


DIGIMAKER 6.0



Digimaker 6.0 How to guides

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1.1 How to Upload a Document

In order for you to be able to show documents on your website, you first have to upload the document to Digimaker. Typical document formats include Microsoft Word, Excel, Power Point, Adobe PDF etc.

To add a new document to the library,

- Step 1:** Click the **Libraries** from the main menu tab. This displays the **Library Workspace**, which displays commonly used links.
- Step 2:** In **Library Workspace** click **Upload document**.

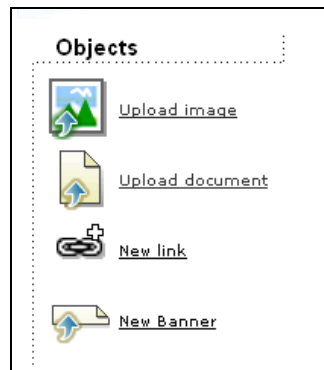


Figure 1: Upload document

You can access the **Add new image** command from the **Library Submenu**, position the mouse over **Document** under the **Library Submenu**. From the menu choose **Add new document**.

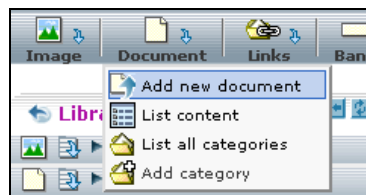



Figure 2: Add New document - Library Submenu

Clicking the icon  next to the **Document Categories** element in **Library Explorer** displays a menu. From the menu choose **Add new document**.

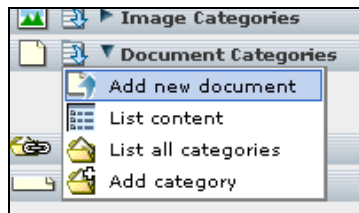


Figure 3: Add New document – Library Explorer

Step 3: This displays the **Add new document Workspace**.

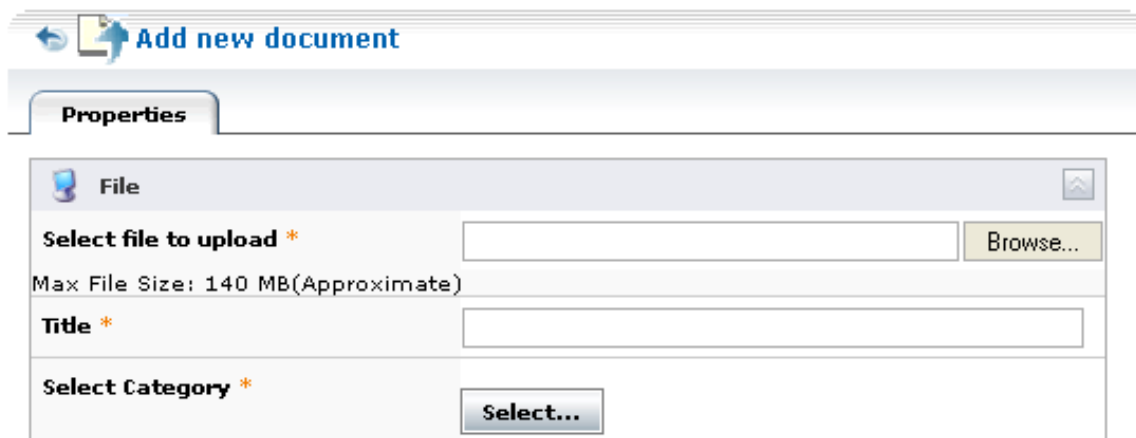
A screenshot of the 'Add new document' workspace. The title bar says 'Add new document'. Below the title bar is a 'Properties' section. Under 'Properties', there is a 'File' section with a file upload field. The field is labeled 'Select file to upload *' and has a 'Browse...' button next to it. Below the file field, it says 'Max File Size: 140 MB(Approximate)'. There is also a 'Title *' field and a 'Select Category *' field with a 'Select...' button next to it.

Figure 4: Add new document Workspace

The **Add new document Workspace** allows us to upload a document and enter general information about the document.

Step 1: Click the **Browse** button beside the **Enter file to upload** field to find a document on your own computer and select the document.

FILE

Enter file to upload displays the full path of the document you are uploading from your computer.

Note: You can upload a file with a Maximum File Size: 140 MB (Approximately)

Title is the name of the document. Use an appropriate name so that it is easier to identify the document.

Select Category allows you place the document in a category by clicking on the select category button and choosing an appropriate location for the document. This will help you group related document apart from maintaining directory structure. The choice of category may affect the level of access given to the document by certain users.



Click **Save** when you finish entering all the information. This uploads the document and the screen switches to another view.

To add a single document simply browse the document choose the category where you would like to add the document and click on OK and then click on **Save**.

To add multiple documents use the **Bulk Upload** feature for more information please refer section **5.6: Bulk Upload** by downloading the [Digimaker CMS End User Manual](#)

If you do not want to add a document at this time click **Cancel**.

Note! All the fields that are marked with a * are required.