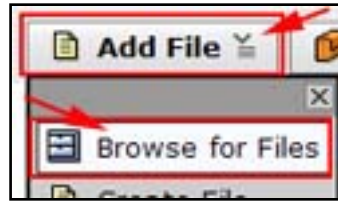


Add or Remove Files

Adding a File to a Folder Page

Option 1: Add a File from your computer

Go to Build Tab



Click "Add File"

Click "Browse for Files"



Click "My Computer" icon

A browse window will appear

Find your file and click on file name

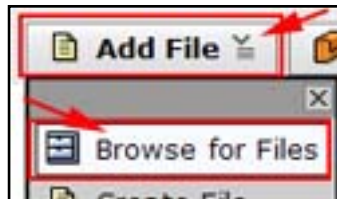
To select multiple files, hold down Ctrl key while clicking file names

Click Open button



Option 2: Add a file that has already been uploaded to your File Manager

Click "Add File"



Click "Browse for Files"

Click "Class Files" icon



Check the box next to the file(s) you wish to add

Click OK button

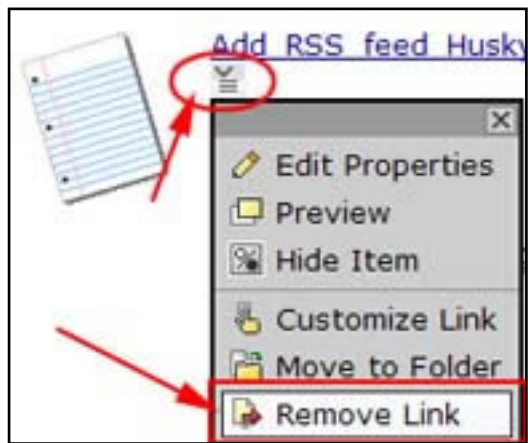


Removing a File from a Folder Page

Go to Build Tab

Click gray option menu icon next to the file

Select "Remove Link"



NOTE: The file still remains in the File Manager. You have just removed the link to the file
