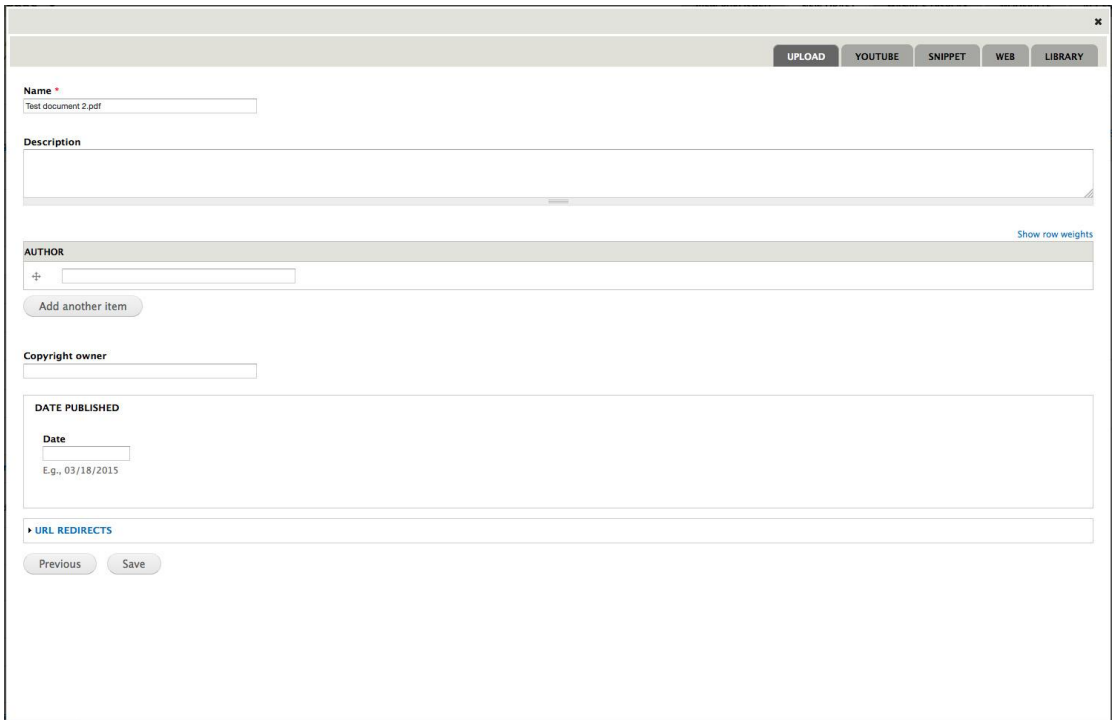
Documents uploaded to Drupal

Any information presented on the web is best added as a web page rather than a document as it will be more accessible and searchable. If there is a specific requirement for the information to be presented in a document, then the document needs to be fully accessible. Both Word and Acrobat have accessibility checkers which will ensure your document is as accessible as possible.

Uploading a document

To upload a document either use the ‘create content’ tab > ‘upload media’ in Workbench, or the related documents tab while editing or creating a page.

When a document is uploaded Drupal uses the document’s file name to create a document wrapper. Metadata such as description, author, copyright owner, and date can be added at the upload stage. When the document is saved it is given an id number and listed under the Workbench file listing.



Metadata stored with a document in the document wrapper.

A document can appear on more than one page and Drupal lists all the pages (or nodes) that a document appears on, or has appeared on, in the Workbench file listing. You can also see all pages the document appears on, or has appeared on, in the ‘usage’ tab when you edit a document from the file listing.

If more than one instance of the same document is uploaded, it can retain the same file name and document wrapper name as the previous uploaded versions but the id number and document link will be unique. Drupal, however, will not be aware these are identical documents and will treat them

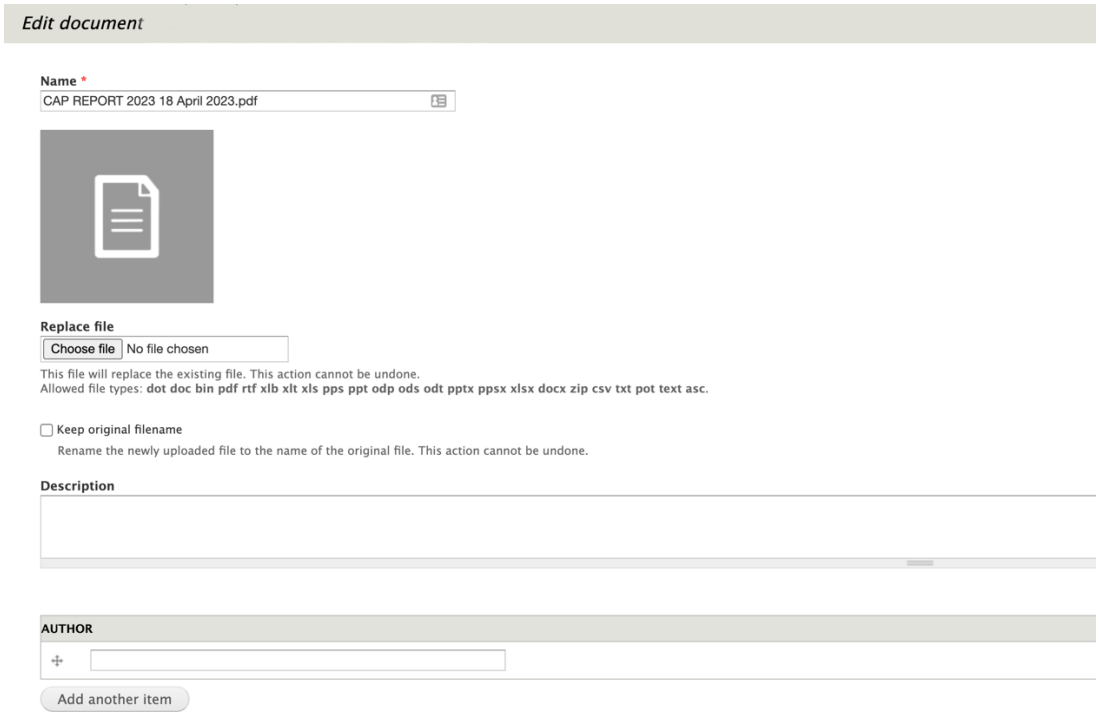
as separate entities (i.e. whatever you do to one document will not affect the other).

The id and document link remain constant once created, even if the document is updated or its wrapper name is changed.

Before uploading any document you will need to ensure that it is fully accessible.

Editing a document

To change a document's wrapper name or its metadata go to edit in the related documents tab while editing or creating a page, or click on the document in the Workbench file listing.



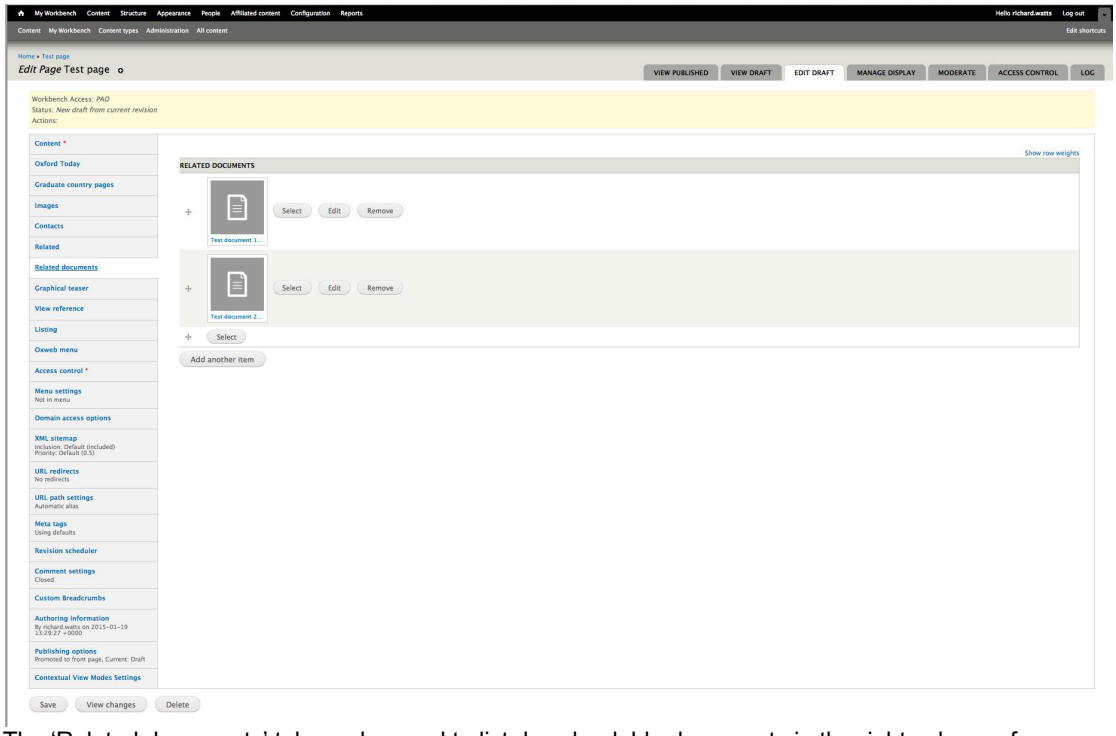
The 'Replace file' function can be used to update or change the file downloaded.

Please note that when editing a file, changing the name will change the document's wrapper name and not the filename – they can be different.

You can keep the original filename by checking the 'Keep original filename' box.

To update a document that already appears on a page (or several pages) with a newer version of the file, use the 'Replace file' function under edit (see above). This will update all instances of the document but will retain the document's wrapper name (unless you have changed its wrapper name at the same time) and its id number. Please note that any display changes such as file size will not be updated until the page that the document appears on is re-published.

Adding a document to related documents listing



The ‘Related documents’ tab can be used to list downloadable documents in the right column of a page.

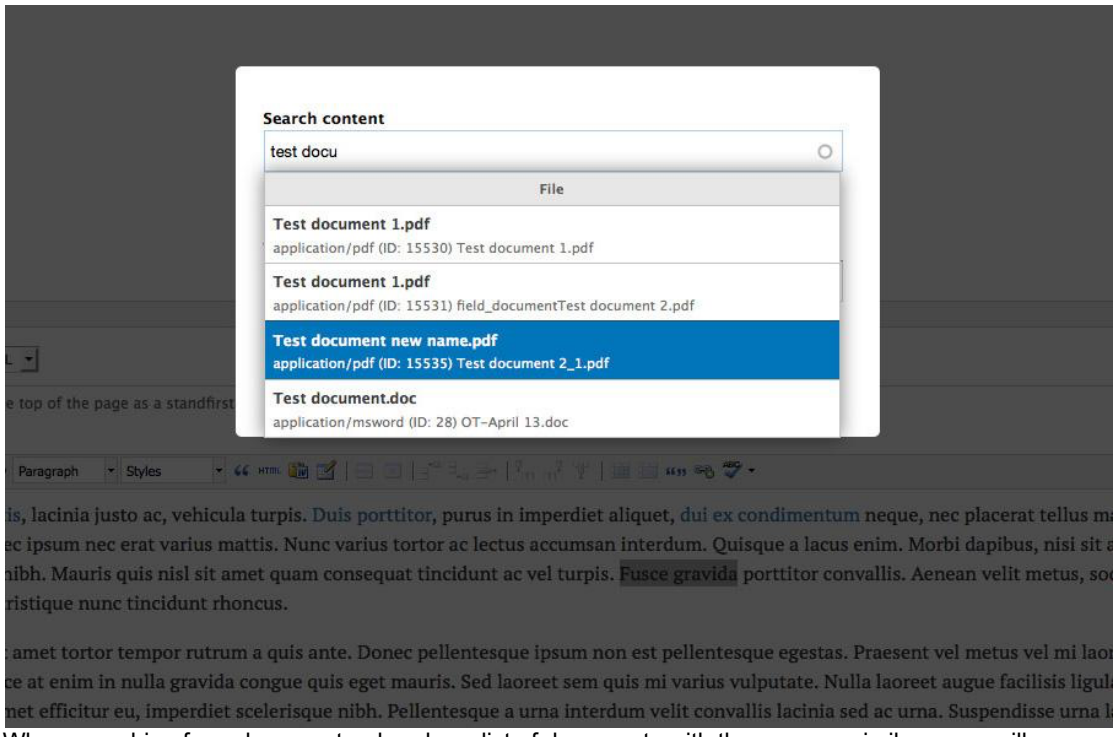
To add a document to the related documents listing on a page go to the related documents tab and click select. You can either upload a new file or click Library and search for one that has already been uploaded.

The document’s wrapper name is used as its display name in the listing on the page.

Adding a document link to text

A document link can be applied to any text in Drupal by using the Linkit tool in the text editor. The document link is based on the document wrapper name but when there is more than one instance of the same wrapper name Drupal adds a ‘_0’ (and then ‘_1’ for the third same named document, etc.) to the link.

When searching for a document through the Linkit tool all documents with the same or similar wrapper name will appear in a dropdown listing along with their id number.



When searching for a document a dropdown list of documents with the same or similar name will appear.

Deleting a document

At present only an Administrator can delete a document from Drupal.

Points to remember

The document's id number and document link are set when you first upload a document. If you change the document's wrapper name, these will not change.

More than one document can have the same document wrapper name but the document link and id number will always be different.

Drupal lists all the pages (or nodes) that a document appears on, or has appeared on, in the Workbench file listing. This can be confusing if there is more than one document with the same name.

When you edit a document Drupal lists all usages of a document under the 'Usage' tab. This includes all historical revisions of a page, which means that if you have removed a document from a page it will still appear as a usage as Drupal records all previous revisions of a page under the 'Moderate' tab.

If you update or edit one instance of a document appearing on a page, it will affect all other instances of that same document on other pages instantaneously. However, it has to be the same document (i.e. the same id number) not just an identical copy of the document.

Any display changes on the page such as file size will not appear on a page until the page that the document appears on is re-published.

If you want to find out what pages a document appears on, use the ‘usage’ tab when you edit a document from a file listing.

Does the highest id number = most recent version of a document?
Not necessarily.
A document id number relates to when it was uploaded into Drupal and doesn’t change if a document is updated.

For example: if you upload two identical documents into Drupal each will be given a unique id number – one with a higher number than the other. If you then go to the first document and update it by using the ‘Replace file’ function under edit, this document will be more up-to-date than its sister document even though it has a lower id number.

Does the highest document link number = most recent version of a document?
Not necessarily.

A number is added to a document link if there is more than one document with the same name when it was uploaded into Drupal and doesn’t change if a document is updated.

For example: if you upload two identical documents into Drupal each will be given a unique document link – one will contain a higher number. If you then go to the first document and update it by using the ‘Replace file’ function under edit, this document will be more up-to-date than its sister document even though it has a document link with a higher number.