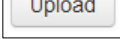


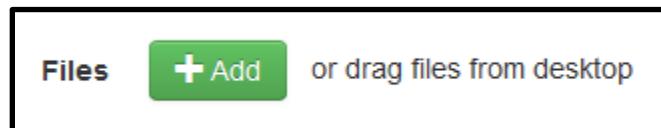
How to Upload an Image or Document (Word, Excel, PDF, etc)

1. Make sure you are in the folder of the area that you would like to upload your file. For example, images, docs, or pdf folder. If not, select the folder that correlates to the file you are uploading.

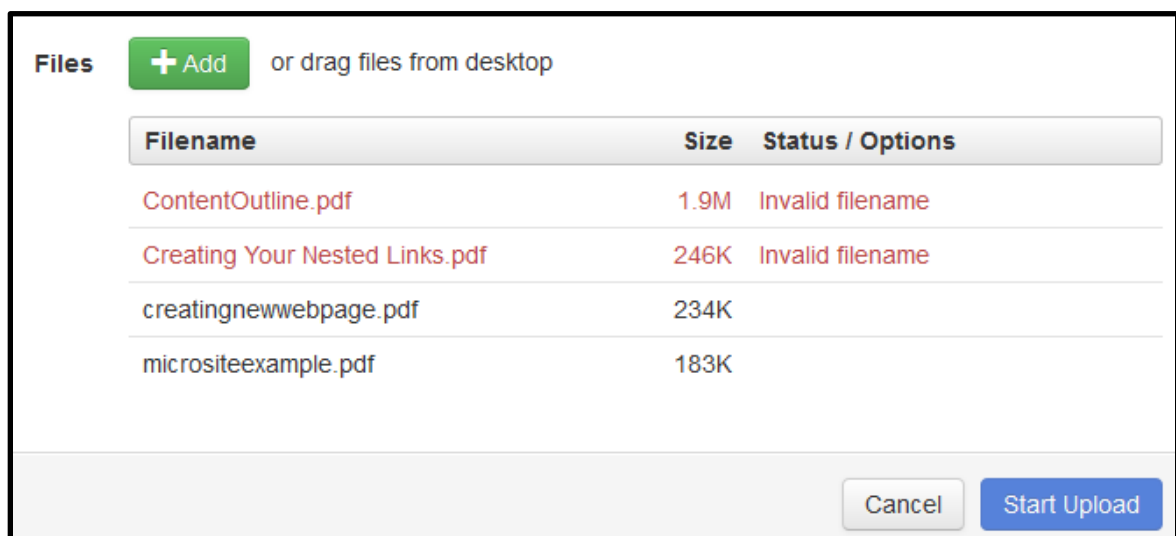
2. Click on the **Upload**  button located in the top right corner next to the green New button.



3. Click on the green **Add** button. Then select your file(s) to upload. **Note:** You can select more than one file by holding the Shift or Ctrl key down as you select.

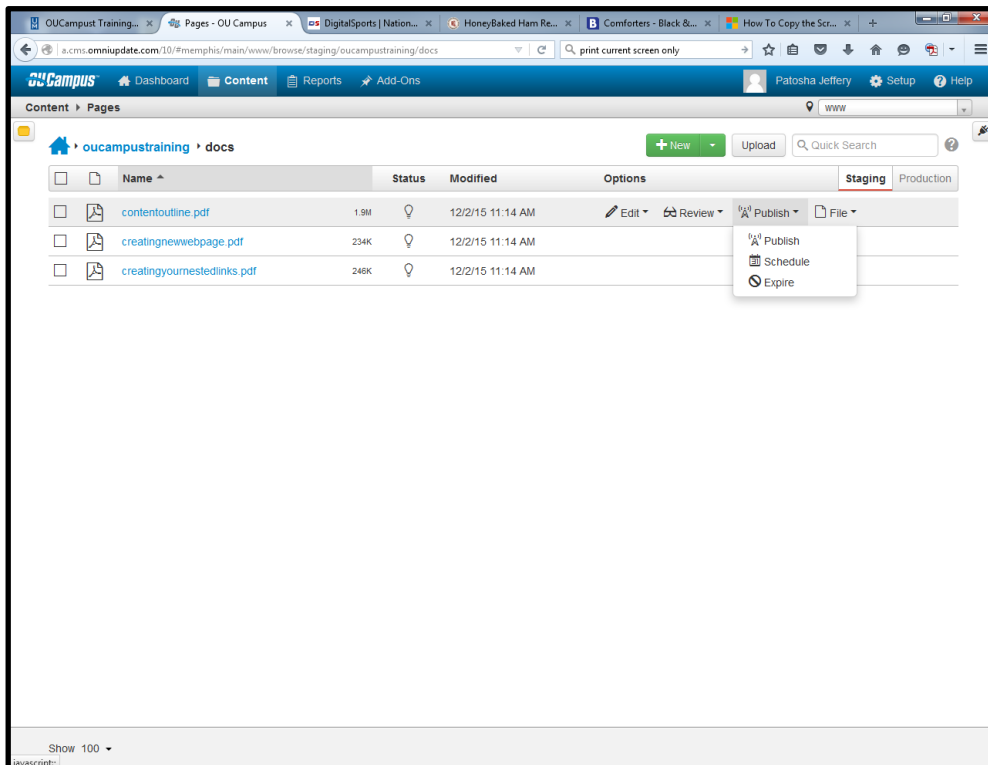


4. If a file has an Invalid filename status, hover over the file so the **Rename** option appears. Then select **Rename**. The filename becomes editable to make your change. Hit enter when changes are complete. **Note:** Valid filenames have all letters lowercased with no spaces.



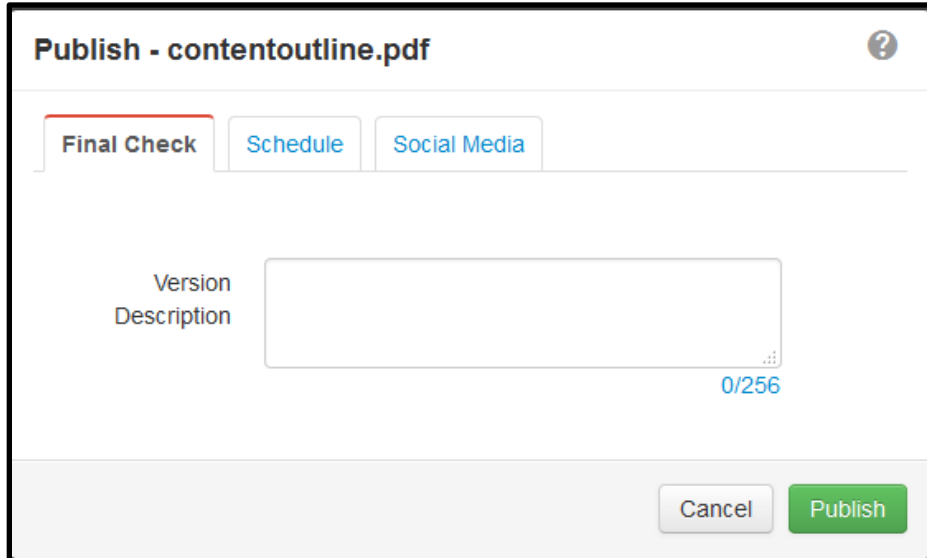
How to Upload an Image or Document (Word, Excel, PDF, etc)

5. Click on the blue **Start Upload** button. Then click on the **Close** button on the new window that appears.
6. Your file(s) will appear in the folder. Hover over the file(s) until the **Publish** option appears. Select **Publish** from the drop down option.



How to Upload an Image or Document (Word, Excel, PDF, etc)

7. Click on the green **Publish** button on the new window that appears.



The screenshot shows a dialog box titled "Publish - contentoutline.pdf". At the top, there are three tabs: "Final Check" (which is selected and has a red underline), "Schedule", and "Social Media". Below the tabs, there is a text input field labeled "Version Description". To the right of the input field, there is a character count "0/256". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a green "Publish" button.

8. Your file is now available to embed into a webpage or link to from a webpage.