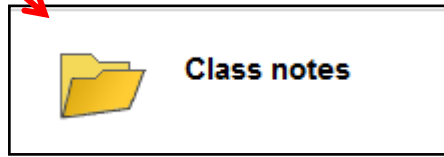


Adding a File to a Content Area or Folder

Step 1: Navigate to the Content Area or Folder

Click on a **Content Area** link in the navigation menu

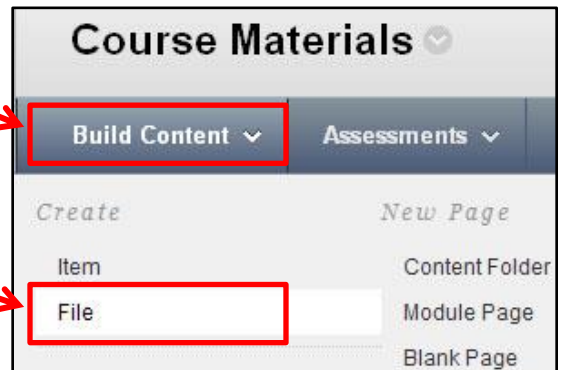
or Click on a **Content Folder** link on a content page



Step 2: Choose the Build Content button and select "File"

To add a file that you have created, such as a PDF or PPT, click on "**Build Content**" button

then on **File**



Step 3: Locate the File and Edit the Settings

1. Select File

Find File

Browse My Computer

Browse Content Collection

Name

NOTE: Name must be entered for link. Does not need to match file name



Can change link color

Browse My Computer

Browse Content Collection

Selected File

File Name

ChangeStartDate.pdf

File Type

PDF

File name appears here

"Open in New Window" *strongly recommended*

2. File Options

Open in New Window

Yes No

Click **Submit**

Cancel

Submit