

Adding a Document to a Web Page

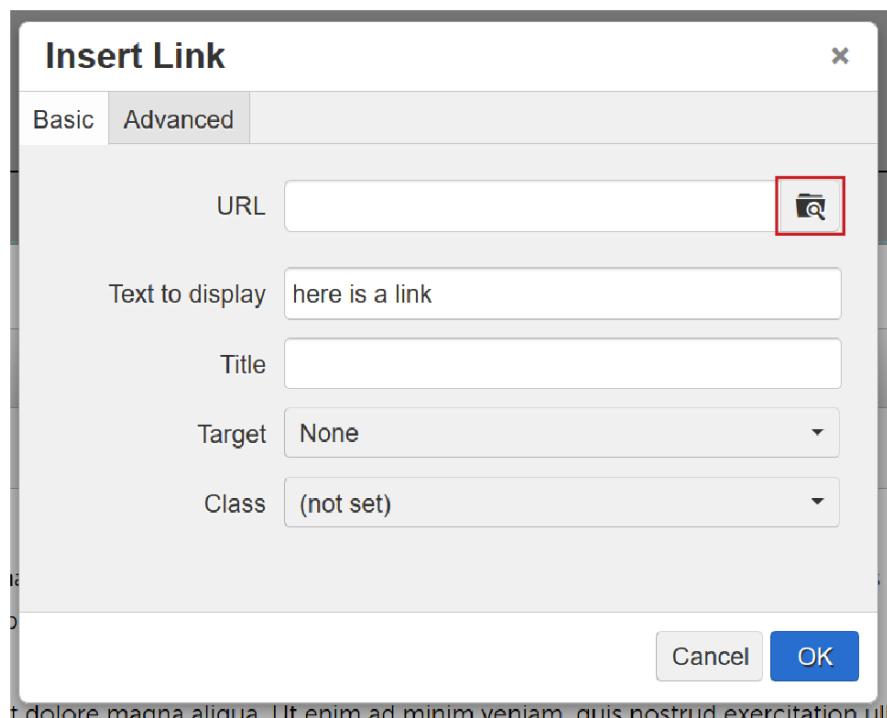
Revised 3/21/19

1. Select (highlight) the text you would like to link on the page you're editing.

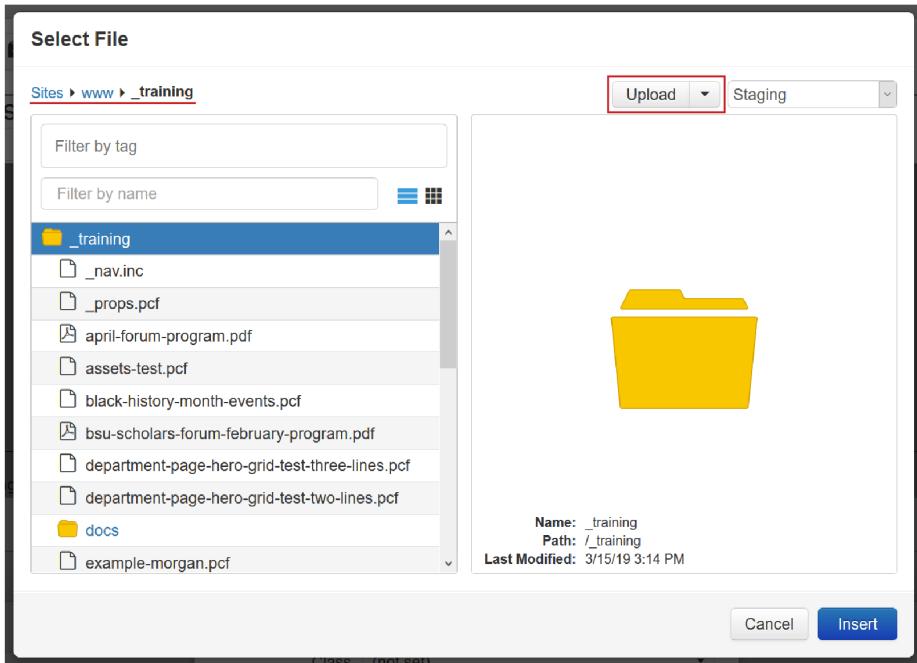
2. Click on the *Insert/edit Link* tool.



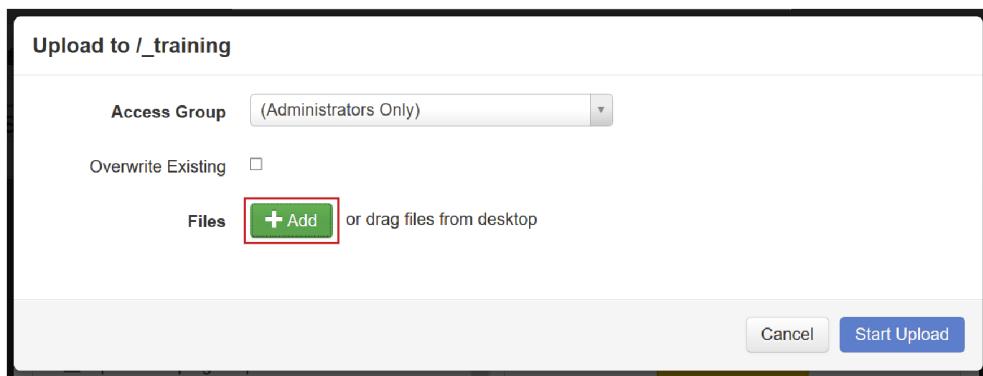
3. Click the *Browse* icon in the dialog box that appears.



4. Make sure you're in the correct folder, then upload the document you wish to add.



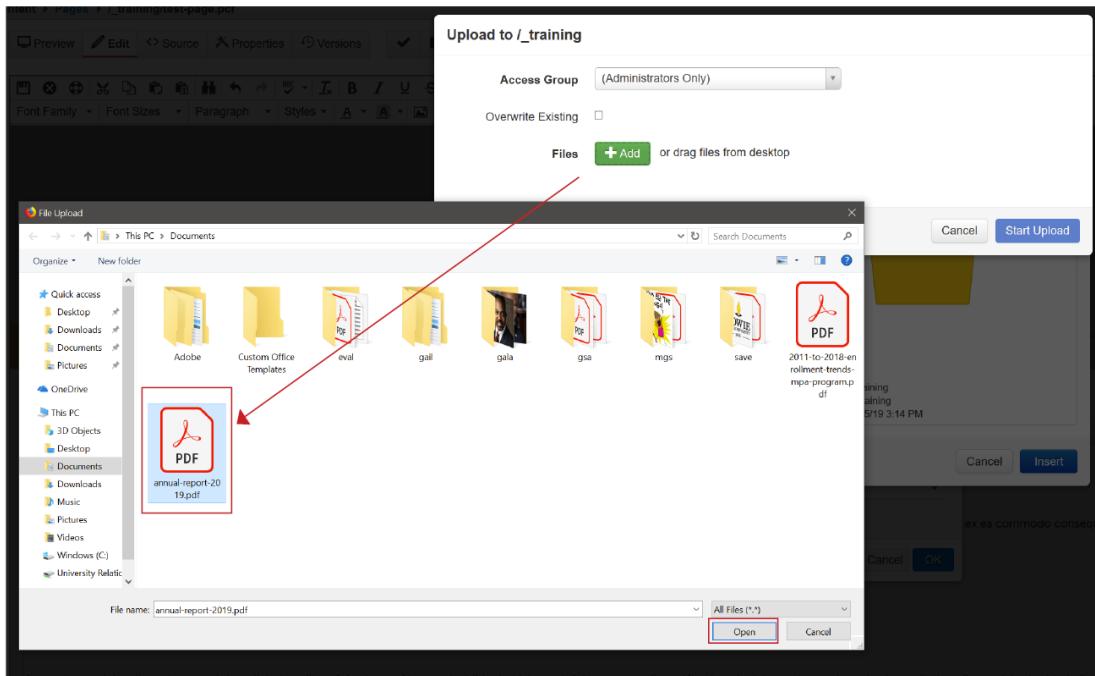
5. Click the **Add** button.



6. Select the document you want to upload by browsing to it, then click *Open*.

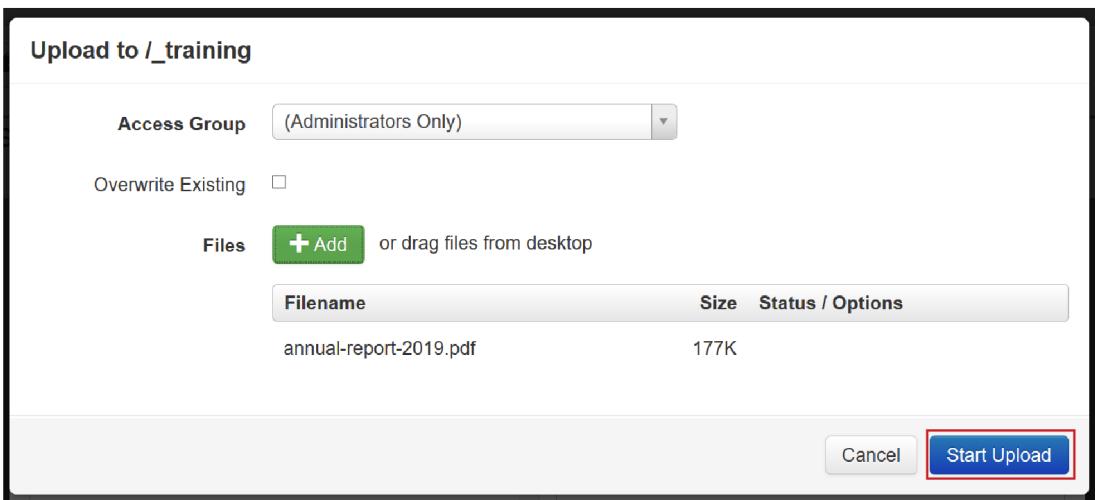
NOTE: file names may contain lower-case letters, numbers, and dashes/hyphens only. You may need to re-name your file before uploading it.

You may select multiple files for upload.



6. Upload the files you've selected.

Click the *Start Upload* button.



7. Select the document files you uploaded.

Click the filename, then the *Insert* button. Then click *OK*.

