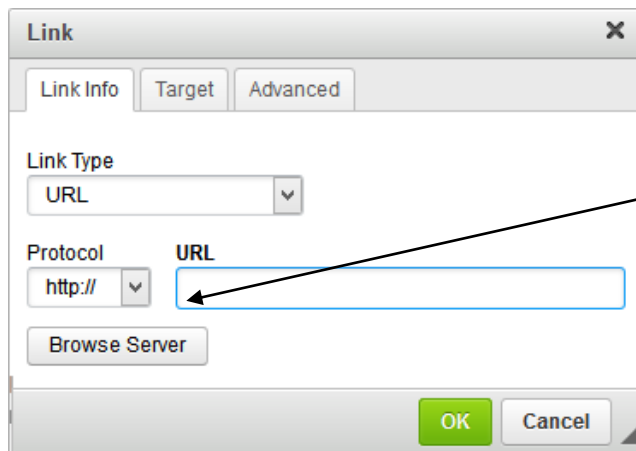
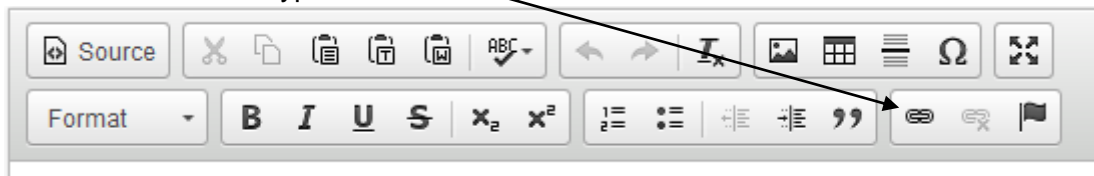


Making link to File located in a our website (such as a PDF or PowerPoint)

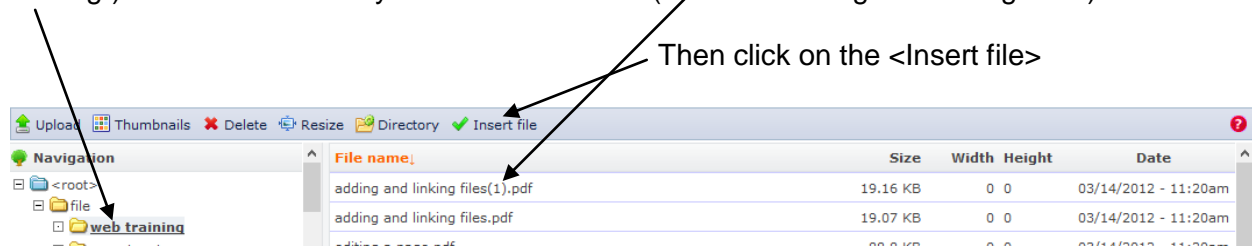
There will be occasions when you will need to add a file (such as flyers, brochure or handouts). It is recommended that you change the file to a PDF format this will assure that the user will get a print friendly version. The web site will not accept files larger than 2000 KB.

1. Click the edit tab on the page you would like to add a file to.
2. Highlight or type text
3. Click on the hyper link button



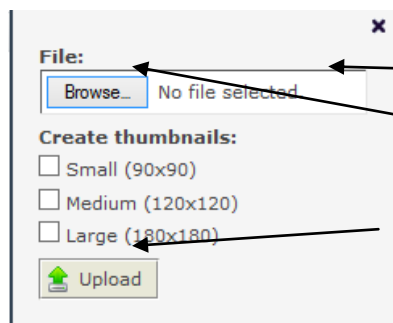
Select <Browse Sever button>

If the file already exist on the website server then open the name of the folder (such as “web training”) then select the file you would like to link (such as “adding and linking files”)



Then click on the <Insert file>

If file does not exist on the web server Click on the upload button to upload a file to the web server



Click on <Browse button> to find file on your PC

Open file (file name will appear opposite of the <Browse button>)
Click the <Upload button> (do not create any thumbnails)
Then click on the <Insert file>. On Next screen click

OK