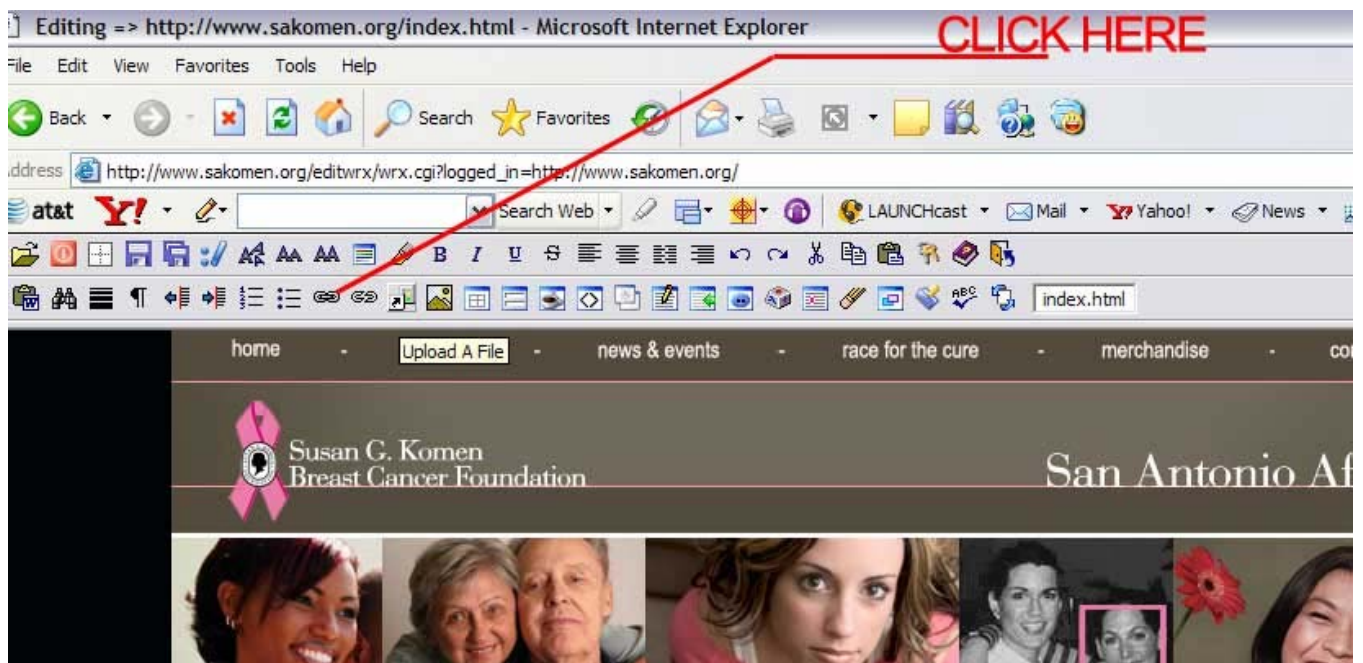
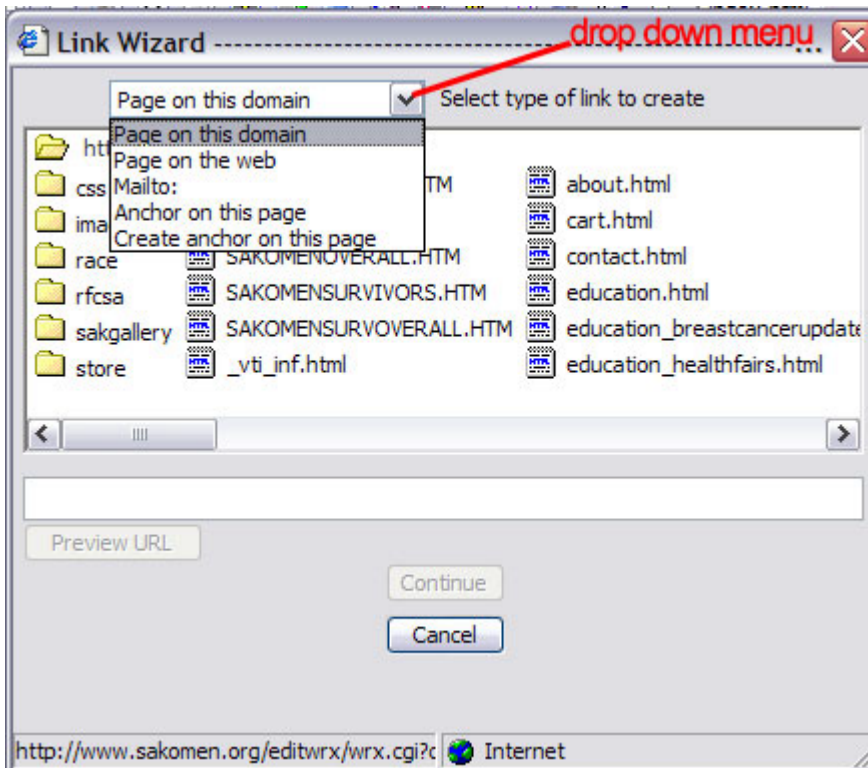


Create A Link To Your Uploaded Files

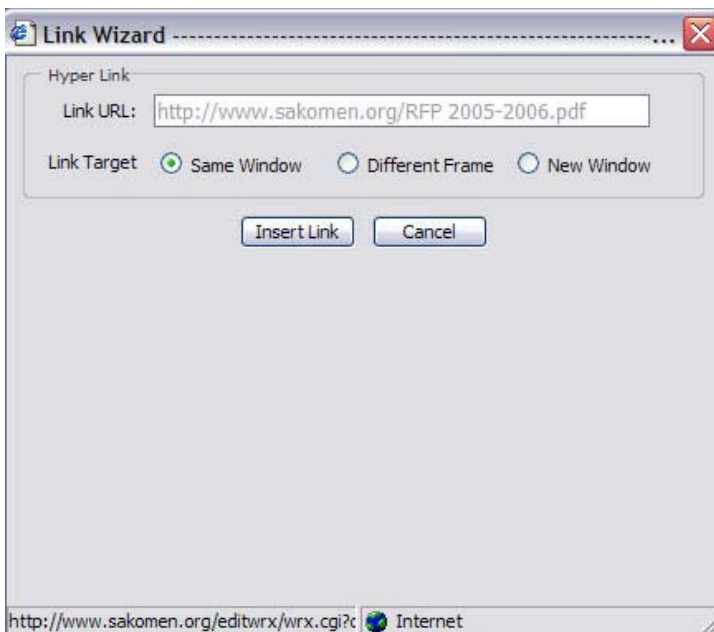
- ➔ Now that your file has been uploaded, highlight the text that you want your file to link to. (Example text: "Click here to get the details")
- ➔ Click on the "Create a Link" button. (see image below)



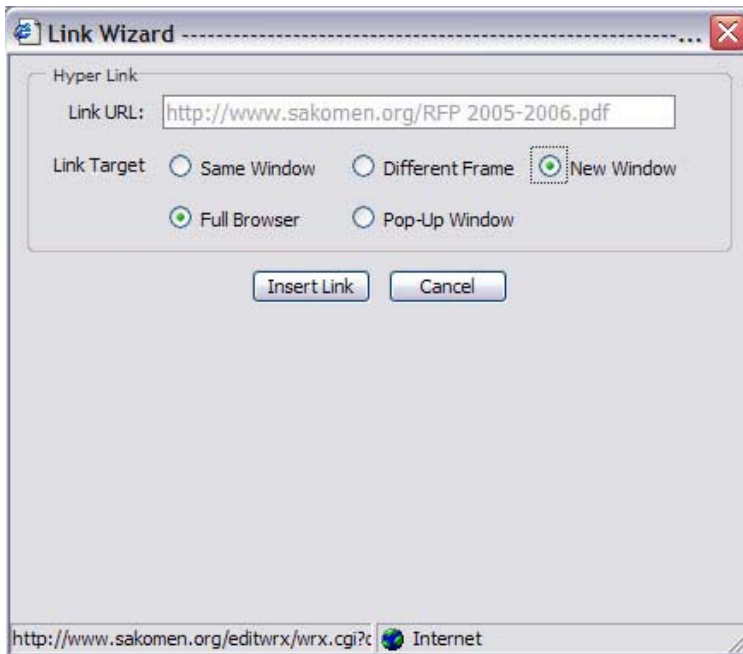
- ➔ Once You Click on the "Create a Link" button, the following window will pop-up.



- ➔ Click on the drop down menu as seen above.
- ➔ Select where you will pull the file from. If you are linking to a page that you just loaded, then select the "Page on this domain" option.
- ➔ Click on the "Continue" button.
- ➔ Next select the method that you want your new link to open up in. (see image below for options)



- ➔ If you are linking to a file that you uploaded yourself, (PDF, Word, Excel) I recommend selecting the option “New Window” from the “link target” area.
- ➔ If you select “New Window,” another row of options pops-up. At this time, you should select the “Full Browser” option and then click on the “Insert Link” button. (see image below)



- ➔ Congratulations! You have just inserted your first document & link!