



## UPLOADING AND LINKING FILES IN WEBGARAGE

1. Save your file(s) in a PDF format before uploading (not everyone has Word)
2. Upload the PDF(s) into WebGarage. It's the same procedure as uploading photos. To do so:
3. Sign in to WebGarage and click on the Go button of the website in which you want to work.
4. You'll be on the Control Panel. Click on the Upload icon under the header Multimedia Files.
5. In the new window, click on Upload Files in the top right corner.
6. A smaller window will pop open. Click on Add Files in the bottom left corner. Select the 1 (or more) file(s) you wish to upload and click Open. You'll be returned to the Upload window again. Click on Start Upload.
7. When upload is finished, the Status column will show as 100%. Click on the X in the top right corner to close the upload window.
8. You'll automatically be returned to the Multimedia Library page. Click on Main Menu in the top menu bar.
9. You'll now be back on the Control Panel page. Click on the Edit icon under the Web Pages and Forms header.
10. Open the desired page, click on Page Content, and then click on Visual Editor
11. Type in new text or find the existing text you want to use as the hyperlink. Highlight that text. Then click on the Chain icon in the menu bar. A window named Insert/Edit Link will open.
12. Click on the Link List arrow (2nd box under General Properties). A list of everything in your Multimedia Files will show. Scroll down until you find the name of the PDF file you uploaded, and click on it. The file name will appear in the Link List box. Click Insert. Your file is now linked!
13. Repeat steps 11 and 12 as needed to create links in other text.