


Create links to previously uploaded Documents in a Media folder.


An example of links to documents in a media folder is in the Broughton Park 'Club Documents' (INFO => CLUB DOCUMENTS). There are many links to the documents previously uploaded to a media folder. The links are to the documents saved in the '**BPFC Documents**' media folder.

Go to the bottom of the Home page on the website. Click on 'Sign in'.

Log in with your GMS username and password.

Go to the place in your article where you want to place a link. Click on 'Insert Media' , the media folders will show. Open the folder with the document you want to link to. Click on the document so that it is ticked. Click on 'Select' at the top right. 'Download' should appear at the place you wanted to place the link.

Make sure the cursor is somewhere in 'Download'.

Click on 'Insert/edit link' . Where it says 'Text to display', delete 'Download' and put in the text you want to display. Click on 'OK'.

On the Broughton Park site we put all links in bold and italic. Highlight the text you are displaying and click on Bold and Italic.

Job Done.