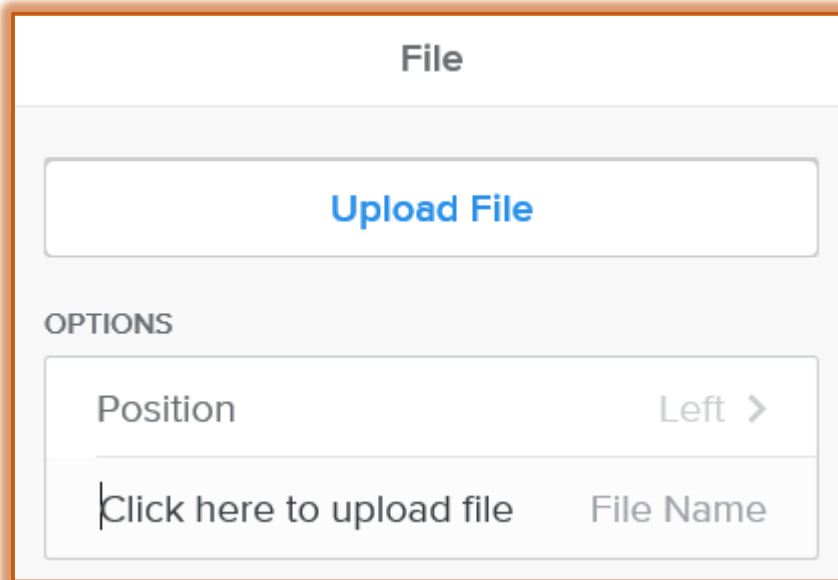
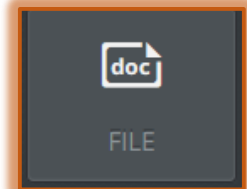


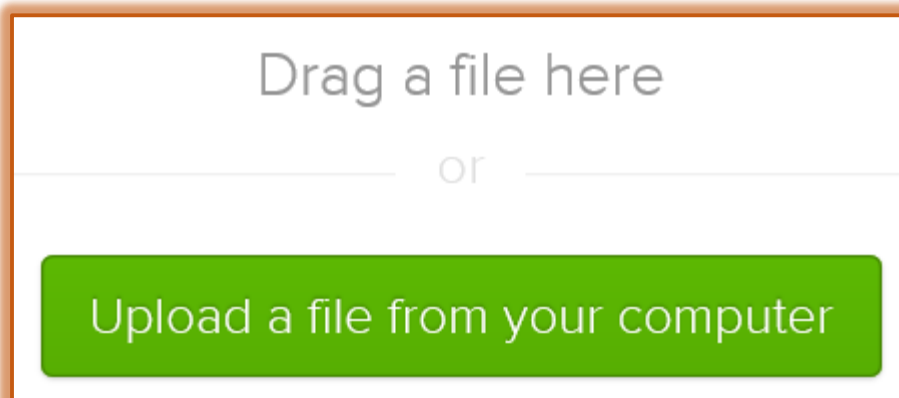
Insert File Link Element

This feature is used to insert a link to a document or image. The document will not be displayed on the page. Visitors to the site will be required to click the link to access the document.

- ✦ Click the **Build** tab, if necessary.
- ✦ Scroll down to the **Media** group.
- ✦ Drag the **File Element** into the page where the link is to be inserted.
- ✦ The **File Element** will display in the window (see illustration below).
- ✦ Click in the **File Element** to open the **File Panel** (see illustration below).

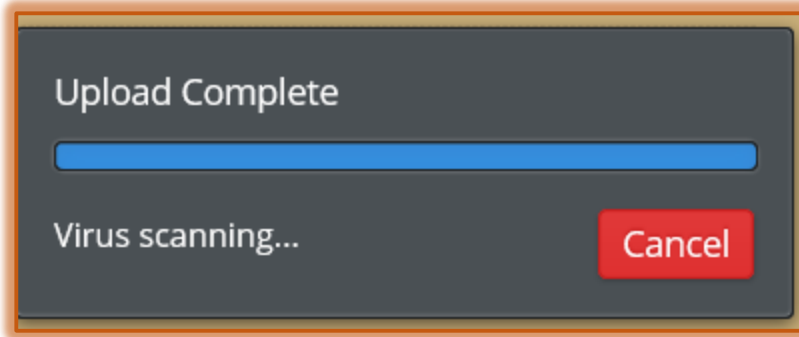


- ✦ Click the **Upload File** button to open the **File Upload** window.



- ✦ Click the **Upload File from Your Computer** link.
- ✦ The **Select File to Upload** window will display.
- ✦ 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.
- ✦ Once the file is uploaded, the message in the illustration below will appear.



- ✦ Select the text in the **File Name** box to change the name. This is the information that will appear on the page.
- ✦ Click the **Position** arrow to select either **Left** or **Right**.
- ✦ The document will display in the window as shown in the illustration at the right.

