

## Etail Systems Tip Sheet

*Objective: To add a link to a file uploaded in COMS, into an article.*

The following tells you how to achieve this;-

Step 1.

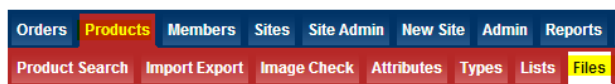
- Please print off the 'Foam Cushion Quote / Cushion Order Form'
- Complete the form indicating the foam of your choice. If you are unsure which foam to choose, do not worry we are able to help with your decision. (Please indicate if you would like advice on the quote form).
- When we receive your covers we will measure them. The choice of foam is sometimes dependent on the border depth of your covers, however we will contact you and talk through with you the foam we recommend and give you a quote.
- Please enclose £7.00 (payable either by cheque, debit or credit card. This is to cover return postage should you decide not to go ahead with an order.)



Adding a link into an article to a file can be a really useful way of giving people information there & then e.g. this may be a link to a PDF of a form they need to fill out & send back to you. Your link can be either a normal hyperlink, or you can link from an image (see left).

### Adding a file

Go to Products > Files



You'll see you have the option to upload files, usually a PDF.

If you're not sure if your file type can be uploaded – try it & see! COMS will tell you if it can't accept it.

**NB: If COMS throws an error message, try shortening your file name & reuploading if it's an accept file type.**

Choose your file, & add some remarks to remind yourself what the file is (this won't be shown on the site) & a title (which is shown on the site), if you wish. If you want it to be a zoom image, tick the box. If you need a predefined width & height, enter that in the relevant boxes. Then click 'Add New File'.

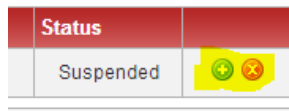
File Upload							
File	Remarks	Title	Zoom	Width	Height		
<a href="#">Choose File</a> No file chosen			<input type="checkbox"/>			<a href="#">Add New File</a>	

File Manager						
Type	Remarks	Title	Size	Status		
PDF	/csi/287899650/pdf/1.00_v1.1_coms_-_overview_of_coms.pdf	Test PDF	422 kb	Live	<a href="#">Update</a> <a href="#">Delete</a>	

If your upload is successful, your file will be uploaded & appear underneath.

If you need to edit your Remarks or Title, do this & then click the green 'update' button.




To suspend a file, click the red 'remove' button.

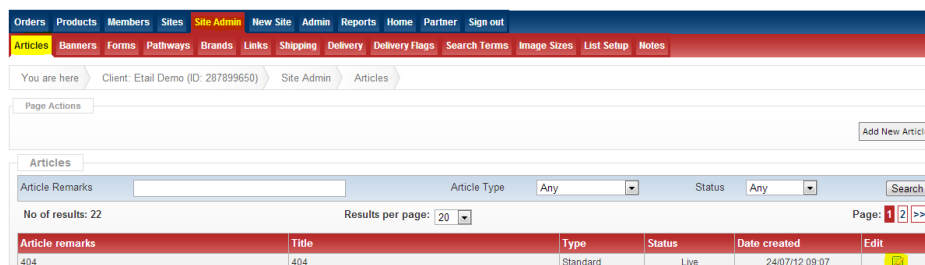
To set it live again, click the green 'add' button. To set it to dead, click the red 'x' button. If a file is 'dead', it will not be able to be seen at all.

## Getting the file link

It may be a good idea to open Notepad so you can copy the desired links in there. You'll need to copy the full link that's shown against the file in COMS.

Type	Remarks	Title	Size	Status	
PDF	<a href="/csi/287899650/f/pdf/1.00_v1.1_coms_-_overview_of_coms.pdf">/csi/287899650/f/pdf/1.00_v1.1_coms_-_overview_of_coms.pdf</a>	Test PDF	422 kb	Live	 

Then go to your desired article in Site Admin > Articles & edit it.



## Adding the link to the article

If you want a **hyperlink** to your file, please use the following HTML:

```
<a href="/csi/1096646656/f/pdf/testfile.pdf" target="_blank">Test File</a>
```

**Red** – please put your file link here.

**Green** – put the word(s) you'd like people to click on to get to your file.

If you'd like an **image to be a link**, please use the following HTML:

```
<a href="/csi/1096646656/f/pdf/testfile.pdf" target="_blank"></a>
```

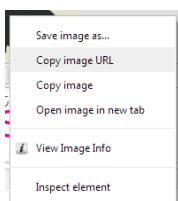
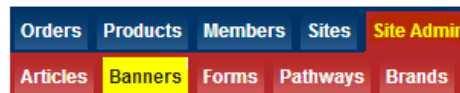
**Red** – please put your file link here.

**Green** – put the link to the banner that you want to use as your image here (see below on how to do this).

You can set the width & height of your image by changing the numbers against them.

### Getting your banner link

You'll need to go to Site Admin > Banners, find the banner you want & then right click it.



A little menu should appear & you need to select 'Copy image URL' (in Chrome) or your browser's equivalent.

Then paste this into Notepad. You'll need to edit the link slightly before you can use it.

<https://coms.etailsystems.com/csi/287899650/i/bnr/testfile.jpg>

**You only need to copy the bit in red into your HTML, or the link won't work for your customers.**

A screenshot of the HTML text editor interface. It shows a 'Design mode' tab and an 'HTML text' tab. Below the tabs are fields for 'LinkUrl:', 'Link target:', and 'Image display:'. The 'Link target:' field has a dropdown menu with 'Same window' selected. The 'Image display:' field has a dropdown menu with 'Text only, no images' selected. At the bottom is a yellow 'Update Article' button.

You can now add your HTML to your article (make sure the HTML text tab is selected) & click 'Update Article'.

If you need any help with this feature, please call 0844 482 0908 or email [support@etailsystems.com](mailto:support@etailsystems.com).