Attaching files

You can attach files (Word docs, zip files, any kind of file) to this wiki and put a link on a wiki page for someone to download the file.

Currently this process is slightly convoluted, as the built in tool for putting a link to a file will complain when the file is not an image.

First step: Upload your file

This works like uploading an image file. (Visit that page if you are uncertain of the details). You click the **Choose or Upload Files** button, go to the List Galleries, find or create the folder where you want your document to be uploaded to, then click the **Upload Files** button that looks like a diskette. Navigate to your document and select it.

An alternate second step: Linking to your file

Right click on the your document in the gallery window. Click **Get Info.** In the **Get Info** dialog box, right click the **Link** textbox and click **Copy link location**. Cose dialog box. Close gallery window.

Go to the page you want insert the link. Highlight the text and click the **Link** icon. In the URL text, press *CTRL-V* to paste the link. Click **OK**.

Second step: Linking to your file

This requires a little manual typing. When you select a file in the File Gallery that is not an image, (whether you selected it right after uploading it, or selected it later), and attempt to attach it to your page, you see a rectangle on the page saying *File is not an image.*

You can make this rectangle become a link to download your file by clicking the **source** button in the toolbar.

Now look for code that looks like this (be cautious, your images will look like this too. You can verify which file is referred to by checking the file id number. You can see it displayed by right clicking on your file in the file galleries, and choosing **Properties.**

<p>{img fileId="895" thumb="y" rel="box[g]"}</p>
Edit the code here so it says **files** instead of **img**.

<p>{files fileId="895" thumb="y" rel="box[g]"}</p>
and when you save the page, you should see a files link (as below), where readers can download the file.

ID	Filename	Name	Description	Size	Last modified	Last modified by
895	Test Attachment.docx	Test Attachment		11.35 KB	2015-11-03	