Uploading a File

There are two ways to upload a file in Digication
1. As an Object – the file will appear in a Window
2. As a Link – the file will appear as a Link

1. To upload a file to Digication as an Object (file shows in window)

Step 1: Click on the blue + icon located at the bottom right of the page to go to "Content Library"


Step 2: Click on Upload File
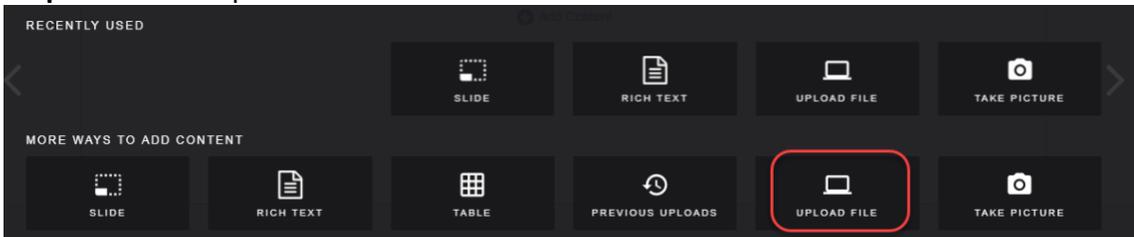
Step 3: Click on Choose files
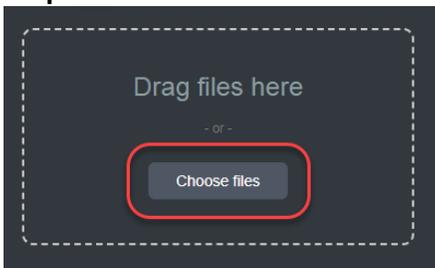
Step 4: Browse your computer, **selec**t the file and **click** Open
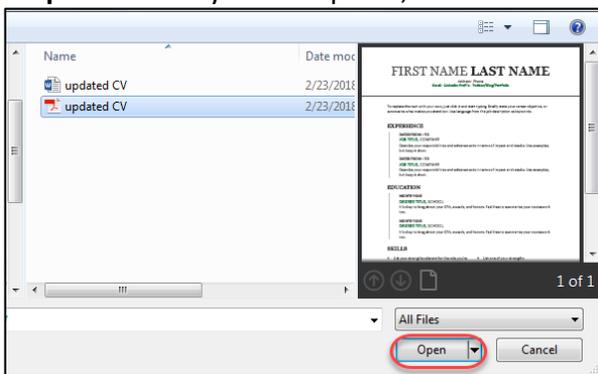
Step 5: Click Upload
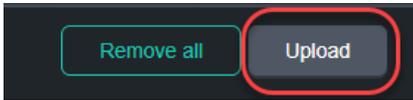
Step 6: You will see the file loaded as an object. Place your cursor over the bottom right corner of the file, click, hold and drag to resize the file:
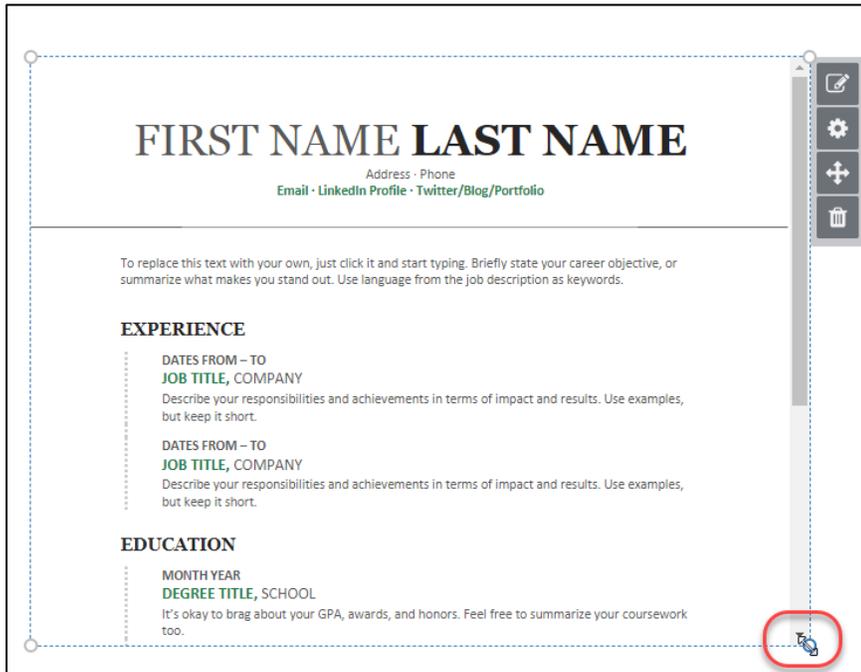

2. **To upload a file to Digication as Link (file shows as a Link)**

**Step 1:** Within a Text Box, type in a phrase that identifies the file name.

Step 2: Highlight the phrase and choose the **Paper Clip Tool**:
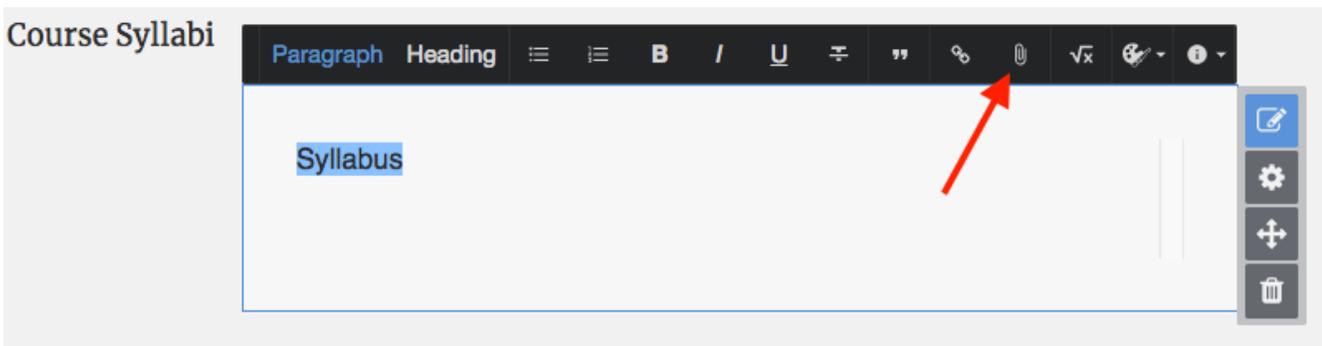
Step 3: Choose **Upload File**:
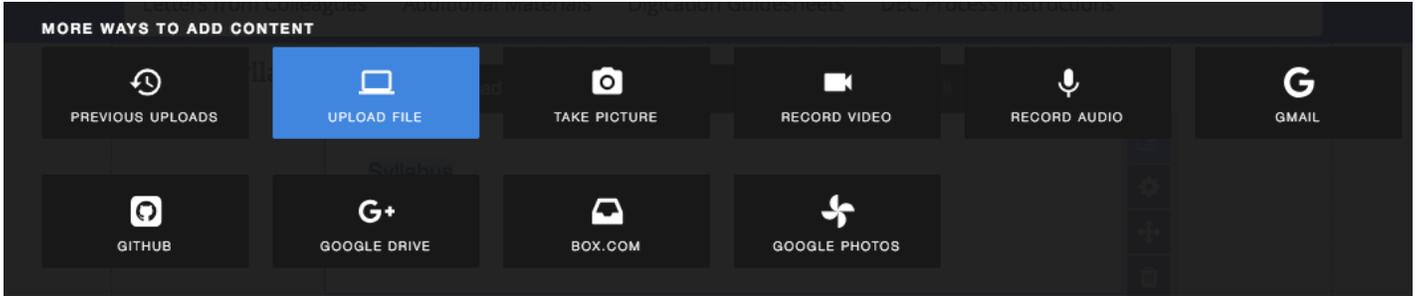
Step 4: Click on **Choose files:**
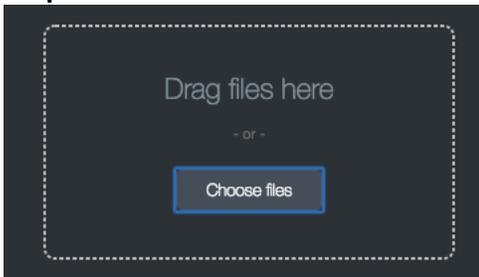
Step 5: Click on File and choose **Open**:
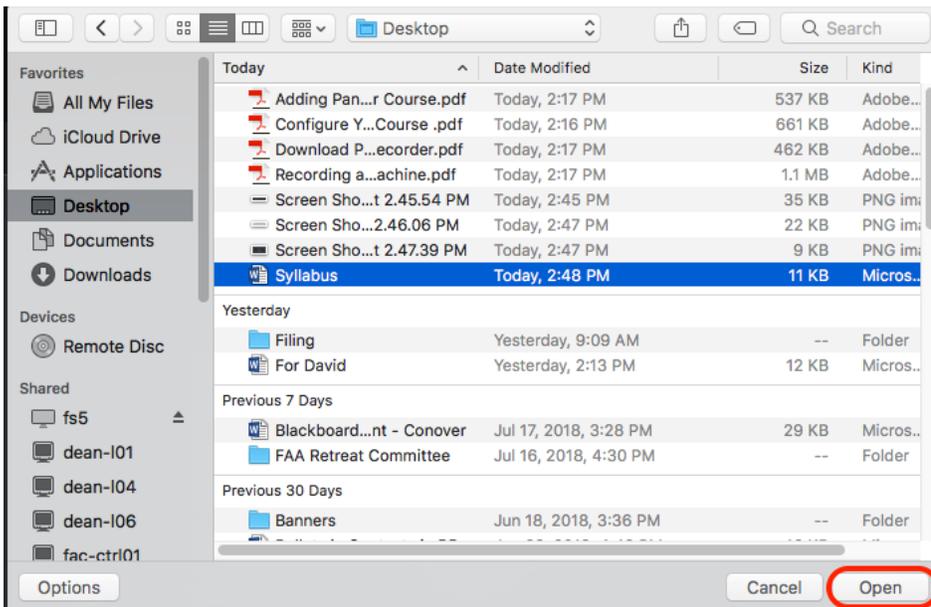
Step 6: Choose Upload
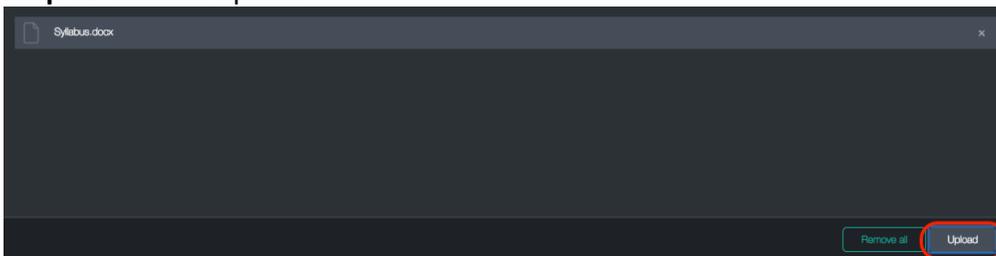
File will now appear as a Link:

Syllabus

PUBLISH THE PAGES:

PUBLISHED VIEW ≡ ▾

☁ PUBLISH THIS PAGE

☁ PUBLISH PAGES

💼 SUBMIT TO COURSE

⚙ SETTINGS

⊞ ORGANIZE

◎ MAKE A COPY

▤ SAVE AS TEMPLATE

🗑 DELETE

Step 8: Click Publish

CANCEL   **PUBLISH**