

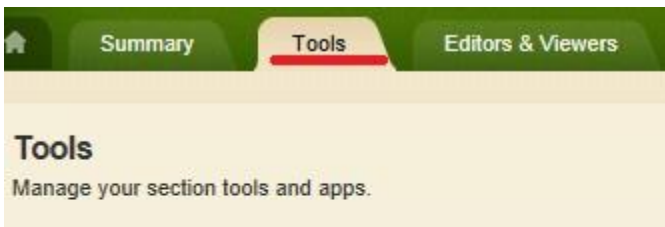
Tech Tips

Posting PowerPoints and PDFs for iPad

Due to the confines of the Mobicip Browser, iPads that are used by the students cannot download content. Therefore to remedy this, when posting PowerPoint or PDF documents to your Schoolwires site, they must be added as a file link not an attachment.

Upload your file to the cabinet:

From site manager select **TOOLS/FILES & FOLDERS/UPLOAD**

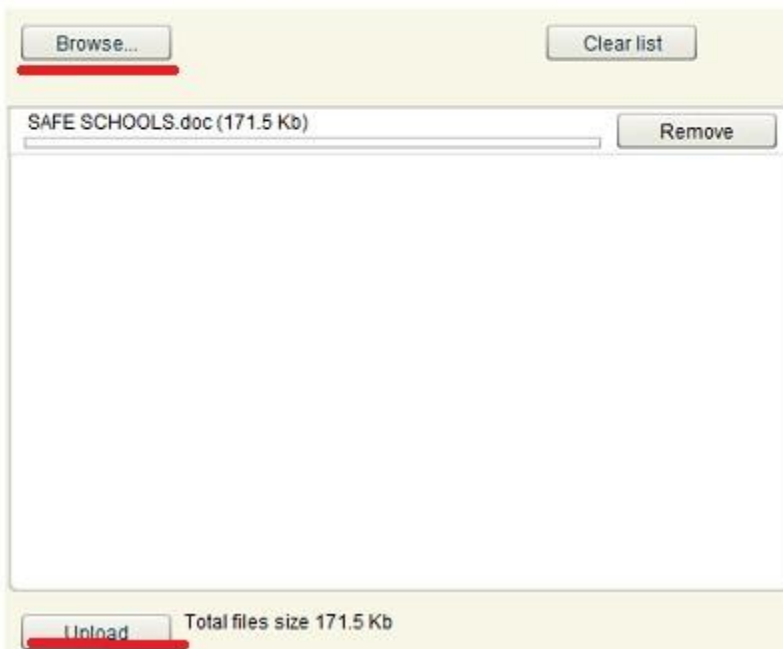


TIP: File names cannot include symbols such as @#\$%^&*()



Upload Files

Click Browse to select a file or multiple files. If you want, you can remove a file or files or clear your list Upload when you're done choosing files.



Select **UPLOAD** then **BROWSE**
To the file you wish to add.
UPLOAD.

Copy the URL Link:

Select MORE/GET LINK

Highlight and copy the full web address/CLOSE



Return to your section site manage and type the name of the document you are attaching.

Highlight the name you typed.

Select the Insert link icon.

Add your link to your Content Page:

In the section site manager select WEB ADDRESS and PASTE the URL into the right hand box.

Remove anything before the www .

Adjust the prefix in the dropdown if needed.

Insert Link

