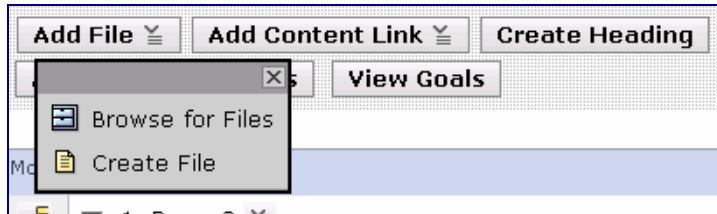


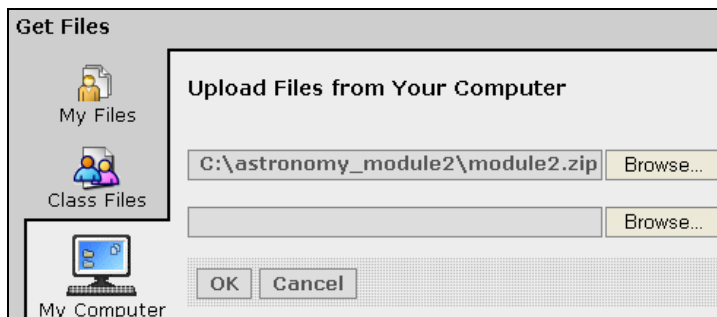
How Do I Add a File to the Home Page

⇒ To add an existing file to the Home Page or other folder:

1. From the Home Page or folder, click **Add File**.



2. Choose *Browse for Files*. The Get Files screen appears.



3. Click **My Computer**. Your computer's file browser appears.

Note: You may also select files that already exist in File Manager rather than browsing your local computer.

4. Double-click the desired file (or select the file and click Open). The file automatically uploads and appears as a link on the Home Page or folder.

⇒ To create a new file and link to it:

1. From the Build tab, click **Add File**.
2. Click **Create File**.

Create File

*Title:

*Content: HTML Creator: On / Off

You can simply enter text, or if you select Use HTML, you can include tags like this.

If you want to format text without typing in the HTML tags, turn the HTML Creator on.

Use HTML | Insert equation:

File name:

If no file name is entered, the title will be used as the file name.

Item Visibility: Show Item
 Hide Item

Your file will be saved in File Manager in the Blank folder.

3. Enter a name for the file.
4. If you want to use the HTML Creator, next to HTML Creator, select On. It may take a minute for the HTML Creator to load.
5. In the Content text box or the HTML Creator editing area, enter your content.
6. Click **Save**.