Attach files to Blogger and WordPress sites

Basics

Save files in PDF

The files will retain their formatting, cannot be edited, can be opened using free Adobe software. Save as PDF is integrated into Office 2007 and up and Open Office 2.0 and up, otherwise, you can:

- Install free PDF creator, such as http://www.cutepdf.com/
- Upload to Google Docs and save as PDF

Upload your documents to a server

- Google Docs – this gives each document a URL. Set access to the document to be shared publicly and insert the link in a post or widget
- Blogger does not provide file hosting within the Blogger platform, use Google Docs
- WordPress allows file hosting within the WordPress platform, via the Media Library, or use Google Docs

Design decision: Post, Page, or Gadget/Widget?

- **Post**
  If your site is set up using posts, you can add a link to a post, where it will display at the top of the page. Advantage: will push out to RSS subscribers, easy, can be linked in a post and elsewhere. Disadvantage: would fall below newer posts.

- **Page**
  Both Blogger and WordPress allow creating Pages – advantage: one page, all your file links. Disadvantage: older Blogger sites may need a little redesign

- **Gadget / Widget**
  Both Blogger and WordPress provide code for "link list" sidebar content (gadgets in Blogger, widgets in WordPress) – advantage: always displays in the sidebar, regardless of the page or post being viewed. Disadvantage – uses a lot of space, may require scrolling to view, can cause page to look cluttered, sometimes tricky to organize.

How-to

Insert Links in Posts and Pages

Creating a page for Board Meeting information allows you to keep all Board and Board Meeting materials in one location, you can keep long lists of meeting dates and minutes, and pages do not take up the same sidebar real estate as a widget. Pages are a (relatively) new feature in Blogger so this maybe something new for your website.

Using a post for Board Meeting information will display the current meeting information prominently on your home page, and can be linked with similar posts for archival purposes.

Insert Link into Post or Page: Blogger

1. Open **Google Docs**, check the document you wish to link
2. Click the *Share* button, then in the **Share Settings** box copy the "Link to share"
3. Click *Done*
4. Log in to **Blogger**
5. Create a new post/page, or open an existing post/page to edit mode
6. Enter post/page text, then highlight the text you wish to be the clickable text
7. In the toolbar, click *Link*
8. In the **Web Address** box, paste the copied link
9. Check *Open this link in new window*
10. Click *OK*
11. Click *Update* to save the post/page

Insert Link into Post or Page: WordPress

1. Login to **WordPress**
2. Create a new post/page or open an existing post/page to edit mode
3. Insert your cursor where you want the link to go
4. Above the text edit area, click *Upload/Insert*; an **Add Media** box will open
5. In the **From Computer** tab, click *Select Files*; an open files box will open
6. Locate the required file, click *Open*
7. The file details will display at the bottom of the Add Media box
8. Click *Insert Into Post*, the link's title will appear in your text, make any additional edits
9. Click *Update* to save the post/page

Use Link Gadgets/Widgets

Using a gadget/widget offers a little less control over and flexibility with the amount of information you can have for a specific link, how links are organized, and how links display. They also may take up valuable space in the sidebar and be harder to find (if you have a lot of sidebar content).

Insert links using a Link List gadget: Blogger

1. Open **Google Docs**, check the document you wish to link
2. Click the *Share* button, then in the **Share Settings** box copy the link
3. Click *Done*
4. Log in to **Blogger**
5. Open your blog **Layout**
6. If you do not already have a Links gadget
    a. Click *Add a Gadget*
    b. Click *Link List*
    c. In the **Configure Link List** box enter: list title, select a sort option – this effects the entire gadget
    d. In the **New Site URL** paste the document URL
    e. In the **New Site Name** type what will be the clickable text
    f. Click *Add Link*
    g. Click *Save*
7. If you have an existing Links gadget
    a. In the gadget box click *Edit*
    b. In the **New Site URL** paste the document URL
    c. In the **New Site Name** type what will be the clickable text
    d. Click *Add Link*
    e. In the link list, click the arrows next to the link names to adjust the display order
    f. Click *Save*

Insert links using a Links widget: WordPress

WordPress requires that you upload links *and* insert a link list widget to display them. Link settings are managed in the Links area, not the links widget.

Set up links

1. Login to **WordPress**, and open your blog **Dashboard**
2. In the left menu, click *Links*
3. Click *Add New*
4. In the **Name** box, type what will be the clickable text
5. In the **Web Address** box, enter the document URL
   a. This can be a link to a Google Doc file or a file uploaded to your Media Library
6. In **Target**, check *_blank—new window or tab*
7. Click *Add Link* (right side of the screen)

Link Categories

8. In the **Links** menu, click *Link Categories*
9. Click *Blogroll*
   a. this is a default category and is usually used to list blogs you follow, but it probably makes more sense to rename it
10. In the **Name** box, change the name to something else, such as Important Information
11. Click *Update*
12. If you link to various types of information, you can add more categories to keep the links organized
13. Under **Add New Link Category** enter a category Name, such as Board Meetings
14. Click *Add New Link Category*
15. You can categorize/recategorize a link at any time by editing the link from the **All Links** list

Insert the link widget

16. From the **Dashboard**, click *Appearance > Widgets*
17. In the **Available Links** area, click on the *Links* box and drag it to the **Primary Widget Area**
18. Select which links will display – selected by Link Category
19. Select **Sort Option**
20. Uncheck **Show Link Image**
21. Check **Show Link Name**
22. Click *Save* (the widget configuration box does not close)