

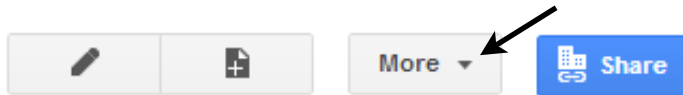
RMU Google Sites guide to
uploading attachments

version 5.7.29.13

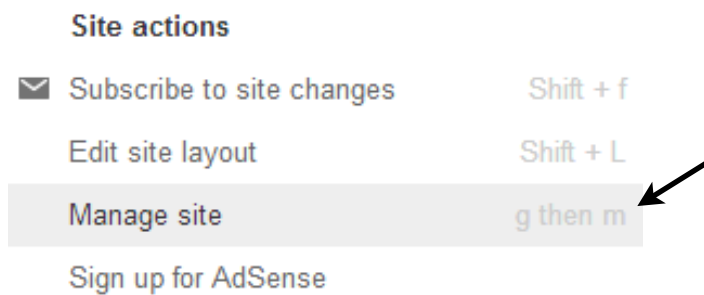


how to upload an attachment to Google Sites

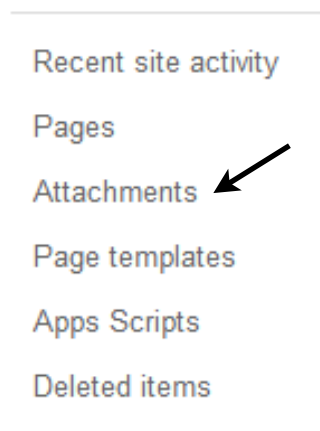
1. From the website page, click the *More* button.



2. Then, from the dropdown menu, click *Manage Site*.



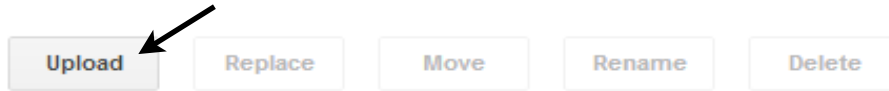
3. Once the Manage Site page has loaded, select *Attachments* from the navigation list on the left side. This will launch the Attachments page.



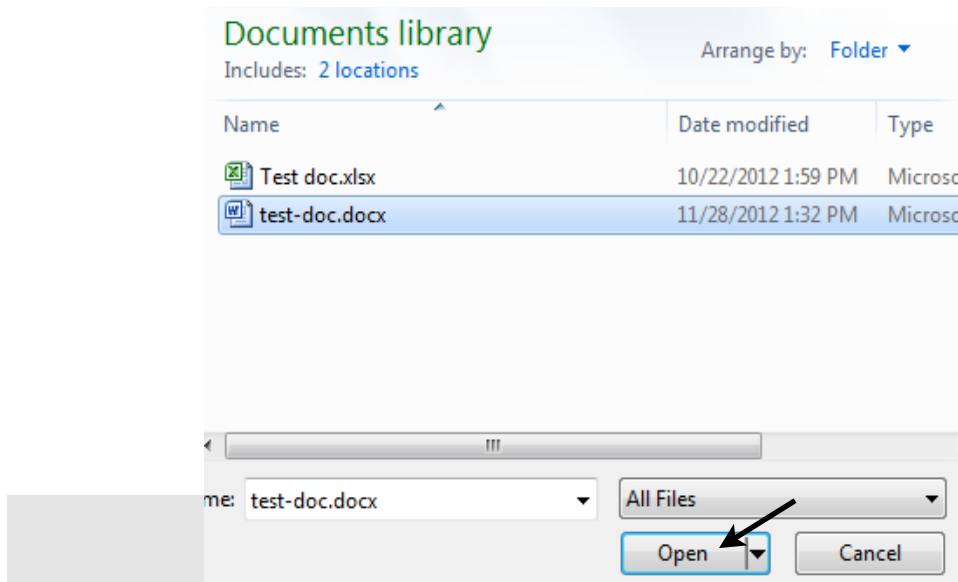
instructions

uploading attachments

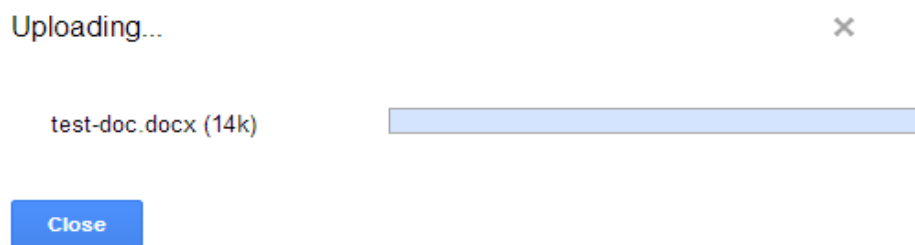
4. To upload a document, click the *Upload* button on the top bar.



5. In the dialog box, browse to the file you would like to upload, select it and then press *Open*.



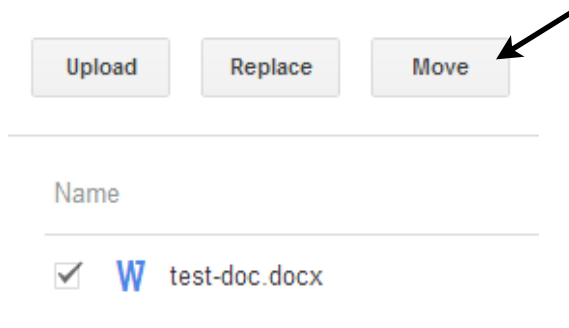
6. The document will then be uploaded to your site.



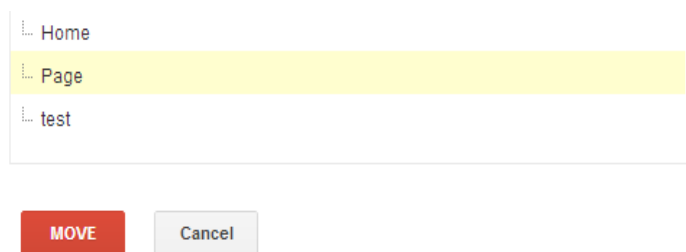
- The document should appear as the first file in the list of attachments.

please note: by default, the file is attached to the main directory of the website. steps 8 and 9 will instruct you on how to move them beneath the page you are uploading them to.

- Select the checkbox next to the file you wish to move and then press the *Move* button.



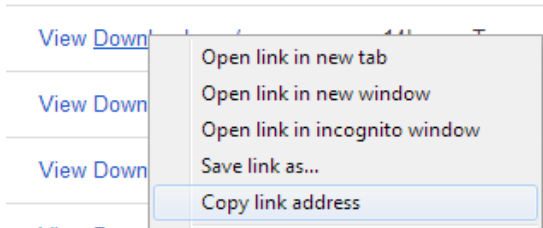
- A Move files box will pop up. Browse to the page that you want the file to be moved under and select *MOVE*.



You will see the location change on the list of attachments.



10. To copy the URL of the attachment, *right click* on Download and select *Copy Link Address*.



11. The link is now copied to your clipboard. Return to the Google Site page in which you want to insert the link.

please note: you have uploaded the attachment and copied the link; however, you have not yet added the link to the site. for instructions on how to add a link, please review the *RMU Google Sites guide to adding links*.

**important
information**

When you paste the link that you have just copied, please note that the end of it will contain `?attredirects=0&d=1`. This is added by Google Sites to the link automatically.

Please make note to **erase** the `&d=1` portion of the link.

example: copied link:

`https://sites.google.com/a/rmu.edu/site-name/test-doc.docx?attredirects=0&d=1`

modified link:

`https://sites.google.com/a/rmu.edu/site-name/test-doc.docx?attredirects=0`