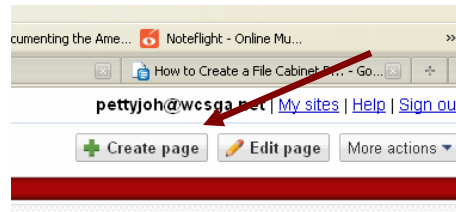


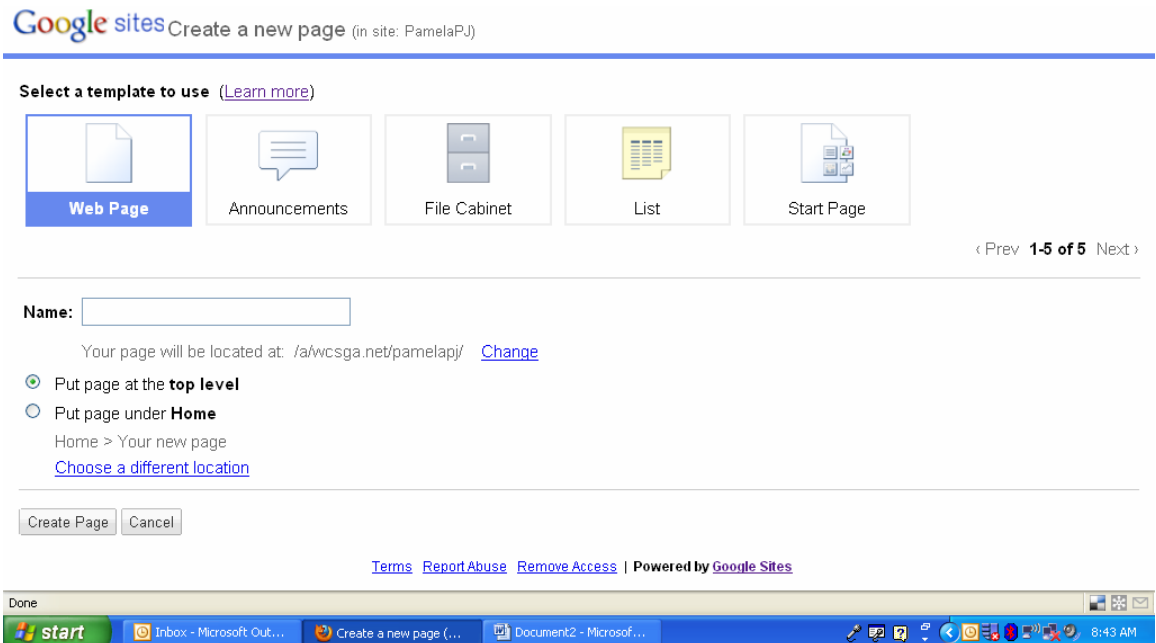
How to Create a File Cabinet Page in Google Sites

The file cabinet pages in Google sites are used for uploading files that need to stay the same. For example: you may have a PowerPoint presentation that has animations and sounds. Animations and sounds will NOT transfer into Google presentations so you should create a file cabinet so that the viewer of your site can go there and download your file directly. Here's how you create a file cabinet page:

1. Click "create page."

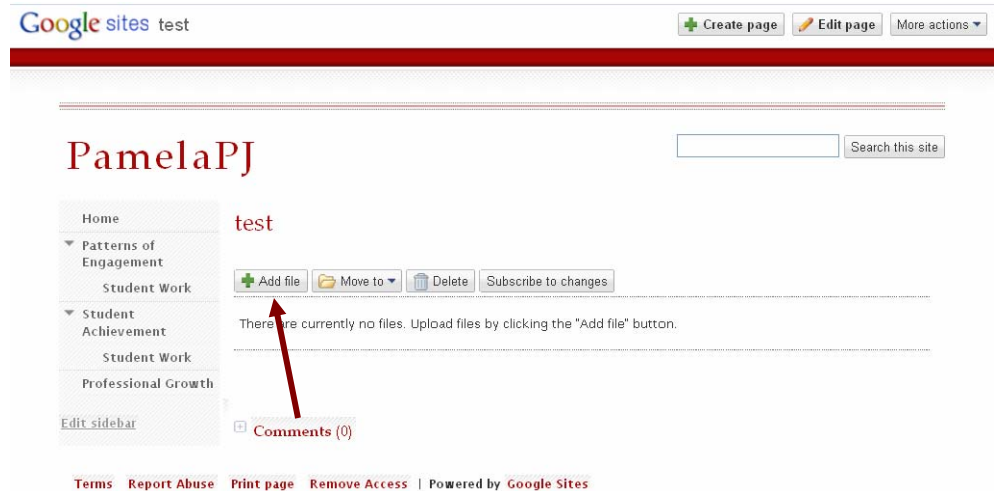


2. Choose "file cabinet."



3. Name your file cabinet and choose either "put page at the top level" or "put page under home." Then, click "create page."

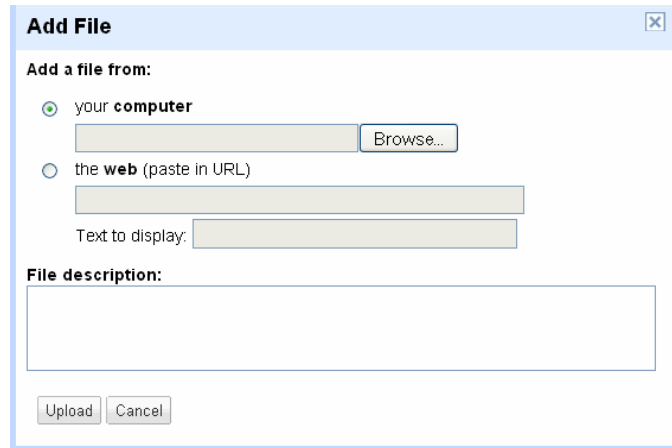
4. Here's your new page!



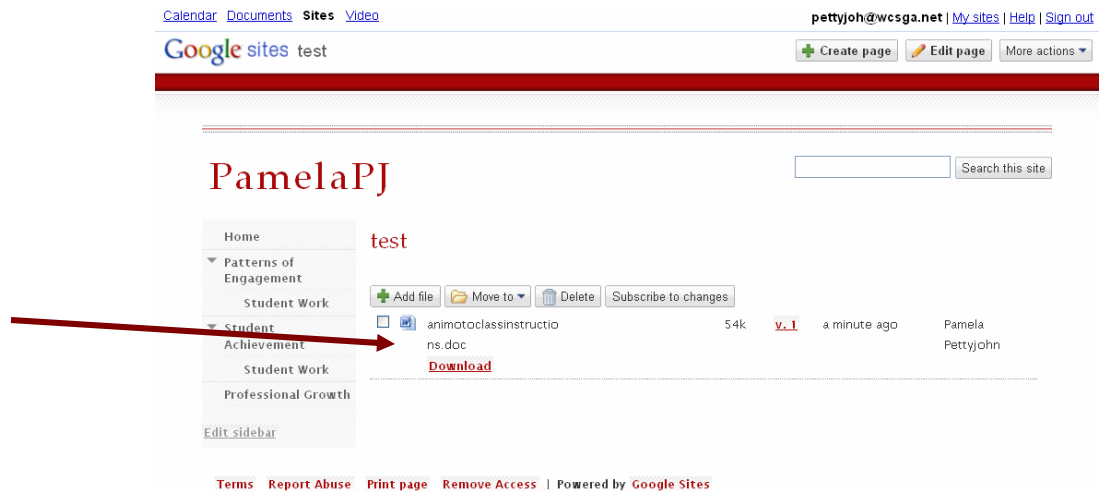
5. First, go to "more actions>page settings" and uncheck "allow comments". Save your page. To add a file to your cabinet, click "add file."

6. In the "add file window", click "browse" and navigate to the file that you want to put into your cabinet.

7. Click "Upload."



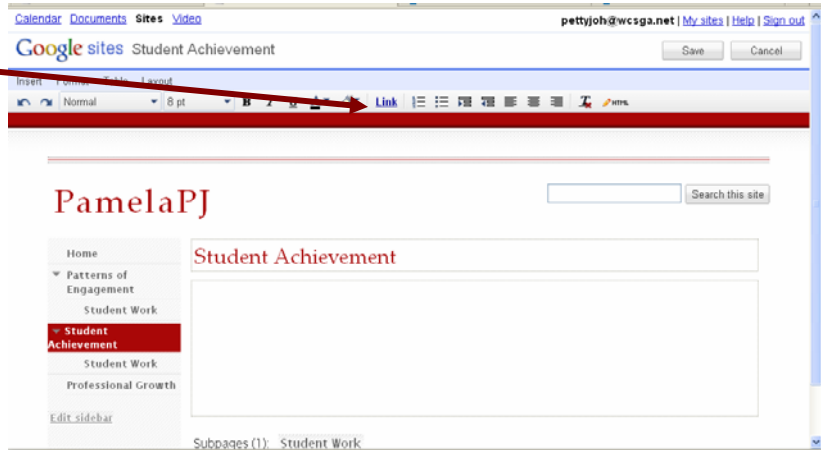
8. Now your file is in the cabinet!



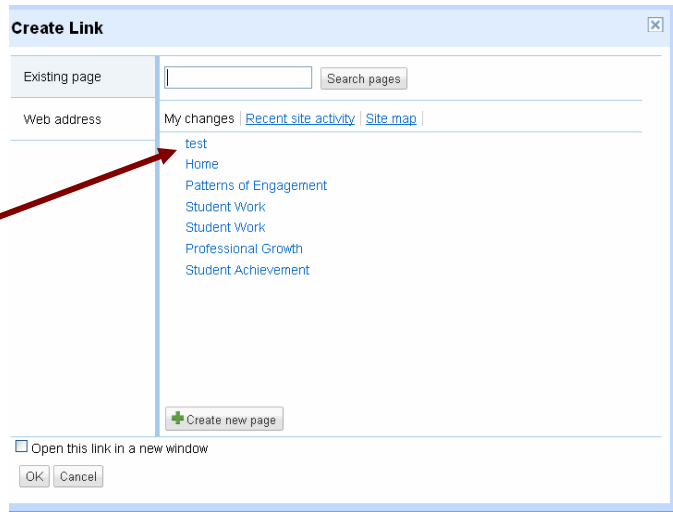
You will now need to hyperlink to this page so the viewer can see the file.

9. Now, go to the page to which you need to link the file cabinet. For this example, I will go to my *Student Achievement* page. Click "edit page."

10. Click "link" in the toolbar.



11. Click on the file cabinet page. I named my file cabinet page "test" so I will click on the TEST page. Then click "ok."



Your file cabinet page is now automatically linked!!

Also, you can type any text into your page, highlight it, and click "link." This is how you could link the exact document in your file to page to which you want to link.

