

表件管理

1. 新增表件

登入後點選[網頁管理]->[新增表件]



填入標題與選擇資料夾

The screenshot shows the 'Create Download' form. At the top, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel' (with an 'x' icon). Below the buttons is the text 'Create Download'. A note states: 'All fields with a star (*) are mandatory and must have an entry.' The form has three tabs: 'Publishing', 'Descriptions', and 'Files'. The 'Files' tab is selected and highlighted with a red box and a red circle with the number 3. The 'Category *' field is a dropdown menu. The first option is '- Select Category -'. The second option is '- Select Category -' and is highlighted with a red box and a red circle with the number 2. Below this, there are three more options: '圖書館', '圖書館法令規章', and 'ISMS專區'. The '圖書館法令規章' option is highlighted with a red box. The 'Alias' field is a text input field. The 'Title * 請填入此欄' field is a text input field. The 'Title * 請填入此欄' field is highlighted with a red box and a red circle with the number 1.

選擇檔案後按上方[Save]，點選下方 **Save** 會跳轉至學校首頁，檔案最大

6MB!

3

[Create Download](#)

All fields with a star (*) are mandatory and must have an entry.

Title *

國立海大附中圖書資料 1 購辦法

Publishing	Descriptions	Files
Select Main File 2 選擇檔案 國立海大附中...料薦購辦法.pdf 最大上傳文件大小: 16.00 MB Select a file to be uploaded to your server. This file will be used for downloading. Note 1: If the file already exists, then it will be overwritten. Note 2: If you are going to select an external file below then this field must be empty. Allowed file extensions: pdf, txt, odt, ods Allowed maximum size (site) 6144 KB		

出現送出成功即完成。

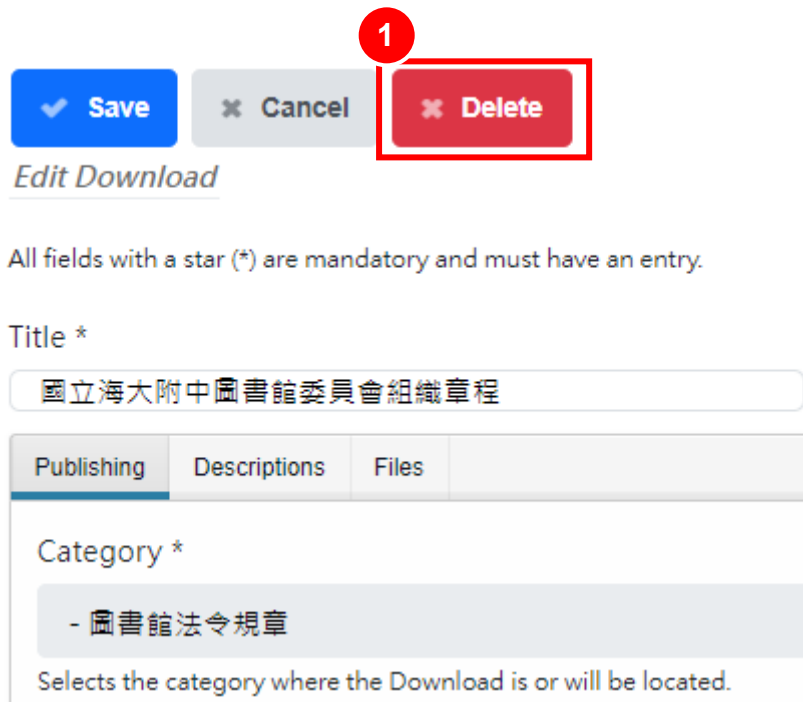


2. 刪除表件

點選檔名後之編輯圖示



點 Delete 直接刪除



1

Save **Cancel** **Delete**

Edit Download

All fields with a star (*) are mandatory and must have an entry.

Title *

國立海大附中圖書館委員會組織章程

Publishing Descriptions Files

Category *

- 圖書館法令規章

Selects the category where the Download is or will be located.