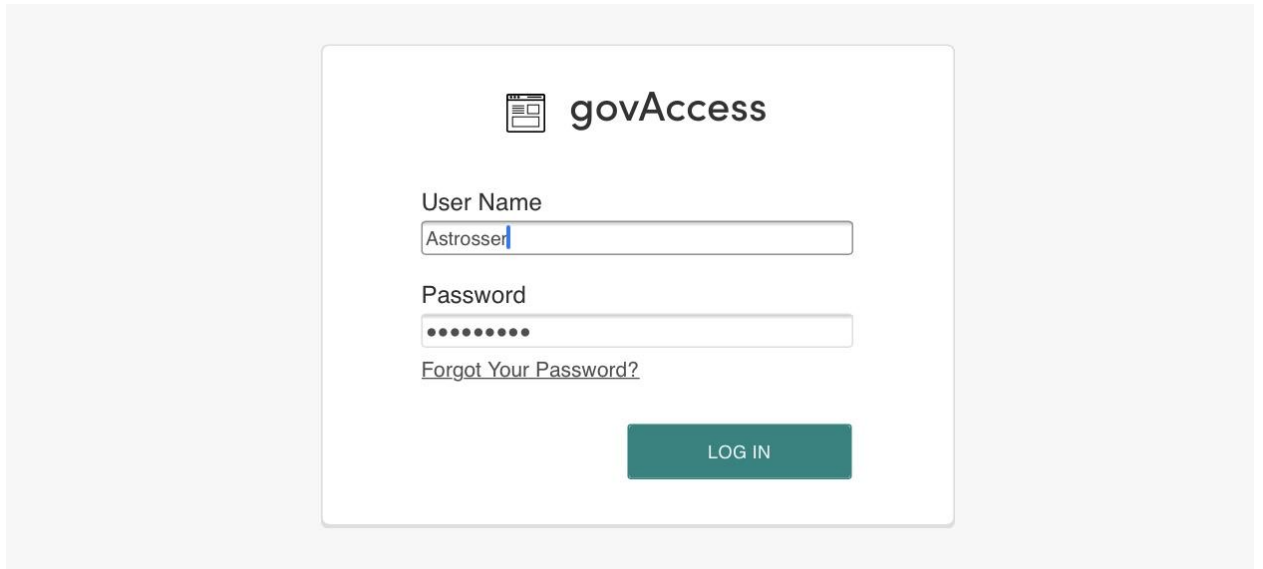


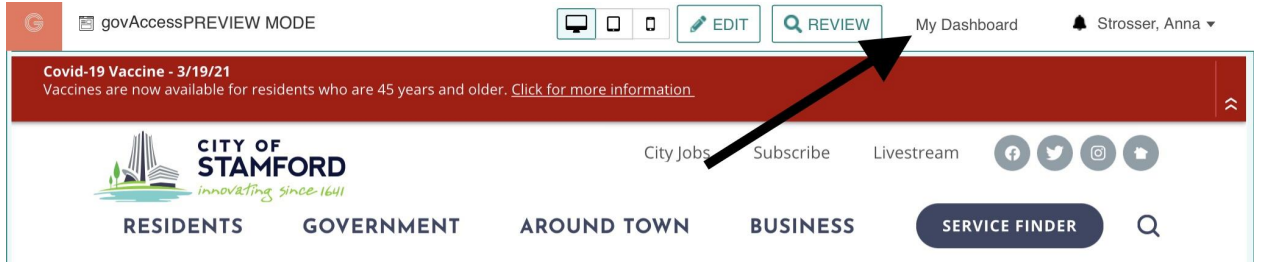
How to Upload a Document onto the City of Stamford Website.

Please use this guide to learn how to publish a document onto the city website.

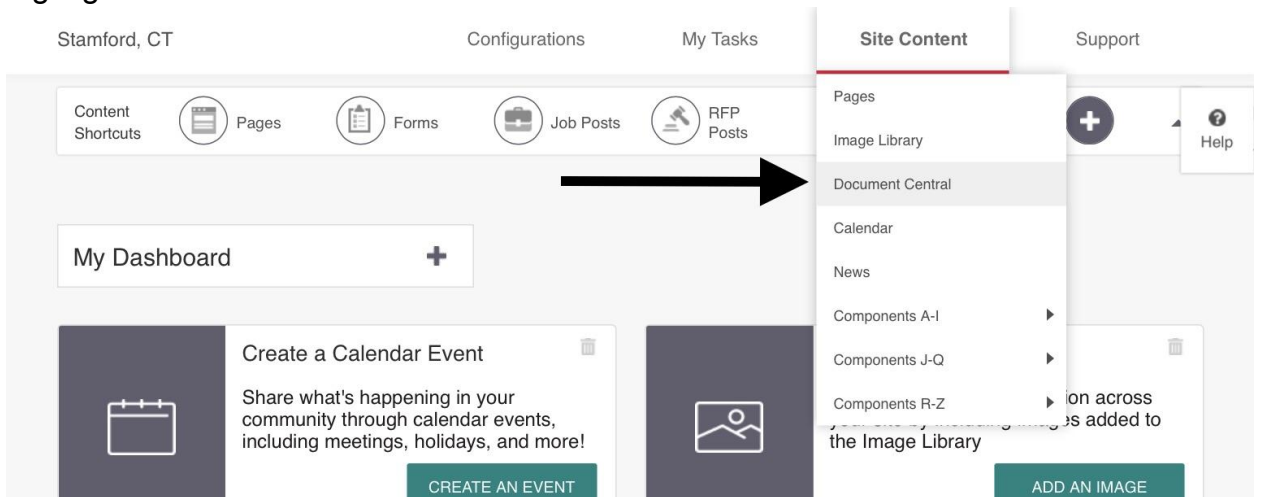
- 1) Log into the website



- 2) Click my Dashboard



- 3) Highlight Site Content > Document Central



4) Select the appropriate folder and click on “add documents”

Manage Document Central

Q Search

Current Folder: Document Central > Animal Control Center

Document Central

- Board Agendas and Minutes
- Administration
- Animal Control Center
- Board of Ethics
- Board of Finance
- Building Department
- Cashiering and Permitting
- Community Development
- Communications
- Controller
- Economic

	Document Name	Size(KB)	Last Updated	By
	Volunteer Program Description and Rules	233.50	02/16/2021 2:03 PM	Strosser, Anna

No More Documents

DELETE ADD DOCUMENTS

5) Drag the document into the space titled “Drag & Drop HERE” or press the space and find the pdf in your folders. You can drag up to twenty documents at a time.

Current Folder: Document Central > Animal Control Center

Drag & Drop HERE

Or [Browse](#) any
.txt,.rtf,.doc,.docx,.xls,.xlsx,.pps,.ppt,.pptx,.pdf,.rar,.zip,.csv,.xml,.dwg,.eps,.ai,.vsd,.kml,.kmz
file

If you are having trouble with this uploader, please click [here](#) to switch to the classic upload tool.

6) Pick out your content group.

OPTIONS FOR BULK PROCESSING OF DOCUMENTS

Content Group *

Animal Control Center

SAVE SAVE & PUBLISH

Membership Groups
There are no Member Groups.

- 7) Rename the document name to whatever you would like displayed on the website, press select all and "SAVE & PUBLISH. If you just press save, it will not be visible to residents on the website.

Add Documents

BACK

OPTIONS FOR BULK PROCESSING OF DOCUMENTS

Content Group *

Animal Control Center [SAVE] [SAVE & PUBLISH]

Membership Groups
There are no Member Groups.

Select all

Document Name *
Form [SAVE] [SAVE & PUBLISH]

Key Words
[REMOVE]

BACK

- 8) Click on Stamford, CT to return to the home screen and find the page where the document is needed.

Stamford, CT Configurations My Tasks Site Content Support

Content Shortcuts Pages Forms Job Posts RFP Posts

Documents Uploaded.

Manage Document Central

- 9) Click "Edit."

govAccessPREVIEW MODE [EDIT] [REVIEW] My Dashboard Strosser, Anna

Covid-19 Vaccine - 3/19/21
Vaccines are now available for residents who are 45 years and older. [Click for more information.](#)

CITY OF STAMFORD
innovating since 1641

RESIDENTS GOVERNMENT AROUND TOWN BUSINESS

City Jobs Subscribe Livestream [Social Media Icons]

SERVICE FINDER [Search Icon]

- 10) Click the wrench icon on the upper right corner of the content area in which you'd like to place the document.

The screenshot shows a 'Content Area' with a sidebar on the left containing a 'FORMS' section with various links. The main content area has a title 'Content Area' and a description of the Stamford Animal Control and Care division. Below this is a 'Department Staff' section with a 'Staff Directory List' table.

STAFF	TITLE	DEPARTMENTS	PHONE	EMAIL
Cobb, Tiford	Manager	Animal Control	(203) 977-5166	
Cornejo, Nicolle	Volunteer Coordinator	Animal Control	(203) 977-4438	

- 11) Type the name of the uploaded document, highlight it, and click on the add document icon.

The screenshot shows a 'Content Area' with a 'Documents & Forms' section. The list includes links to various forms. Below the list is a 'DESIGN' tab and a 'Hyperlink Manager' section with fields for URL, Target, Id, Title, and Classname. There are 'CLOSE' and 'SAVE' buttons at the bottom.

URL: Target: Hyperlink Manager:

Id: Title: Classname:

Display Links to Document Viewers
 Check this box if linking to documents in the editor tool.

12) Navigate the folders, select the uploaded document, and click “insert.”

The screenshot shows a 'Document Manager' window within a 'Content Area'. The window has a sidebar with a tree view of folders under 'Document Central'. The 'Animal Control Center' folder is selected. The main area displays a table with two columns: 'Filename' and 'Size'. Two items are listed: 'Form' (224661) and 'Volunteer Program Des' (239103). The 'Form' item is highlighted. To the right of the table is a configuration panel with fields for 'Link Text' (set to 'Form'), 'ID', 'Target' (set to 'New Window'), 'Tooltip', and 'CSS Class' (set to 'Apply Class'). At the bottom of the window, there are buttons for 'CLOSE', 'INSERT', 'CANCEL', and 'SAVE'. A black arrow points to the 'INSERT' button. The status bar at the bottom of the window shows 'Page 1 of 1. Items 1 to 2 of 2' and an 'UPLOAD NEW DOCUMENTS' button.

Filename	Size
Form	224661
Volunteer Program Des	239103

- 13) The form will display as an attachment to the text. Click “save” for the document to be visible.

The screenshot shows a 'Content Area' editor window. At the top, there is a title bar 'Content Area' and a close button. Below is a rich text editor toolbar with various icons for text formatting and alignment. The main content area contains a heading 'Documents & Forms' followed by a list of links: 'State of CT Low income Pet Sterilization Application', 'City of Stamford Dog Adoption Form', 'City of Stamford Cat Adoption Form', 'City of Stamford Rabbit/Small Animal Adoption Form', 'Pet Food Assistance Form', 'Dog License', and 'Form'. Below the content area are tabs for 'DESIGN' and 'HTML'. The 'HTML' tab is active, showing fields for 'URL', 'Target', 'Hyperlink Manager', 'Id', 'Title', and 'Classname'. There is a checkbox labeled 'Display Links to Document Viewers' with the instruction 'Check this box if linking to documents in the editor tool.' At the bottom right, there is a 'CLOSE' button and a 'SAVE' button, with a black arrow pointing to the 'SAVE' button.

- 14) Click “publish” on the page for the form to be displayed to the public.

The screenshot shows a web page editor interface. At the top, there is a navigation bar with 'govAccess', 'EDIT PAGE', and buttons for 'SAVE', 'BACK', 'APPROVE', 'insert comments here...', and 'PUBLISH'. The 'PUBLISH' button is highlighted with a black arrow. Below the navigation bar is a red banner with the text 'Covid-19 Vaccine - 3/19/21' and a link 'Click for more information'. The main content area features the 'CITY OF STAMFORD' logo and navigation links for 'RESIDENTS', 'GOVERNMENT', 'AROUND TOWN', and 'BUSINESS'. There is also a 'SERVICE FINDER' button and a search icon.

