## How to insert a download link to a file into an article or forum posting

Written by Julian Haines Friday, 10 September 2010 10:55 - Last Updated Wednesday, 28 December 2011 10:54

A prominent file download link ( <u>example</u> ) can be simply added to any article or forum posting to allow users to directly access and download any file in the <u>repository</u>

, available from the downloads link on the main menu. If you have not yet uploaded the file to the repository, you must do so first. Details for uploading files are available here

## Method

- 1. First log-in to the website.
- 2. Navigate to the download page for your file in the repository.
- 3. Click the button to start the download, then cancel the download (unless you actually want it).
  - 4. Look at the URL in the address bar of your browser. It should look something like this: <a href="http://www.ecskc.eu/downloads/func-startdown/30/">http://www.ecskc.eu/downloads/func-startdown/30/</a>
  - 5. Copy the file id number which is right at the end of the URL, in this case 30.
- 6. In the text of your article or forum submission type the following tag, pasting the file id number in place of xx:

{spic}{quickdown:xx}{/spic}		
or, using the example file,		
{spic}{quickdown:30}{/spic}		

Once your article/forum submission is submitted the download link will appear in place of the tag whenever it is viewed.

## Example

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Here's a link to the Dublin Bay Sea Kayak Race entry form generated with the tag {spic}{quickdown:30}{/spic}.

{quickdown:30}