

Using Scald for Document Files

Scald is a file management tool that allows users to share documents and images with all content editors in their Minisite(s). Scald makes it easy to update or replace files while retaining the original URL, ensuring that existing links direct to the correct document without being updated.

Please keep in mind that Pacific is not a file management system and Scald should not be used to maintain document archives.

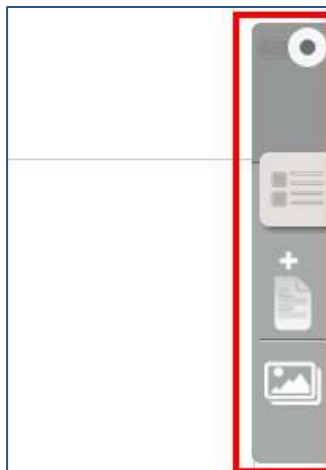
1.1. LEARN THE BASICS

This guide is meant to supplement the Pacific User Guides and training videos available at www.colorado.gov/goingpacific/pacific-training. Please read the Scald section of either the Minisite Admin (MSA) or Content Manager (CM) User Guide and watch the following training videos to understand the Scald basics:

- [Using Scald File Manager - Introduction](#)
- [Using Scald File Manager - File Atoms](#)
- [Using Scald File Manager - Image Atoms](#)

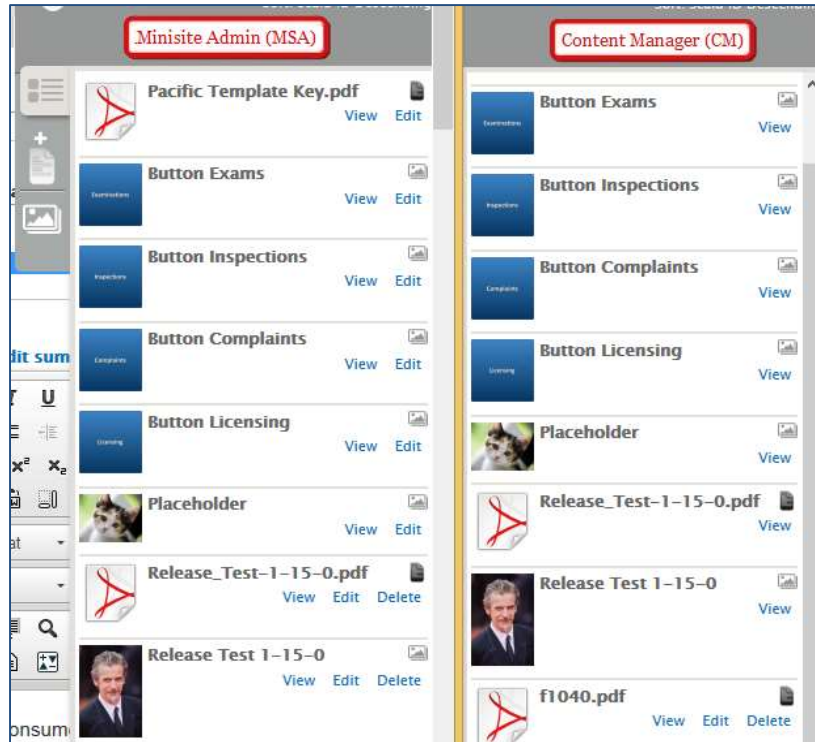
Scald is the grey box on the right side of the *Edit* screens in Pacific. Scald contains atoms, which is how we refer to the files stored in Scald. You can create links to an atom in any node type, but Scald is visible only in the following node types:

- Blog entries
- Events
- News entries
- Pages
- Text Areas



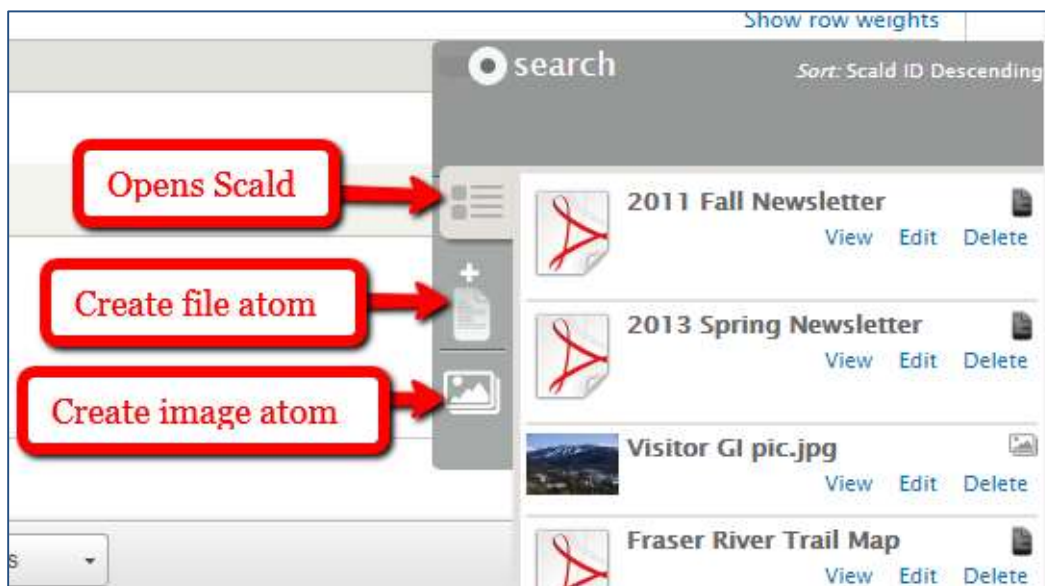
1.2. USER ROLES

MSAs can view and edit all Scald atoms within their Minisite(s). CMs can view all atoms within their Minisites, and edit those that they created. Both MSAs and CMs can delete only those atoms that they created.



1.3. USING THE SCALD DRAWER

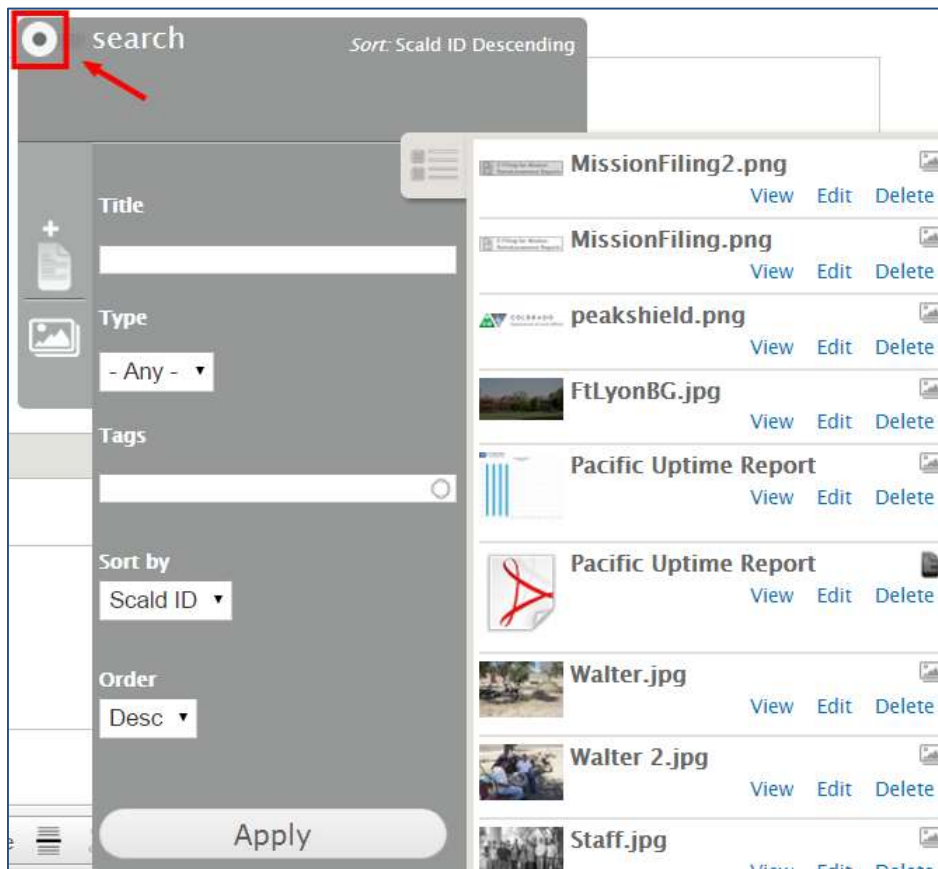
From top to bottom, the three Scald icons expand the Scald drawer, create a new file atom, and create a new image atom.



Opening the Scald drawer allows you to access all atoms associated with the Minisites to which you are provisioned. Ten atoms display per page; browse for additional atoms using the links at the bottom of the Scald drawer.



Using consistent naming conventions and/or tags when creating atoms will make it significantly easier for content editors to locate atoms later using the search fields within Scald. Search options are expanded and collapsed by clicking the circle in the upper left portion of Scald.



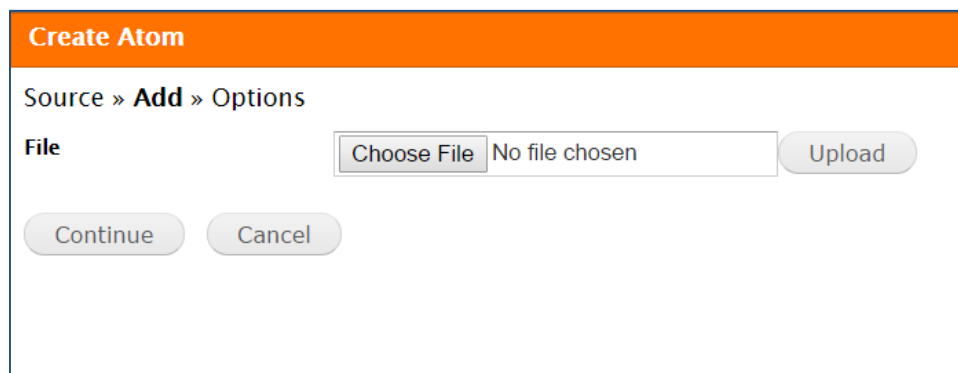
1.4. CREATING ATOMS

Users can create atoms using files with any of the following extensions:

- **File Atoms:** txt, pdf, doc, docx, xls, xlsx, ppt, pptx, zip
- **Image Atoms:** jpg, jpeg, png, gif

Follow the steps below to create an atom:

1. Click the icon to create a file atom or create an image atom as seen in section 1.3, depending on the type of atom you wish to create.
2. Click “Choose File” and locate the file.
3. Click the Upload button. When the file is done uploading, click Continue.

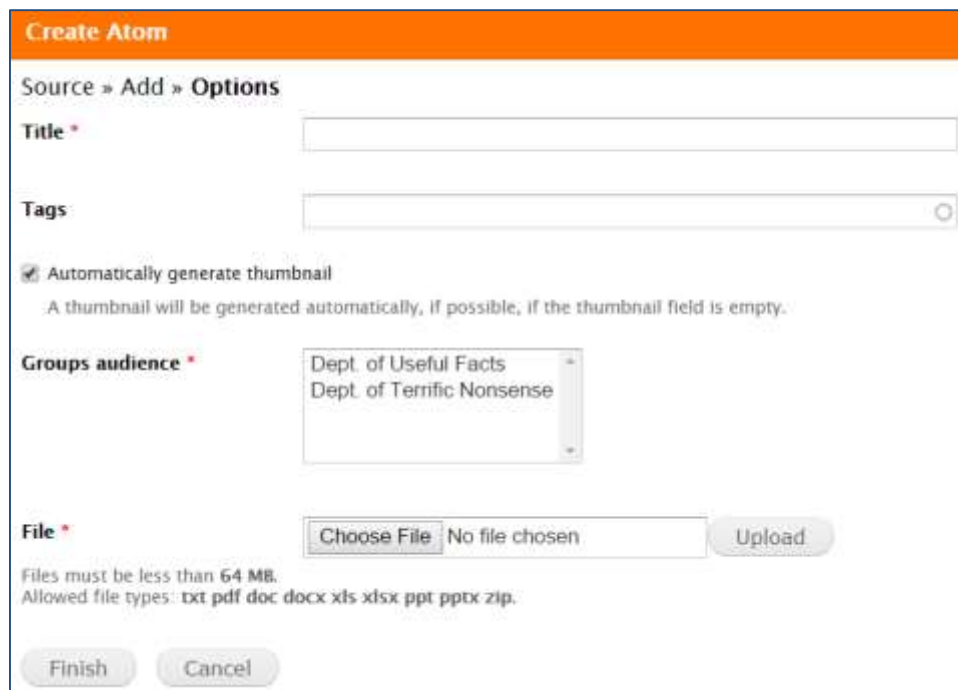


Create Atom

Source » Add » Options

File No file chosen

4. Complete the information in the Create Atom screen. If you use multiple tags, separate them with commas. Click Finish when you are done.



Create Atom

Source » Add » Options

Title *

Tags

Automatically generate thumbnail
A thumbnail will be generated automatically, if possible, if the thumbnail field is empty.

Groups audience *
Dept. of Terrific Nonsense

File * No file chosen

Files must be less than 64 MB.
Allowed file types: txt pdf doc docx xls xlsx ppt pptx zip.

1.5. CREATING LINKS TO ATOMS

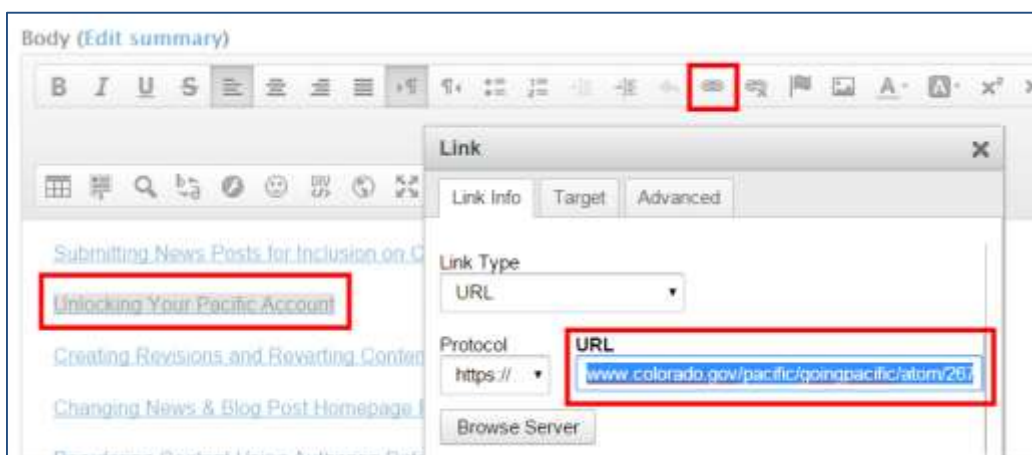
Users can include an atom in node content by dragging it into the WYSIWYG as seen in the training video or by creating a link to the atom. Linking to an atom is often preferable because it allows more flexibility in how the surrounding content is formatted.

If you are unfamiliar with creating links in the WYSIWYG, please watch the [Using the WYSIWYG Editor training video](#) beginning at 9:30 before you proceed.

Right click the corresponding View link and select “Copy link address” (Chrome), “Copy Link Location” (Firefox), or “Copy shortcut” (Internet Explorer).



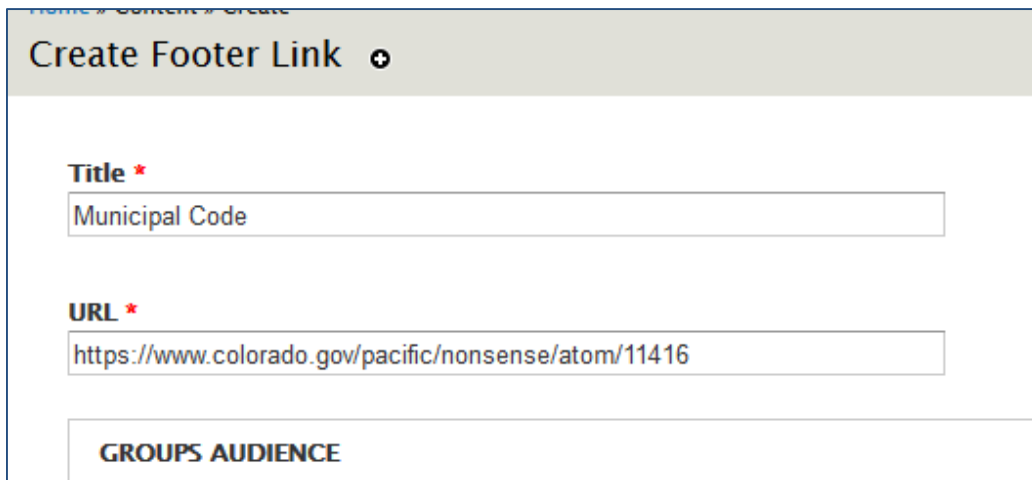
Highlight the text in the WYIWYG that should link to the file, click the link button, and paste the atom’s URL into the URL field.



1.5.1. Linking to Atoms without the Scald Drawer

If you want to create a link to an atom in one of the node types that doesn't include the Scald drawer, you will first need to locate the atom and copy the URL. The easiest way to do this is to go into any *Edit Page* screen and access the Scald drawer. From here, you can copy the URL directly from the View link as described in Section 1.5.

Once you have the URL, you can navigate away from the *Edit Page* screen. Enter the edit screen for the node in which you want to include the link to an atom. If the node has a WYSIWYG, create the link as described in Section 1.5. Otherwise, paste the URL into the URL field.



The screenshot shows a form titled "Create Footer Link" with a dropdown arrow. It contains two required fields: "Title *" with the value "Municipal Code" and "URL *" with the value "https://www.colorado.gov/pacific/nonsense/atom/11416". Below these fields is a section labeled "GROUPS AUDIENCE".

Remember to test any new links after Saving or Publishing the node.