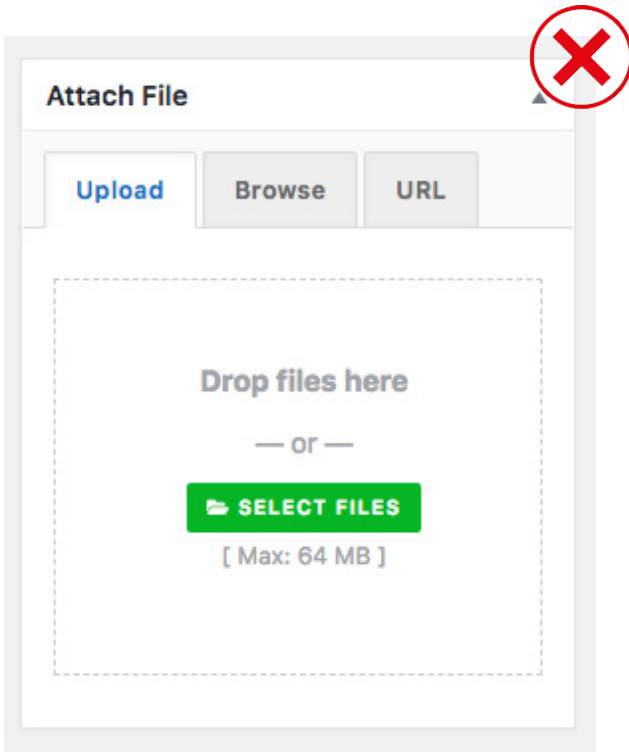
Enter the title here

2. Description : This will be visible to users as a subtitle. It is optional and should be used to provide additional information about the download if necessary (a warning about the file being large or listing the password of a locked file for example.)

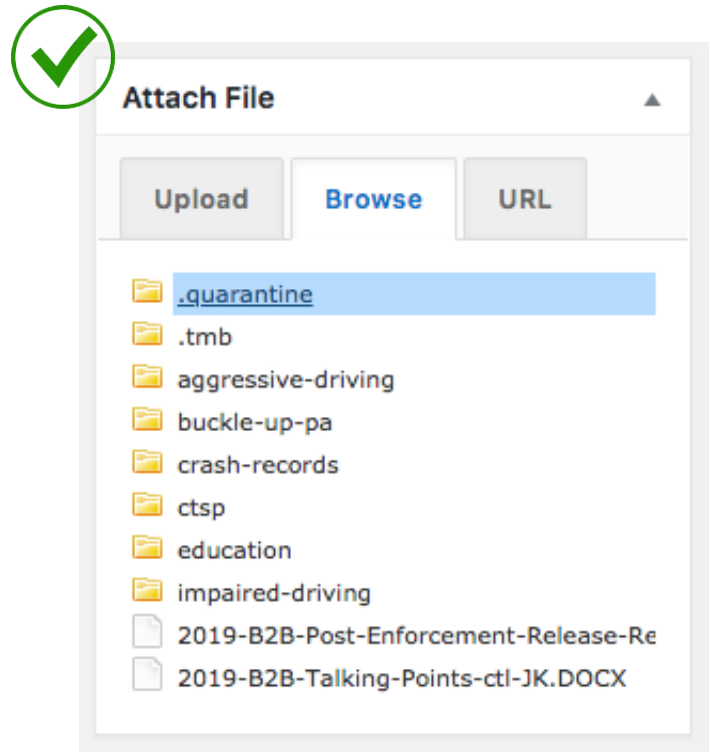


Enter the optional description here

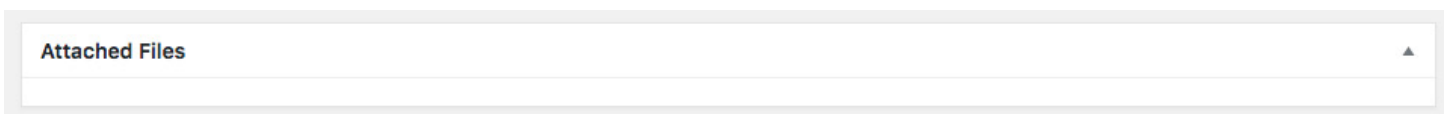
3. Linking the File(s) : Files on the server need to be linked to the Download Object before they can be downloaded. On the right side of the page, you will see an “Attach File” panel. Click on the “Browse” tab to view files on the server. Navigate through the program folders to find your files and click a file to attach it. When a file is linked, it will appear in the “Attached Files” panel. If you attach multiple files, it will be downloaded as a zip file - name the download accordingly with (.zip) added to the end of the title.



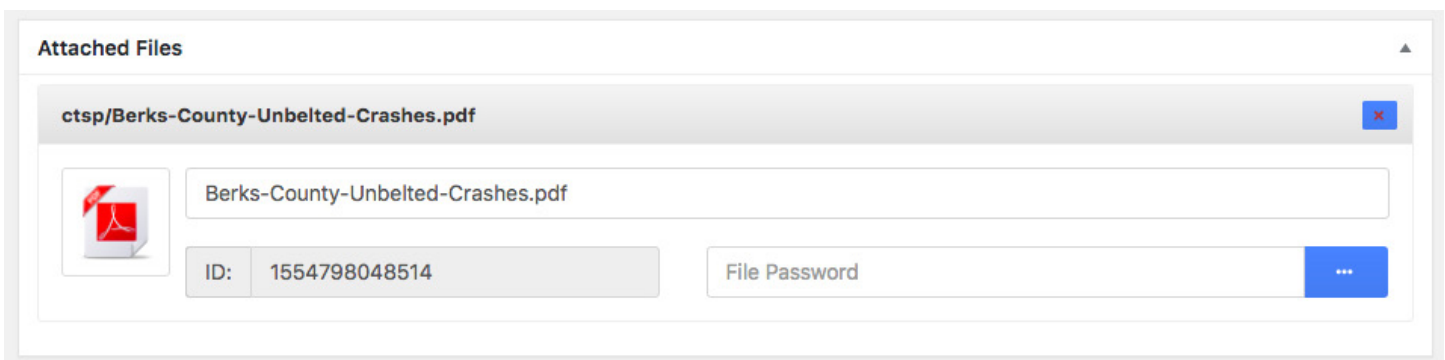
Attach Files Panel - Initially. Click Browse - do not use this screen



Attach Files Panel - After Browse is clicked

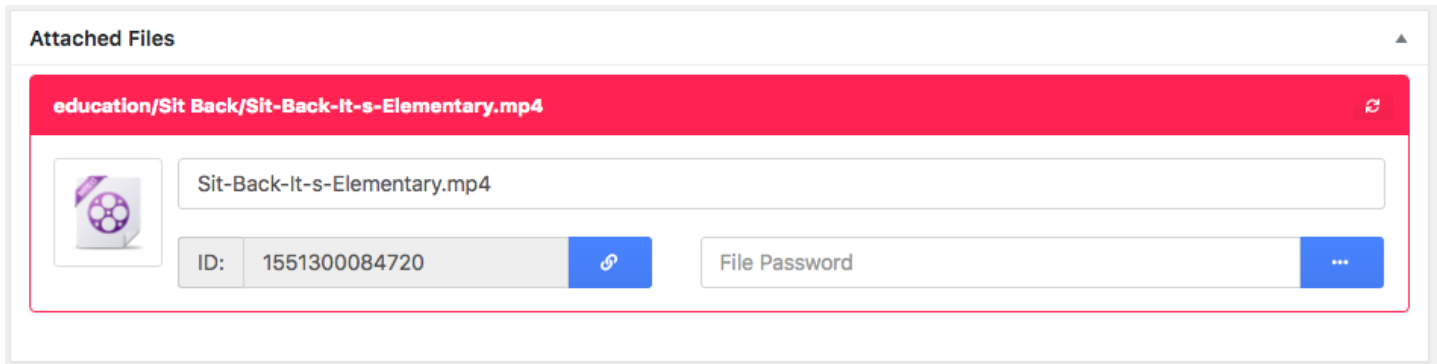


Attached Files Panel - Empty



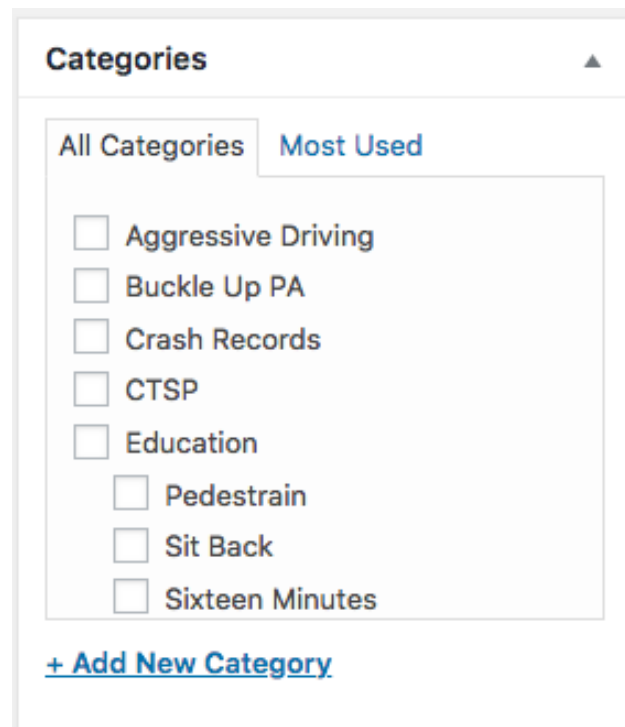
Attached Files Panel - File Attached. This file will be linked when the Download Object is saved.

To remove a link, find the file in the Attached Files panel and click the small X in the top right. The panel will turn red. When saved, this will be unlinked from the Download Object.



Attached Files Panel - Unlinking a File. This file will be unlinked when saved.

4. Setting the Program(s): This is the setting that adds the Download Object to resource pages, so it is optional if this object is only to be added on a post. On the right side, there is a panel labeled "Categories". Tick the box next to the relevant program(s). Multiple programs can be selected. (Note: Education has no resource page. Select the programs within Education)



This download will appear on the resource page of each program selected

5. Misc Settings: There is a large table with many fields labeled “Package Settings”. We are only concerned with two of them. Find “Package Size” and set it to the size of the linked file(s). Use this format: 100 KB, 12.5 MB, 1.1 GB. Then find “Link Template” and set it to “HSN Link Template” - it should be at the bottom of the list.

Package Size: ⓘ

The file-size. Use this format: 100 KB, 12.5 MB, 1.1 GB

Link Template: ⓘ

Select “HSN Link Template”

6. Publish (Save): Make sure to save to apply your changes to the new Download Object. Do so by clicking “Publish”.

Step 3: Add the Download Object to Your Page

If you are only creating a Download Object to be added to the resource page of a program, congratulations - you are already done. This next step is only necessary if you wish to add a Download Object to a post or page. Navigate to the “All Packages” page by clicking Downloads in the left admin navigational menu. Find your new Download Object. There is a column labeled “short-code”. Copy the text for your object (it will not be completely visible as the text is longer than the column, but you should be able to select the complete text through click and dragging.)



Navigate to the admin page for the post or page you wish to add the Download Object to. If the post is using a template, there will already have been a sample Download Object added. It will look like the image below:



Sample Download Object that has been added to all templates

This is merely a text field with the short-code for a Download Object. This creates that visual we first looked at with the title, button, download size etc... That is what a “short-code” is: plain text that tells our site “Hey - replace this text with a unique widget here please.” That means all you need to do is replace this short-code with the one from your new Download Object that you just copied.

It is no problem if you do not have this area with a sample download already added because that short-code can be added to any area that accepts plain text. Paste it where you would like to see the button on your page and it will be there when you view.

Don't forget to publish!