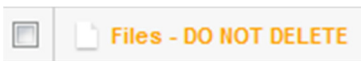
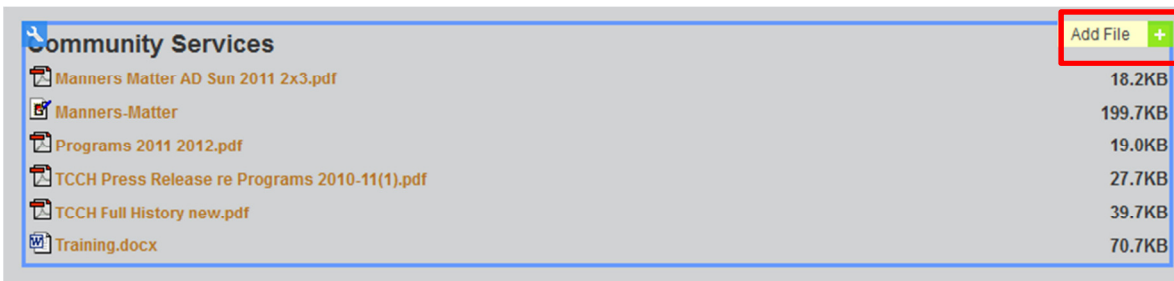


TO ADD A DOWNLOADABLE PDF/IMAGE/OTHER FILE TO PAGE

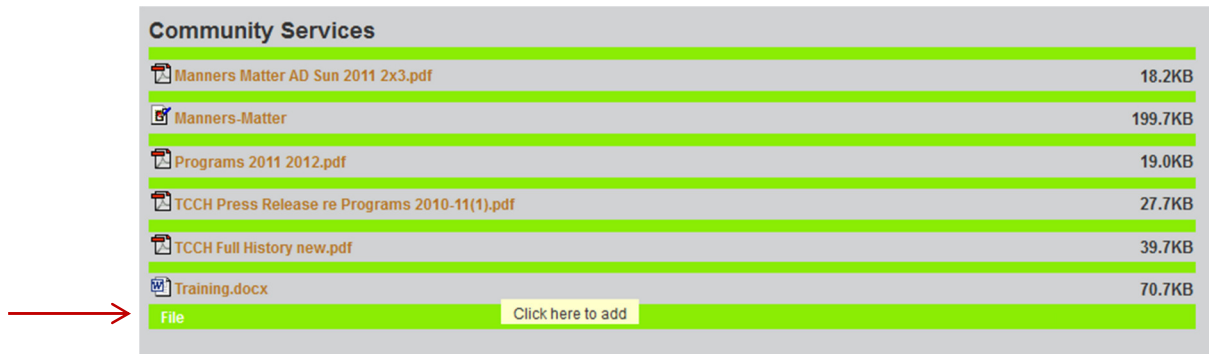
1. Click on "Control Panel" on the top right.
2. Select "Manage Pages." This will open a pop-up window.
3. Type "files" into the search on the pop-up window and click "Search."
4. Click on the orange page name "Files – DO NOT DELETE" to go to the correct page. This will change the original browser window to the correct page. This is the page that holds the PDF files.



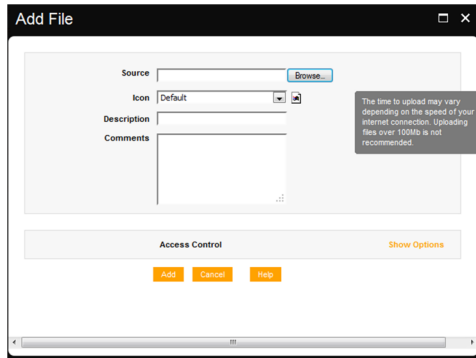
5. Find the appropriate heading on the page that you would like the file to be organized under. Hover over the section and click on the "Add File" green plus symbol on the right hand side of the section.



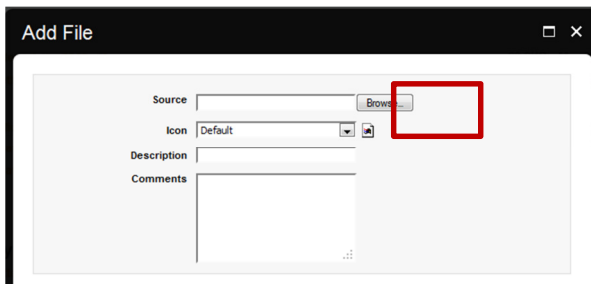
6. After clicking on the green plus symbol, click on a green line where you would like the file to reside in that section. We recommend always adding the file to the bottom. You must click on the green plus symbol to see the green lines.



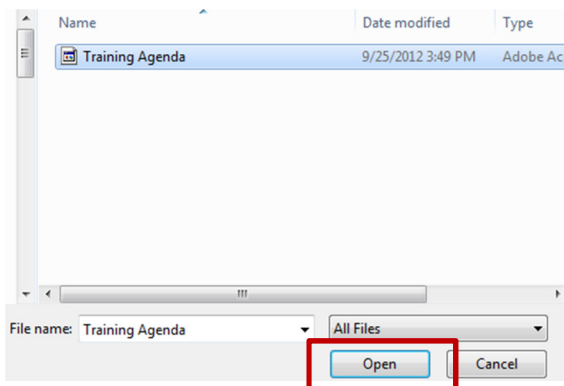
7. After clicking on a green line, an “Add File” pop-up window will appear.



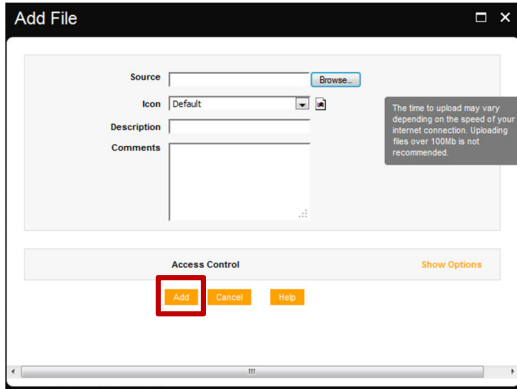
8. Click on the “Browse” button next to the source box and find the file on your computer that you want to upload.



9. Select the file, and press the “Open” button.



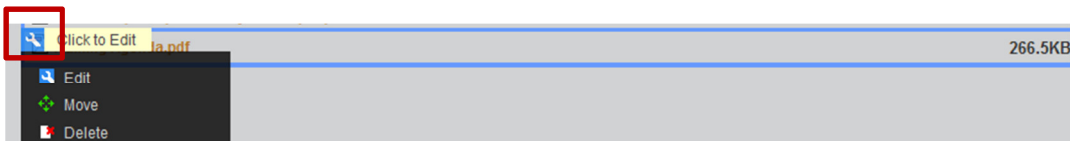
10. After clicking “Open,” click “Add” on the “Add File” pop-up window



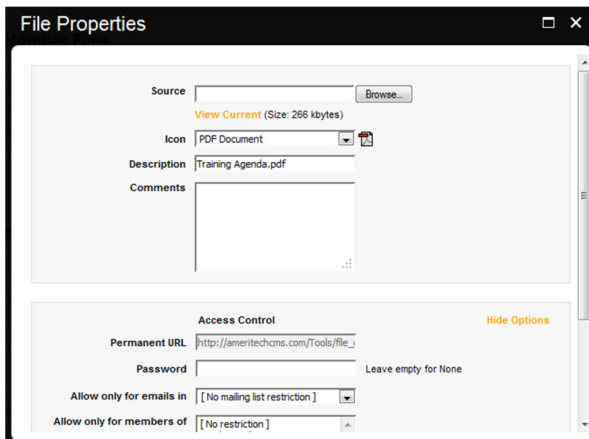
11. Click the red “Page is not published” button at the top right hand side of the page and publish the page. A dialog box will appear asking you to confirm that you would like to publish the page. Click “Publish.”

Page is not published

12. After publishing, scroll down to the section where the file was uploaded. Find the file and click on the blue wrench next to the uploaded file. Make sure the wrench is for the specific file and not for the entire section. The “File Properties” pop-up box will appear.



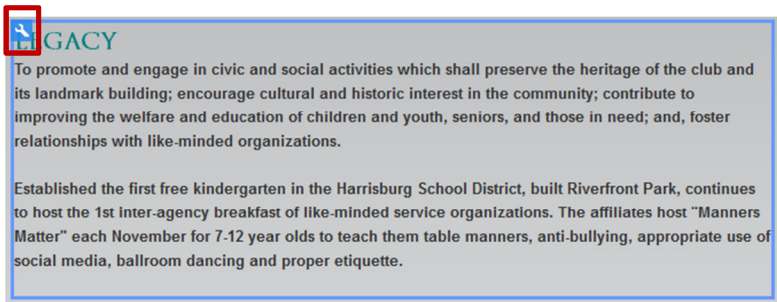
13. Click on the orange “Show Options” (where “Hide Options” appears in the screenshot below), beside “Access Control.”



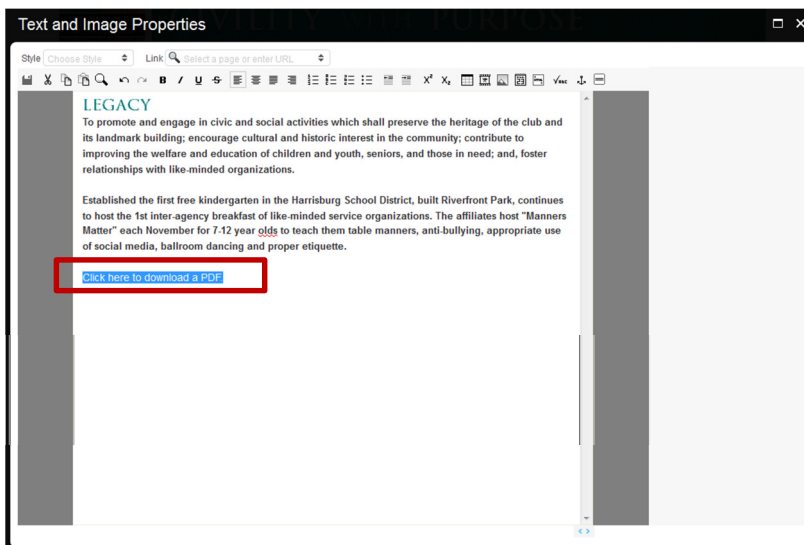
14. Highlight the entire Permanent URL by clicking in the box next to “Permanent URL.” This will place your cursor where it says “<http://ameritechcms.com/tools>.” Press Ctrl+A or Apple+A, if using an Apple computer, to select the entire link. Once highlighted, press Ctrl+C or Apple+C or right click on the highlighted text and select copy.



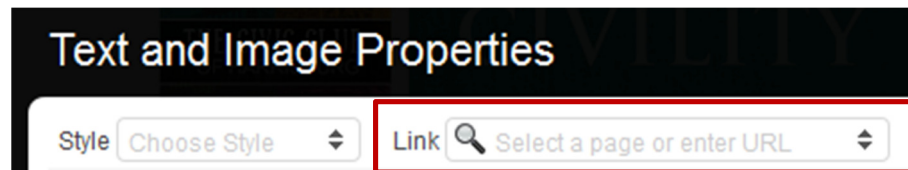
15. Close out the “File Properties” pop-up box.
16. Click on “Control Panel” on the top right.
17. Select “Manage Pages.” This will open a pop-up window.
18. Find the page that you wish to add the PDF to and click on the page name. This will change the original browser window to the correct page.
19. Once on the page, hover over the text area where you wish to add the PDF link.
20. Click on the blue wrench in the left-hand corner to open the “Text and Image Properties” pop-up box.



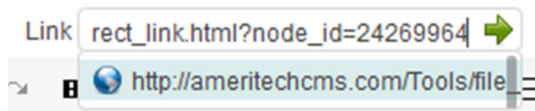
21. Highlight the text that you would like to link.



22. Click into the link box near the top of the “Text and Image Properties” pop-up.



23. Press CTRL+ V, Apple + V or right click and paste in the Link window to insert the link
24. Once the text is inserted, click on the bottom globe that appears to set the link.



25. Press the "Update" button in the bottom left-hand corner of the "Text and Image Properties" box
26. After pressing update, click the link to make sure it works correctly.
27. Press the "Page is not published" button and then "Publish" to make the page live.