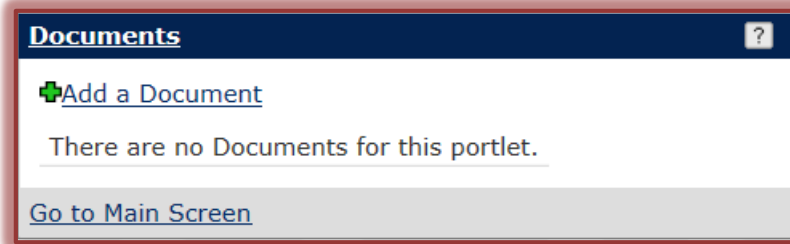


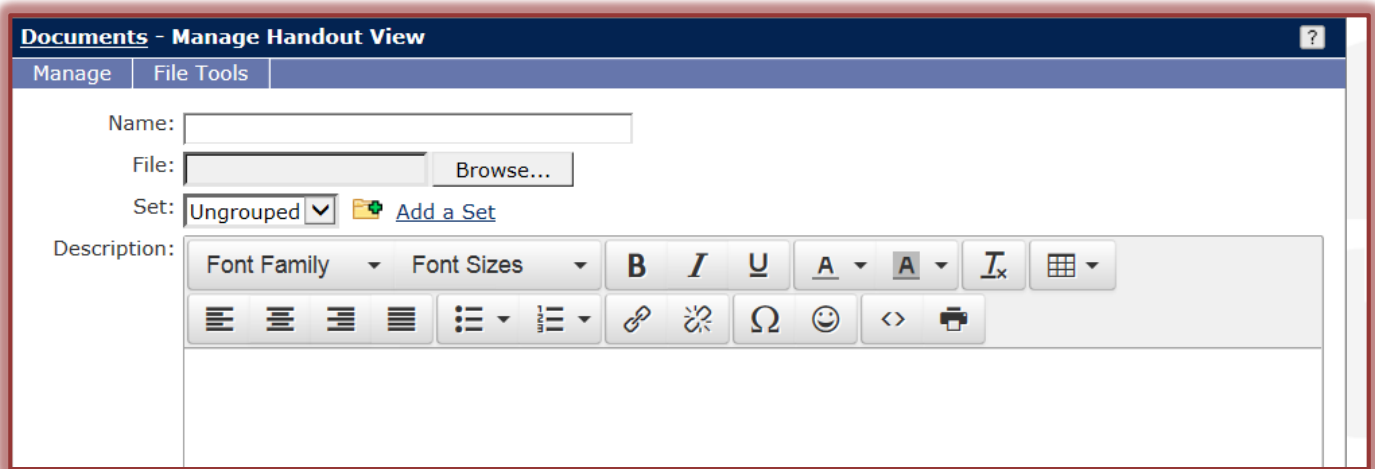
## Documents Feature

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

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



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



- ✦ In the **Name** box, input the name that is to display in the **Document** feature.
- ✦ 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 instructions earlier in this document.
- ✦ 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 next page).
  - ✦ **Display Now** - This option is to be used when the Document is to be displayed immediately after 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.

Start:  Display now  
 Display later manually  
 Display on:  
 11 : 55 PM

End:  No end date  
 End now  
 End on:  
 11 : 55 PM

After End:  Make Inactive

Public Access:  Make the link to this file shareable (otherwise, it can only be accessed by people with permission to see this page)

- ✦ Select one of the **End on** options.
  - ✦ **No End Date** – The item will display until it is removed from the page or until the **End On** option is chosen.
  - ✦ **End Now** – Select this option if the document is not to display at this time.
  - ✦ **End On** – Use this option to specify the date and time that the item will no longer be available on the page.
- ✦ Specify how the **Document** should be handled after the **End Date**. The options are **Make Inactive** or **Delete**.
- ✦ Click the **Public Access** button if this page is to be visible to everyone who has access to My Siena.
- ✦ 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.