User Manual

EDUkIT Content Management System
(www.edu.kh.ua)

"Download Center"

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1. Download Center

This site section allows users to download relevant documents and files. This is the most important function of this section.

NOTE: Files can be uploaded **only** in **.DOC**, **.PDF** and **.XML** formats, the .doxc format is not supported.

The file format information (**PDF** or **DOC**) and its size are added automatically.

If you want to load PDF or DOC files into the Download Center, change their order or delete them from the Download Center, press on the Administrator's page.

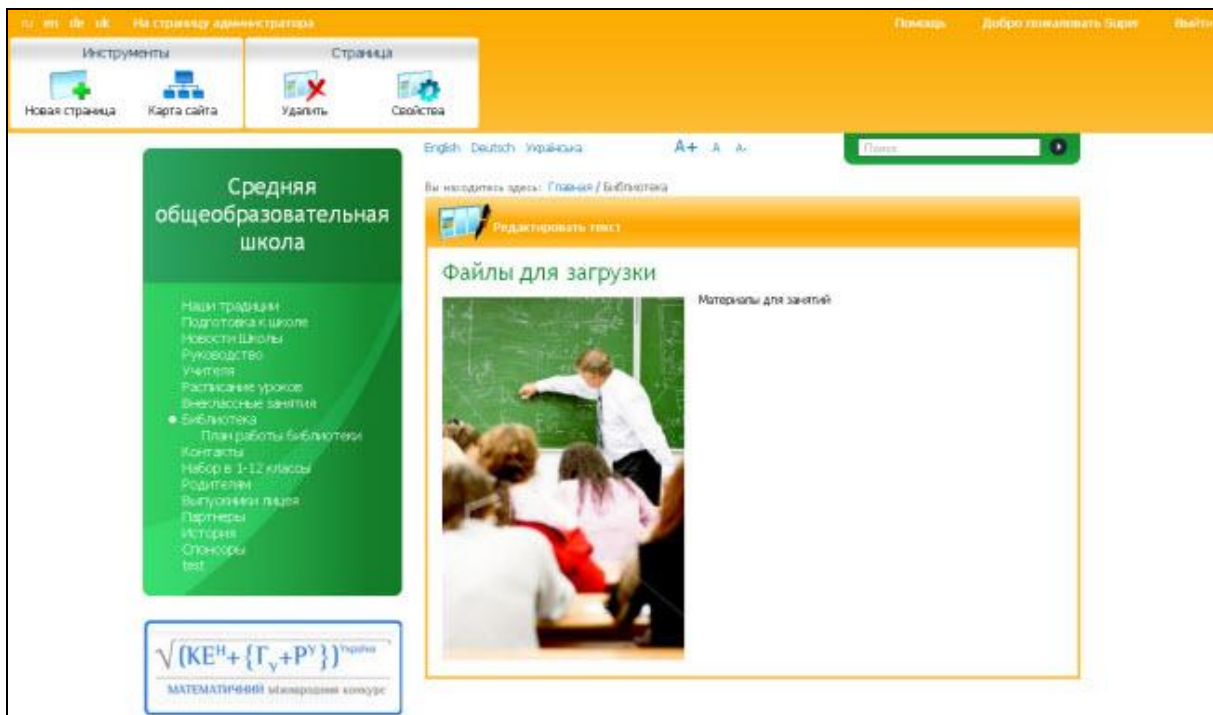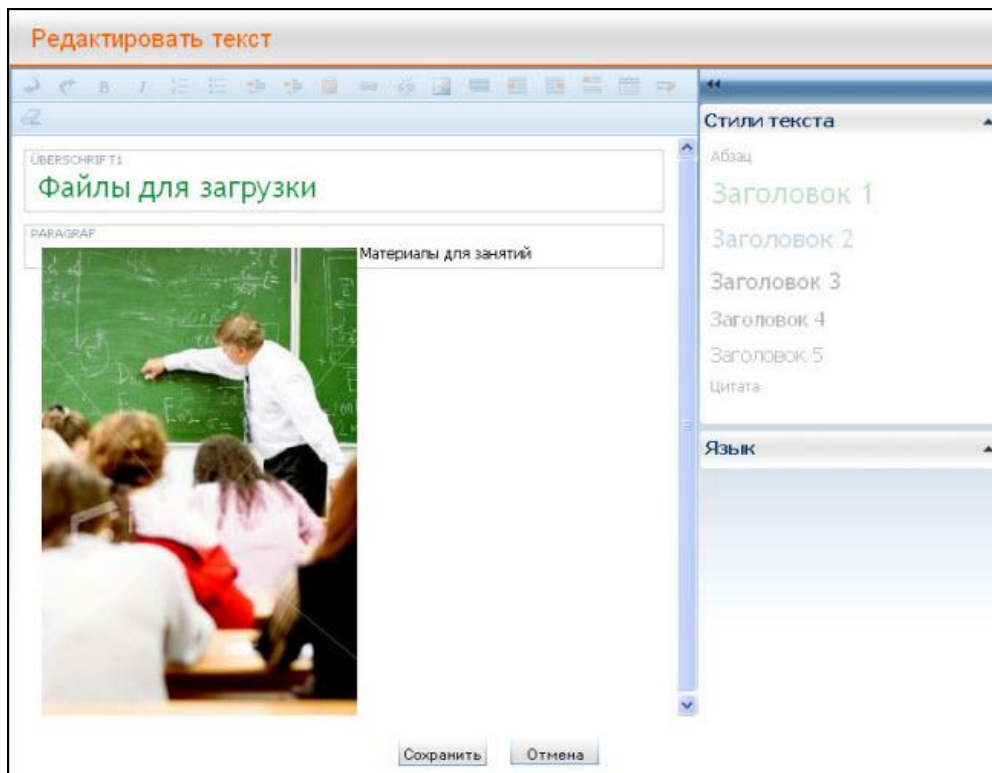You will see the following window:

PIC. 1

Here you can download the latest issues of periodicals, learner's guides, etc.
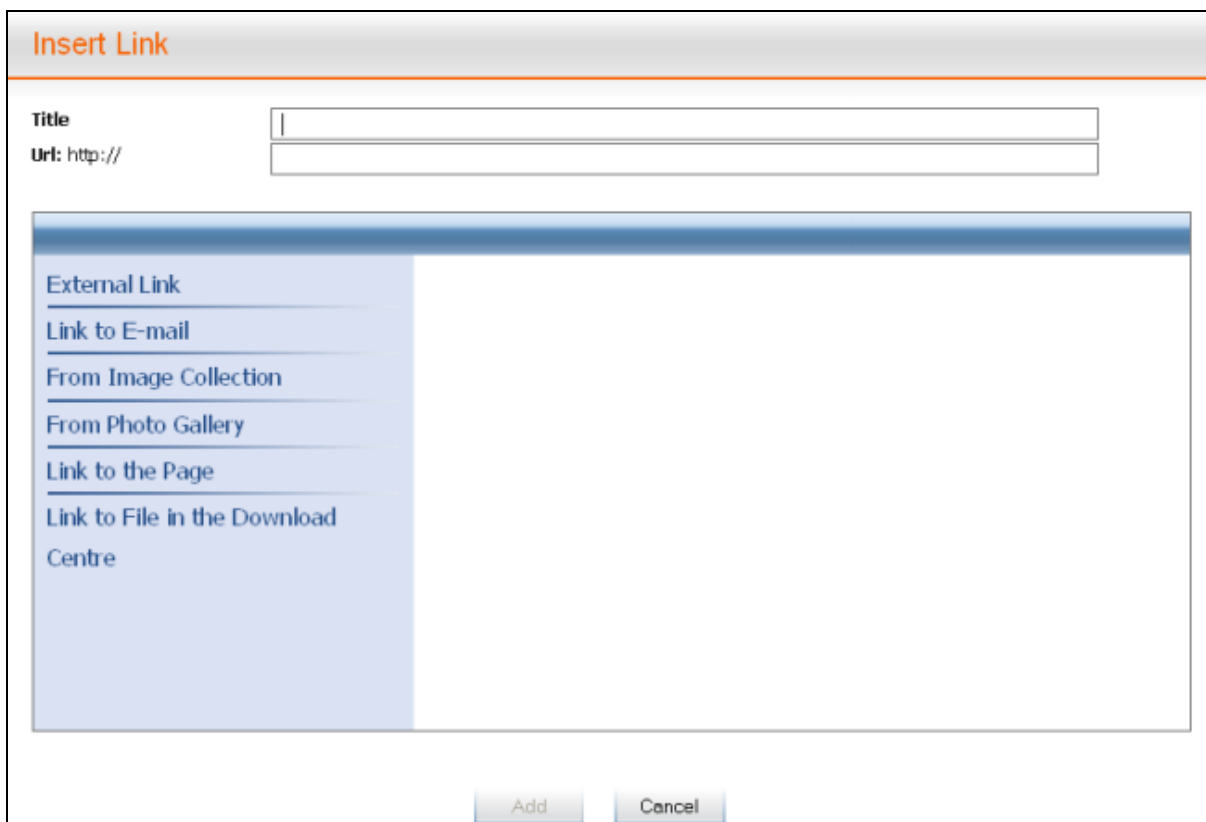
New files can be added like that: press (Edit text) and you will see the following window:
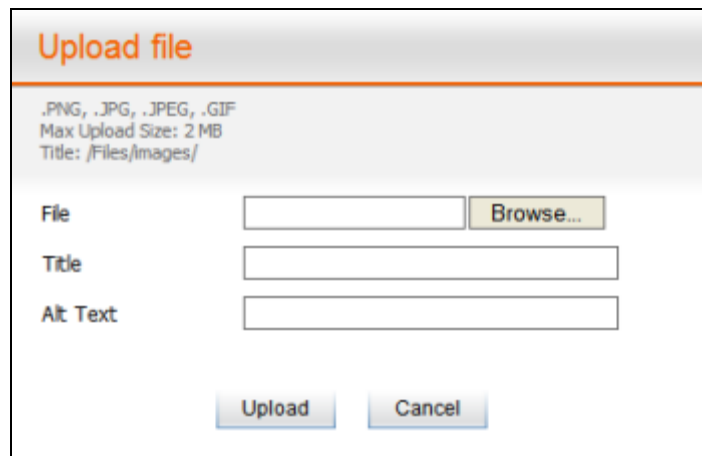
PIC. 2

Now press [link icon]. The following window will appear:

PIC. 3

Press on **"Link to File in the Download Center"**. Now you can choose the file you need from the list or press and upload the file you need.

PIC. 4

If you press **BROWSE** (this button can be called differently depending on the language of your browser), you will open the window in which you can select and upload files. Choose the file you need, press **UPLOAD** if you want this file to be uploaded, or **CANCEL** if you want to discontinue the process.

The **URL** address line will be filled in automatically, but you will have to enter the title yourself.

Press **ADD** if you want to complete the process successfully, or **CANCEL** if you want to discontinue the process.

You can now choose a suitable image for the file you have loaded (see chapter **"Adding and editing images"**).

Now press **SAVE** if you want to complete the process successfully, or press **CANCEL** if you want to discontinue the process.