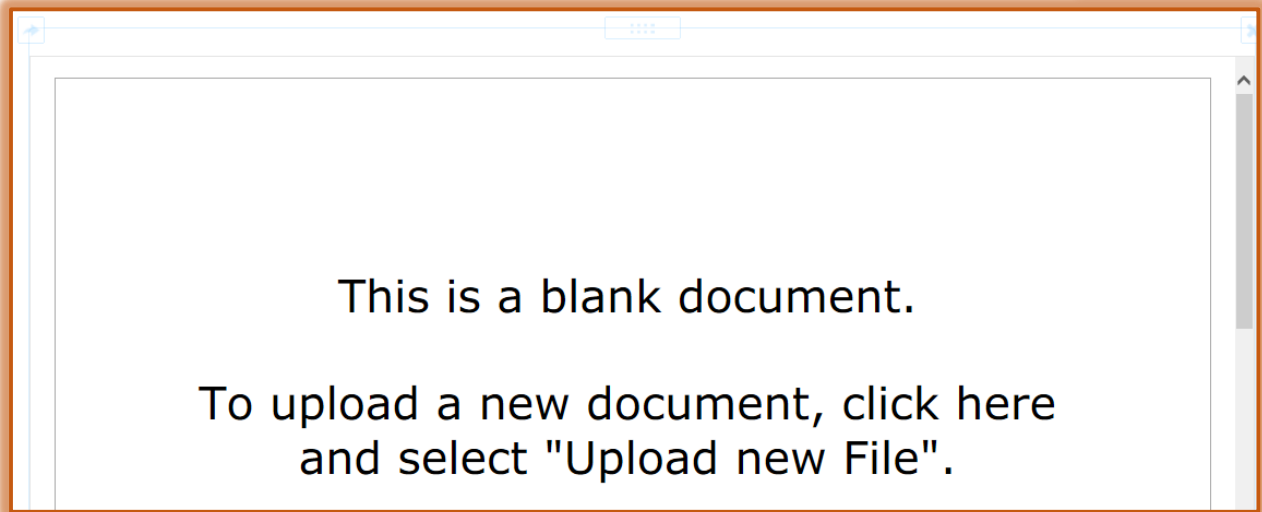
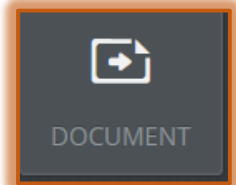


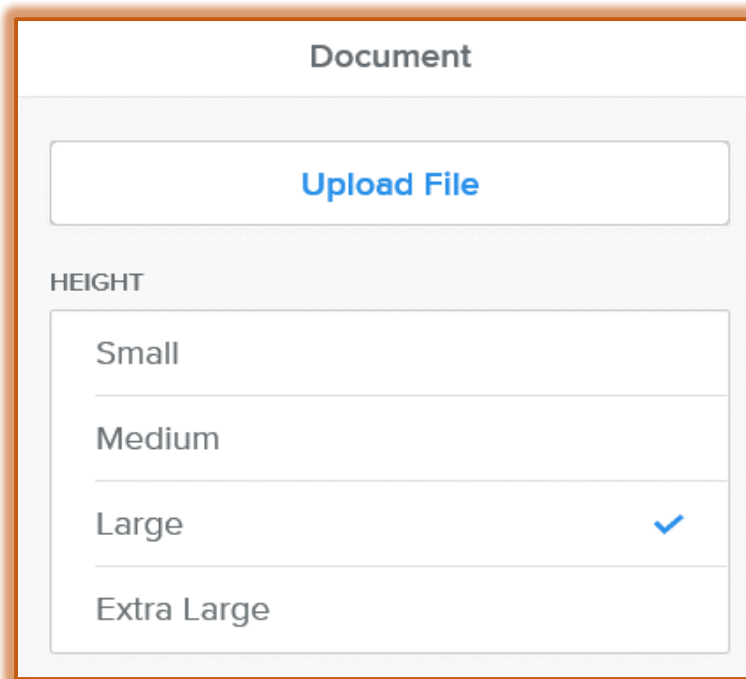
Insert a Document

It is possible to add a PDF, Word file, PowerPoint presentation or other document directly to a page. PowerPoint presentations will display as one document, similar to what it is like when it is saved as a PDF file. Scroll bars will display when the site is published that will allow the viewer to view the whole document.

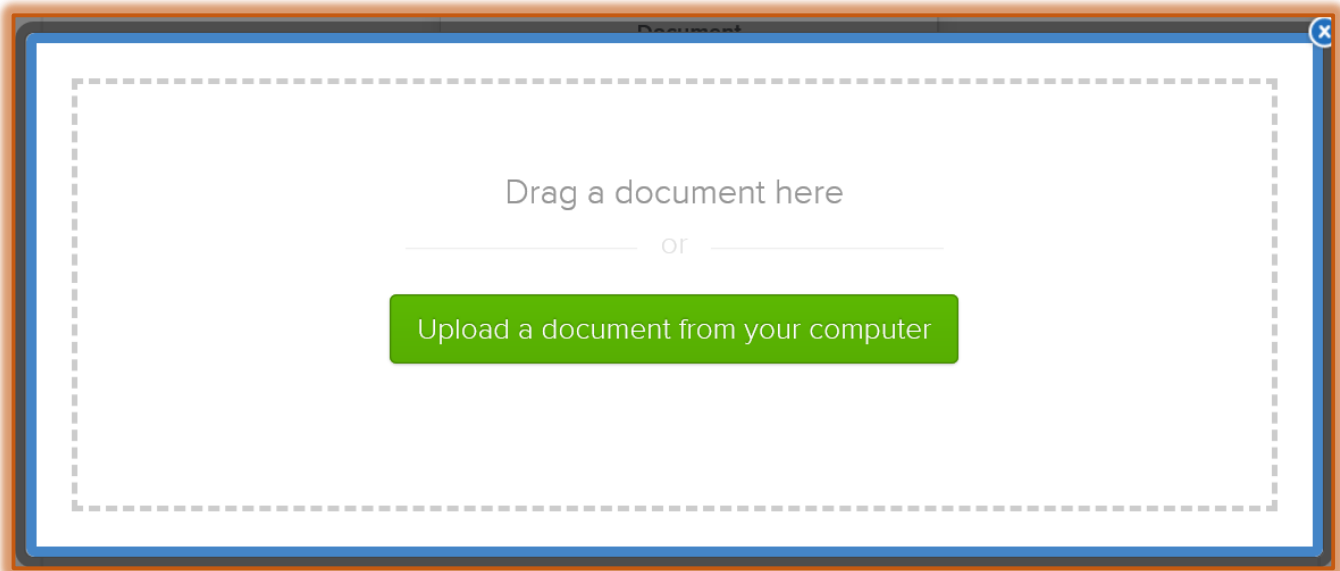
- ✦ Click the **Build** tab, if necessary.
- ✦ In the panel on the left side of the window, scroll to the **Media** group.
- ✦ Drag the **Document Element** unto the page where the document is to be inserted.
- ✦ The **Document Element** will display in the window (see illustration below).



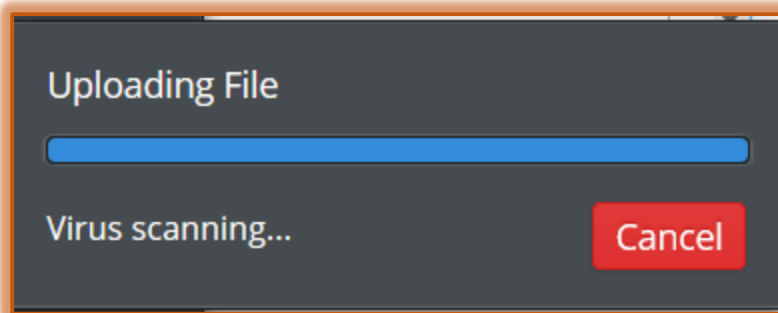
- ✦ Click in the **Document Element** to open the **Document Panel** (see illustration below).



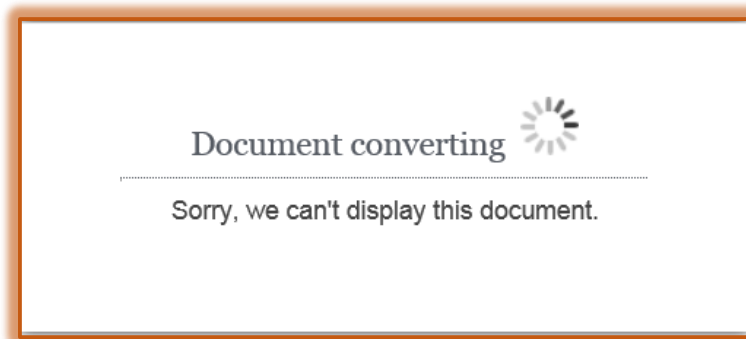
- ✦ In the **Height** arrow specify the space the **Document** will take in the window.
- ✦ The options are **Small, Medium, Large,** and **Extra Large.**
- ✦ Click the **Upload File** button to open the **Select File to Upload** window.



- ✦ Click the **Upload a document from your computer** link.
- ✦ Scroll to the folder where the file is stored.
- ✦ Select the file that is to be uploaded.
- ✦ Click the **Open** button.
- ✦ The **Uploading File** box will appear showing the progress of the upload.

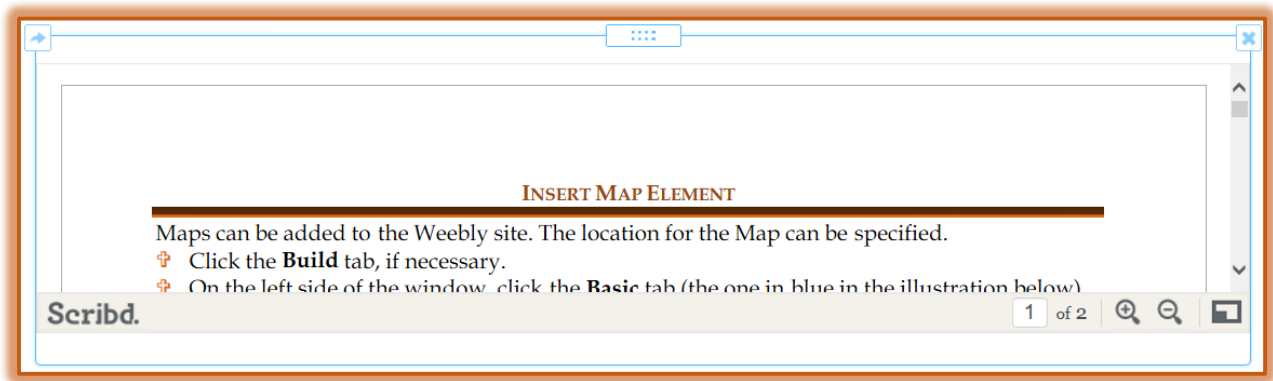


- ✦ The **Document Converting** message shown in the illustration below will display when the upload is almost complete.



- ☆ Ignore this message and let the file upload.

☆ The **Document** will display in the placeholder as shown in the illustration below.



- ✚ Click the arrow on the left side of the placeholder to move or copy the Document to another page of the site.
- ✚ Click the bar in the middle to move the document to another location on the page.
- ✚ Click the X on the right side to delete the Document Element.