



mamboSchools Tutorial

DocMan (v3.0)/Document Library Series (jv3.x)

2: Adding a New PDF to the Library

This web application print manual will educate and introduce web managers to the document library (DocMan) component within your mamboSchools™ site.

The document library component allows you to upload .doc, .zip, .pdf, etc. to your website. These documents are organized in categories and viewed/downloaded by your school community.

Adding a New PDF (or other document)

The screenshot shows the mamboSchools Control Panel. The 'Components' menu is open, and 'DocMan' is highlighted with a red circle and the number 1. The 'DocMan' sub-menu is also open, showing options: Documents, Categories, Tags, Files, and Users. The background shows the Control Panel interface with various sections like CONTENT, STRUCTURE, USERS, CONFIGURATION, EXTENSIONS, and MAINTENANCE.

Adding a New PDF

NOTE: This is the second of four document library learning manuals. Please refer to the first manual for introductory and administrative login information.

After creating your categories, you will want to

- upload a PDF or other file to the library.
- define the document entry and thereby linking it to your PDF file.

To add a new PDF:

1. Access the DocMan Component. Select the 'Component' menu > DocMan. By default, you will be dropped into the document section of DocMan.

Uploading a PDF or other File

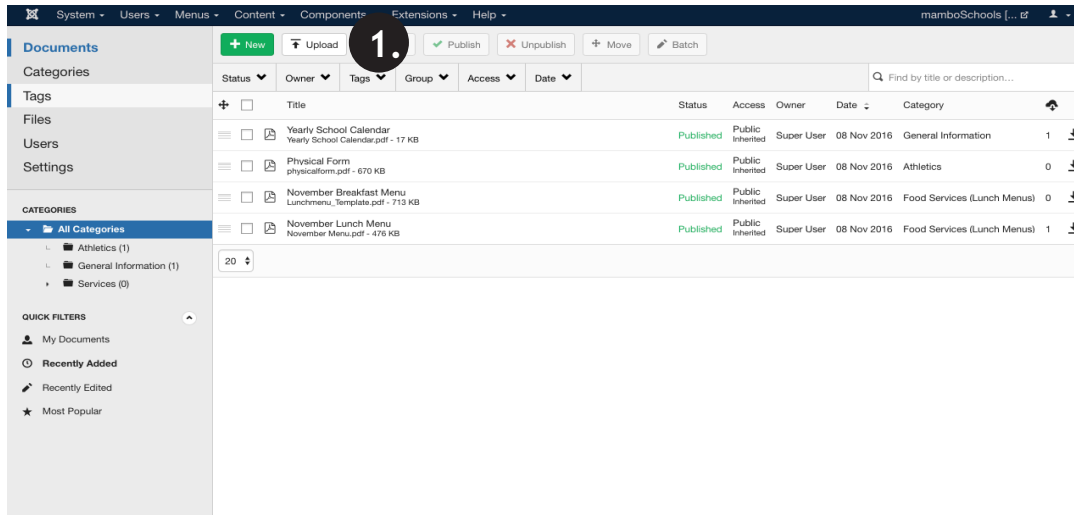


Figure 1

Uploading a PDF (or other document)

Figure 1

1. To begin the upload process, click the 'Upload' button.

The file upload box appears.

Figure 2

2. To select your document you can:
 - a. Drag a PDF (or other document) from your desktop into the box area. NOTE: The entire area is a drop zone.
- or
- b. Click the 'Upload' button. Reminder: The open file dialog box will appear (not shown). Route to your desktop, My Documents, or other folder. Select your saved .pdf, .doc, .zip, .rtf, or .xls file. Click the "Open" button.

Your dropped or selected file will automatically be added to the document library. Your final step is to complete the entry.

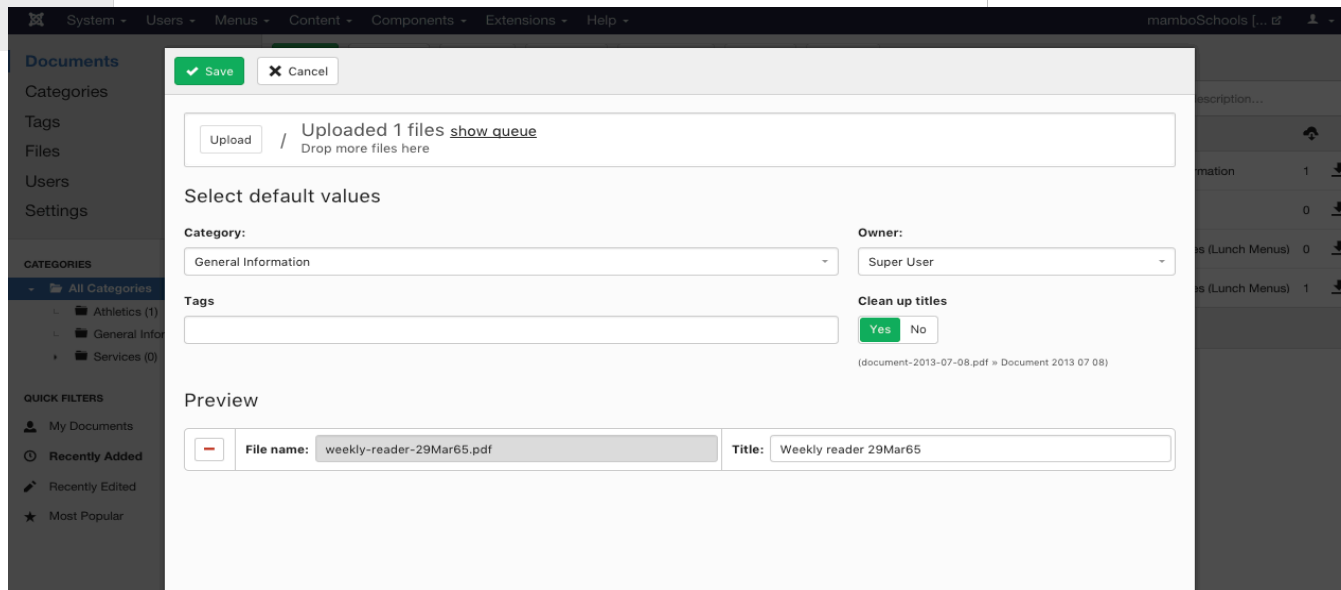


Figure 2

Creating the Document Library Entry

The screenshot shows the Joomla! Document Manager interface. The left sidebar contains navigation links: Documents, Categories, Tags, Files, Users, Settings, CATEGORIES, All Categories, Athletics (1), General Info, Services (0), QUICK FILTERS, My Documents, Recently Added, Recently Edited, and Most Popular. The main content area displays the 'Create New Entry' form. At the top, there is a green 'Save' button with a green circle and the number 3. Below it, a message box says 'Uploaded 1 files show queue' with a link to 'show queue'. The 'Select default values' section includes a 'Category' dropdown menu with 'General Information' selected, highlighted with a green circle and the number 1. The 'Owner' dropdown menu is set to 'Super User'. There is a 'Tags' input field and a 'Clean up titles' section with 'Yes' and 'No' buttons. The 'Preview' section shows the 'File name' as 'weekly-reader-29Mar65.pdf' and the 'Title' as 'Weekly reader 29Mar65', with the 'Title' field highlighted by a green circle and the number 2. The bottom status bar shows 'Joomla! 3.6.5 - © 2017 mamboSchools [Joy]'.

Creating the Document Library Entry

The final step is to create the document library entry the public will view. The PDF you uploaded will be linked to this entry:

1. Select the category. This is one of the organization directories created in the previous manual in this set.
2. Check (and edit) the title. **DocMan will copy the title of your PDF (or other file) in the title area.** This title will be viewed by the public when browsing the library and is the default title for any document library links established within a web page.
3. Click the 'Save' button to save your entry and make it public.
4. **NOT SHOWN.** The final step is to close the file upload box. You can click the word 'here' in the green message box or click 'Cancel'.

This file will now be ready for the public user to download.

You may wish to return to your web site, check the document library and verify your file is available.