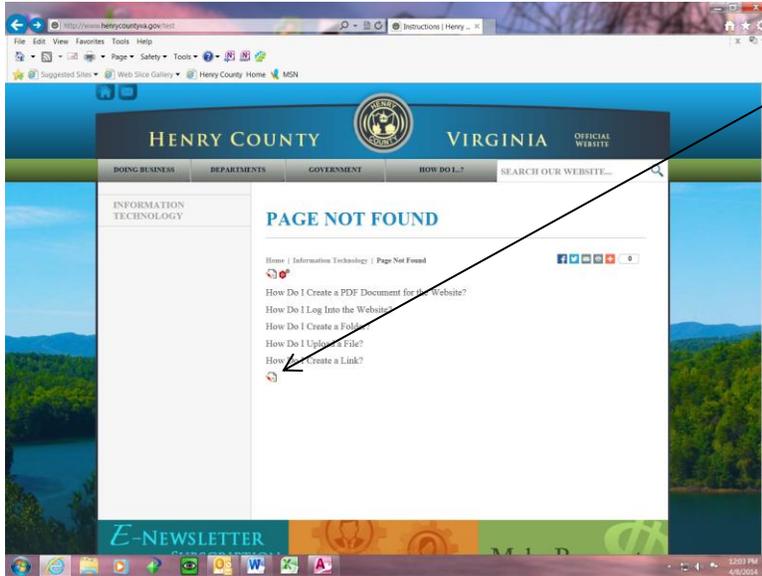
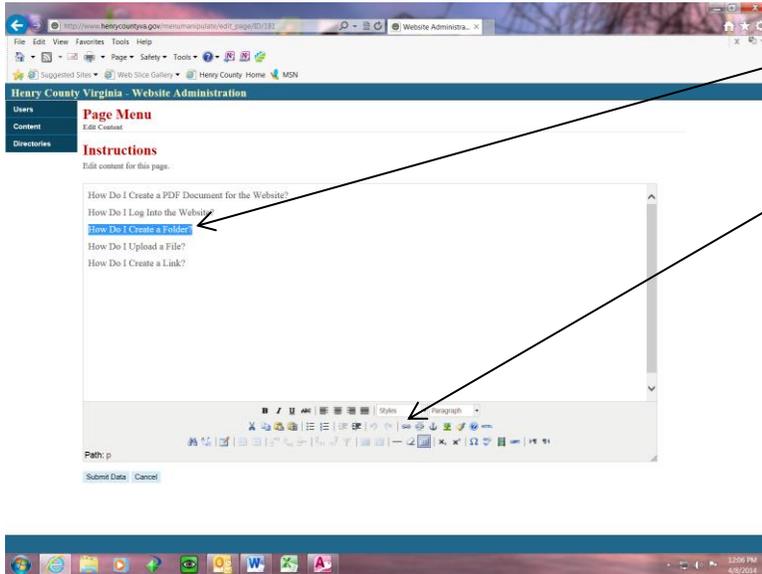


How To Upload and Insert a PDF File

You will need to be logged into the site and on the page where you want to upload the file. Highlight the wording on the page that the file is to be uploaded.

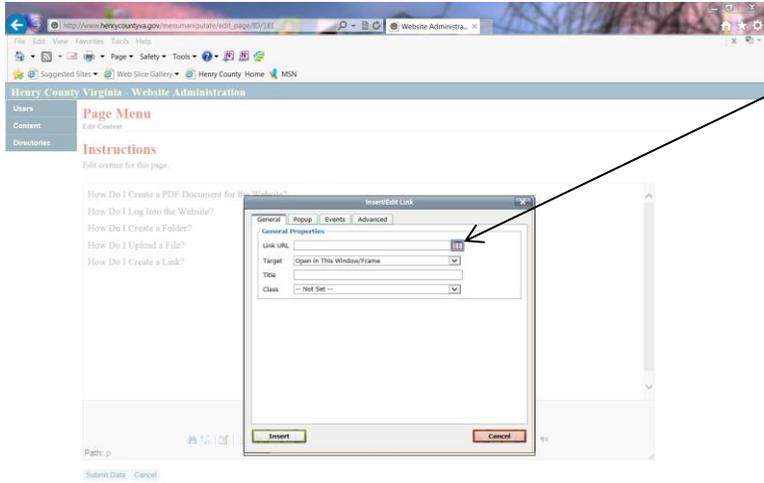


Click on the edit page button



Highlight wording where the file is to be located

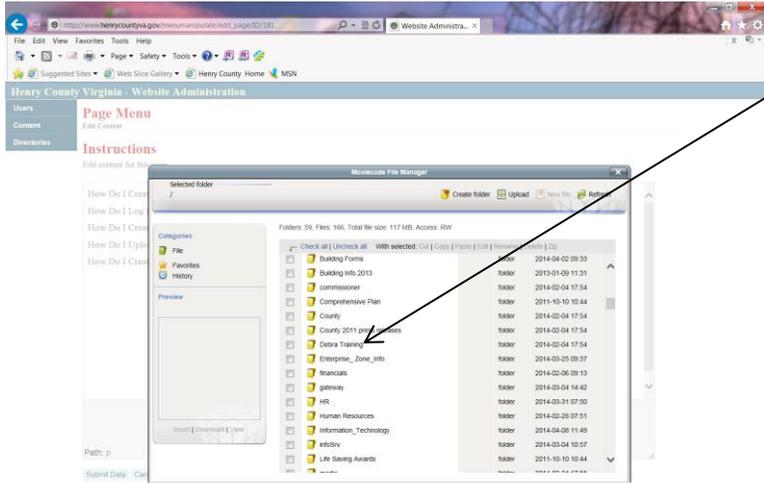
Click on the Insert/Edit Link



Click on the Browse button

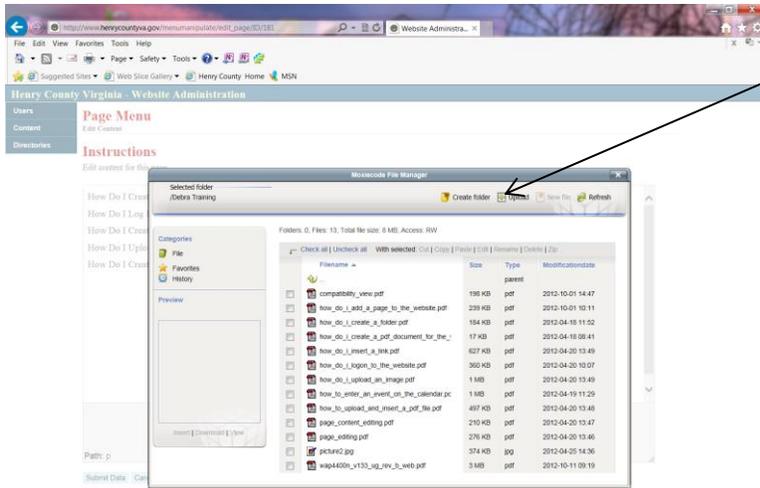


Find your folder

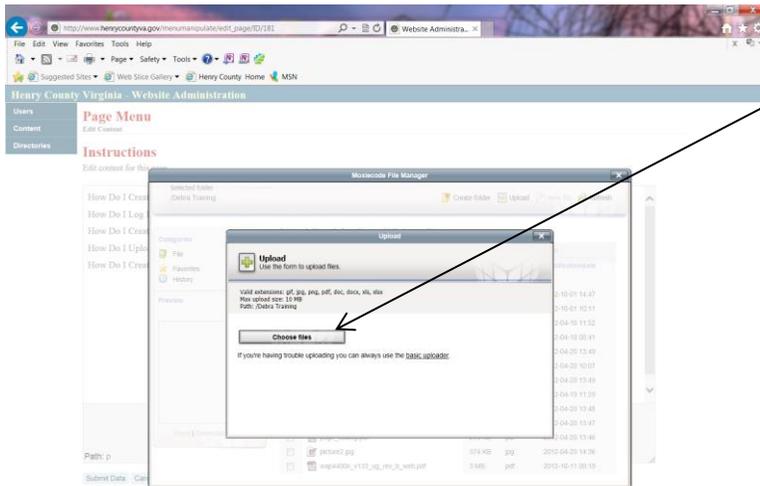


Click on the folder



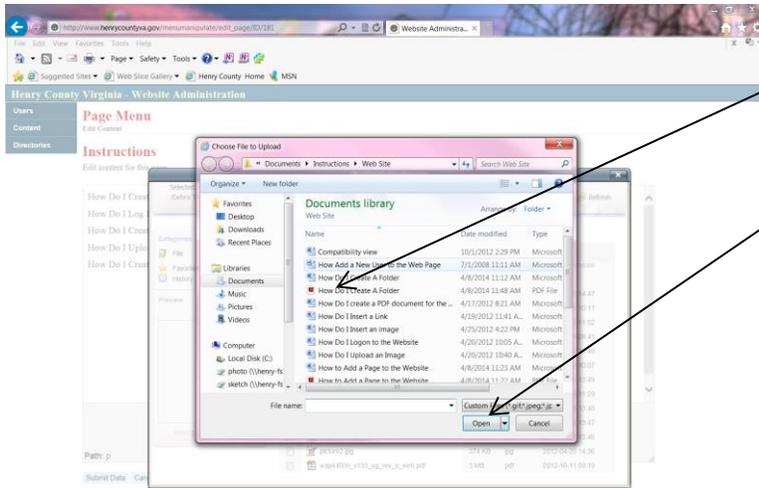


Click on the Upload Button



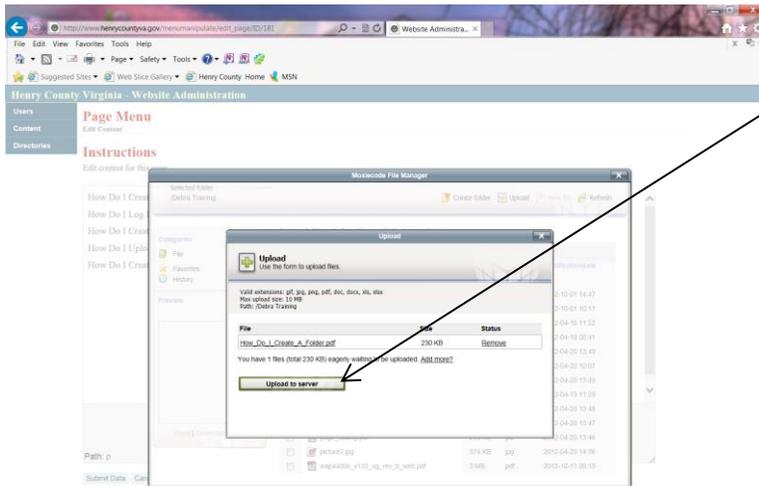
Click Choose Files





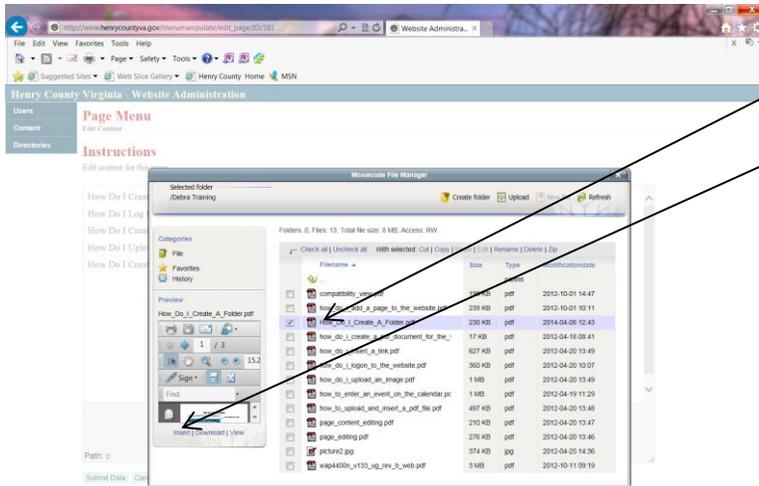
Choose the PDF file you want to upload

Click OPEN



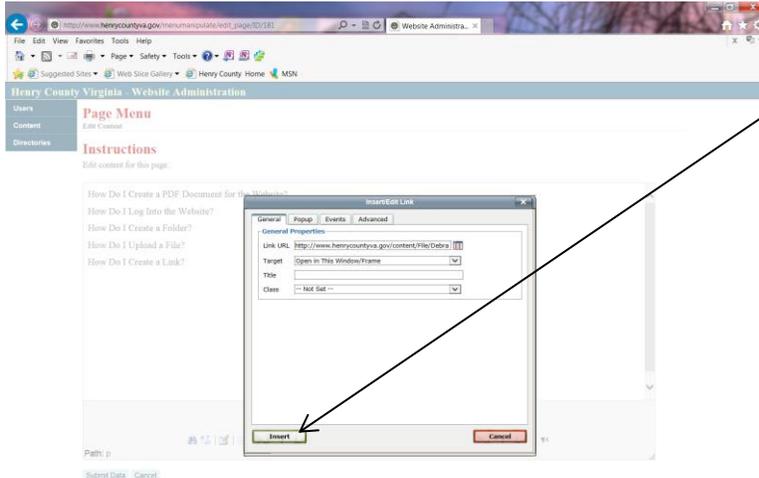
Click Upload to Server





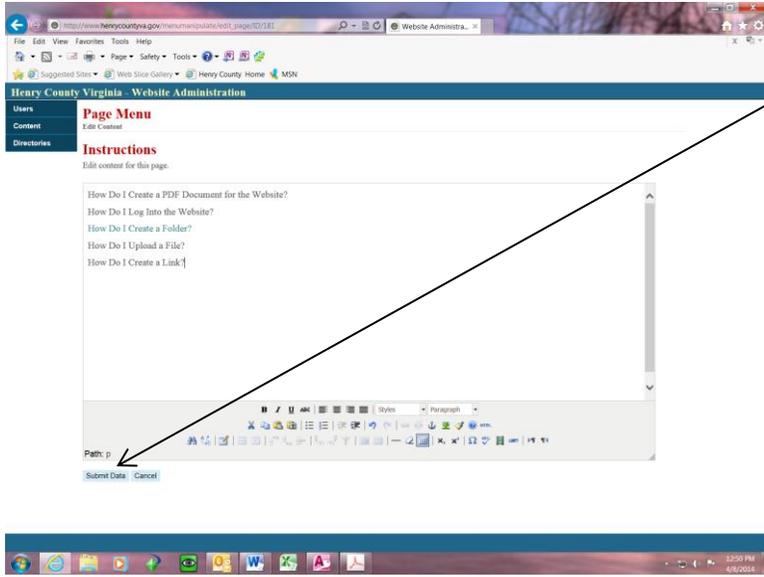
Click on the file

Click Insert



Click Insert





Click Submit Data