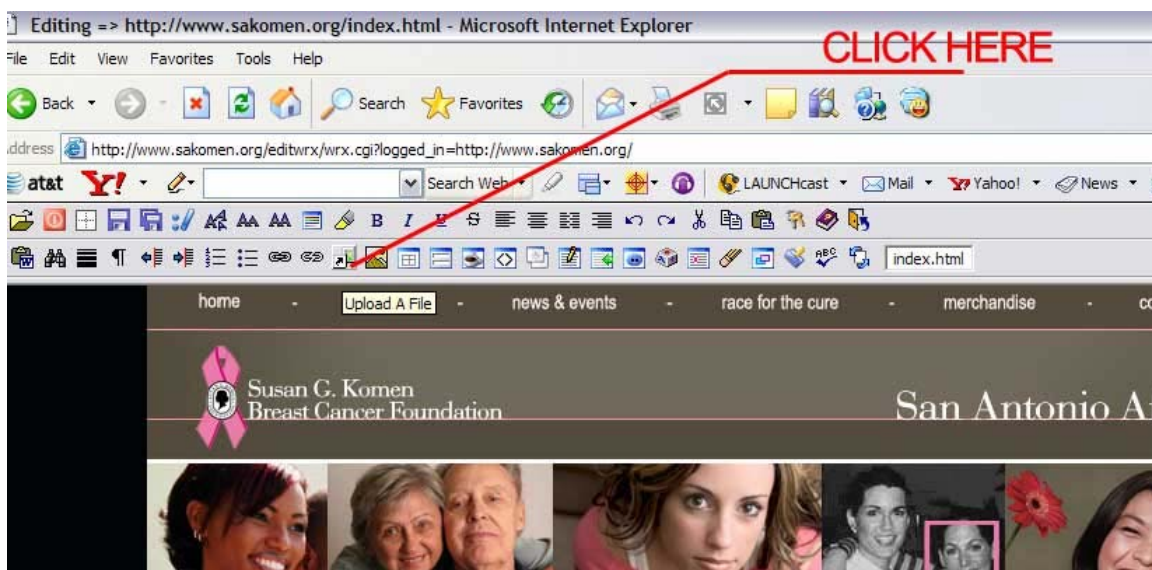
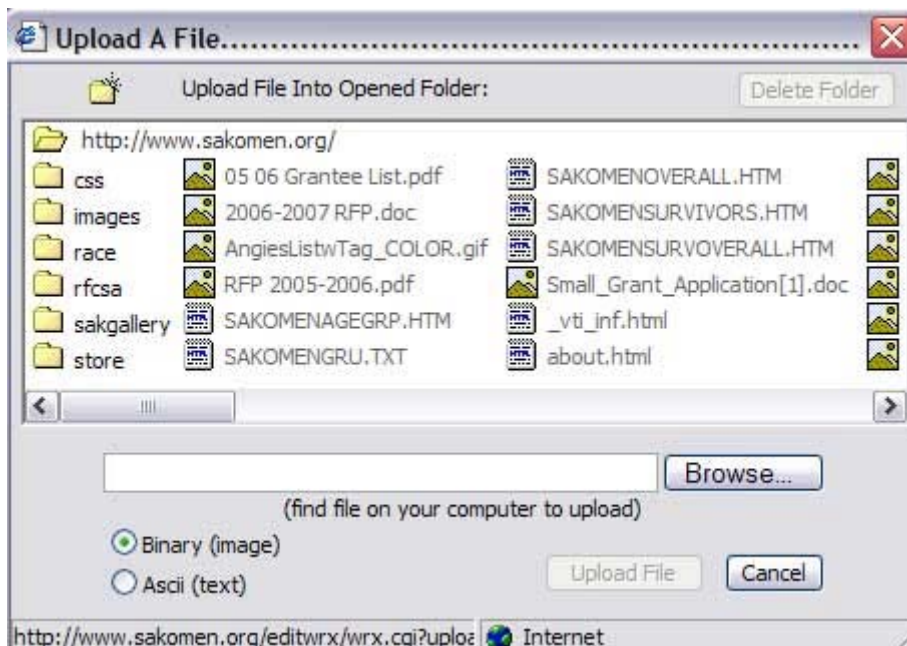


Upload a File To Your Web Site

- Once your text editor is open, open up the page that you want to update.
- Click on the "Upload File" button on the lower tool bar. (see image below.)



- After you click on the "Upload File" button, the following window will pop-up.



- ➔ Click on the "Browse" button to find the file that you want to upload from your computer.
- ➔ Once you have selected the file from your computer, click on the "Upload File" button.
- ➔ Be sure to save your work before exiting!