

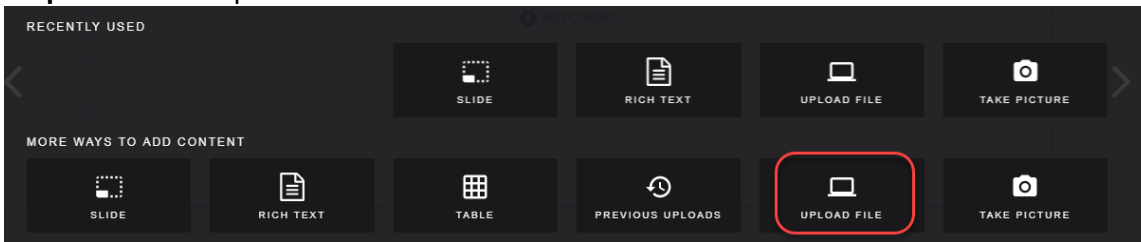


Uploading A Zip File

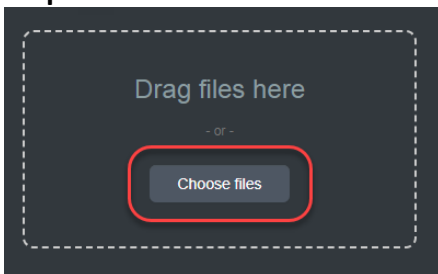
Step 1: Click on the blue + icon located at the bottom right of the page to go to “Content Library”



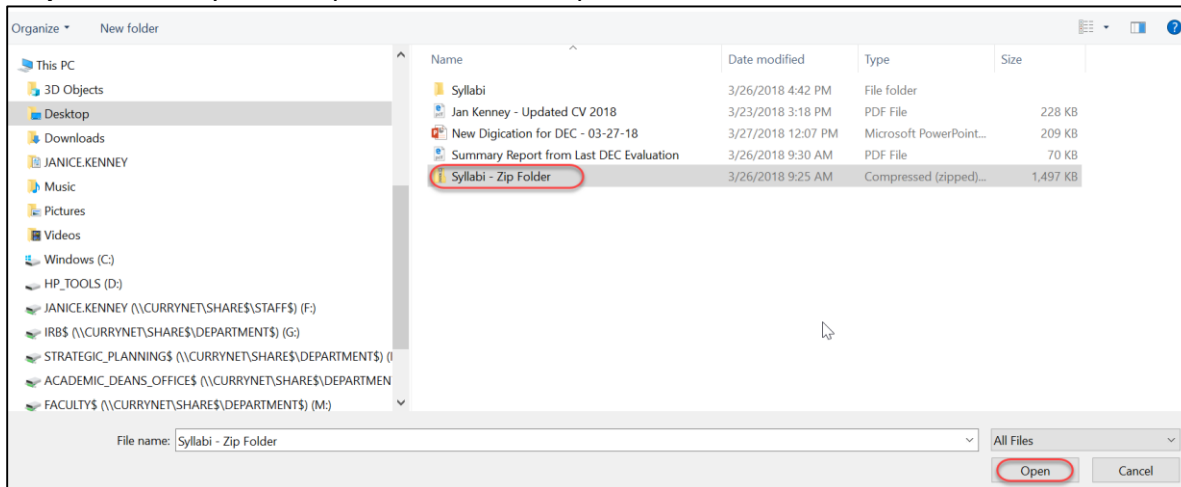
Step 2: Click on Upload File



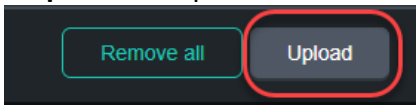
Step 3: Click on Choose files



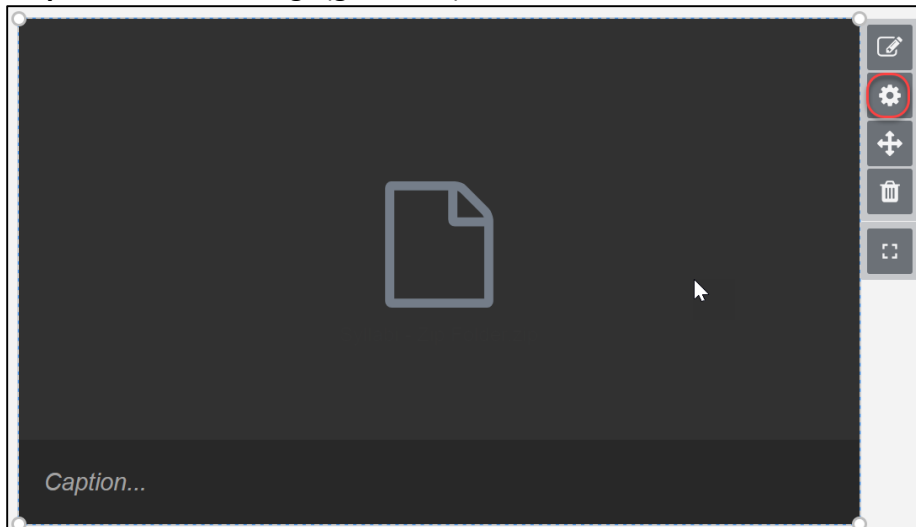
Step 4: Browse your computer, select the Zip file



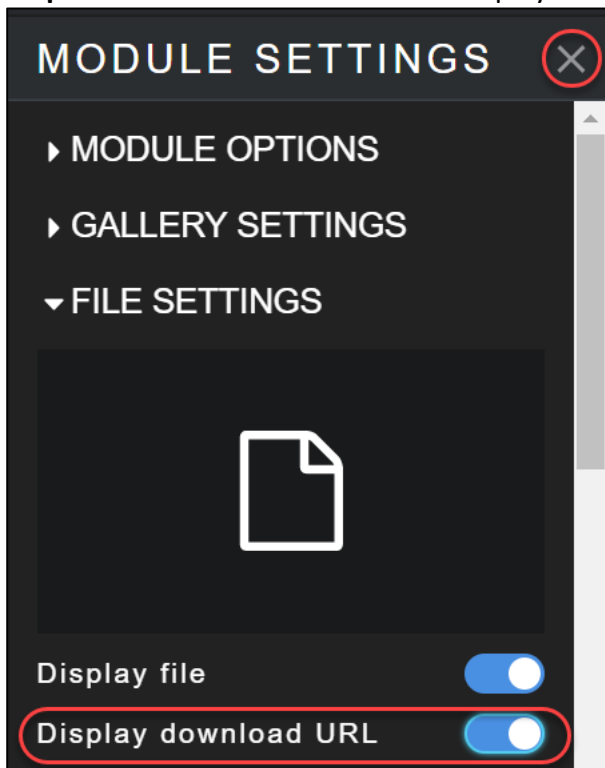
Step 5: Click Upload



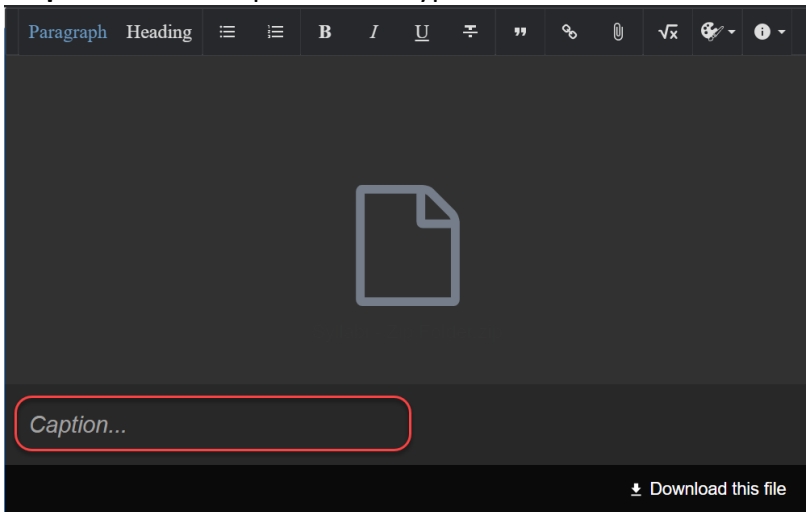
Step 6: Click on Settings (gear icon)



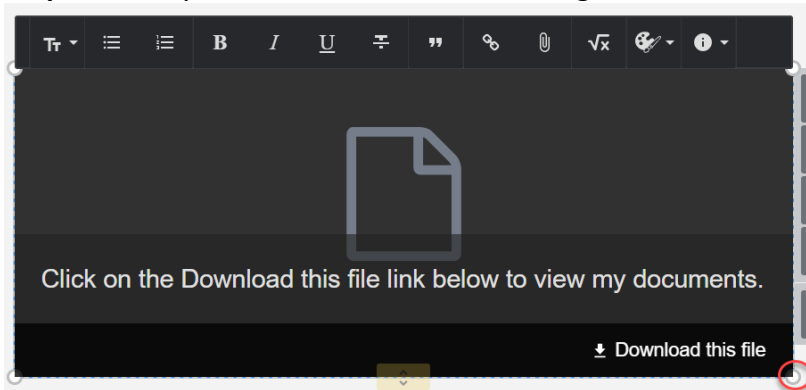
Step 7: Click on the FILE SETTINGS Display download URL button, then close the MODULE SETTINGS Panel



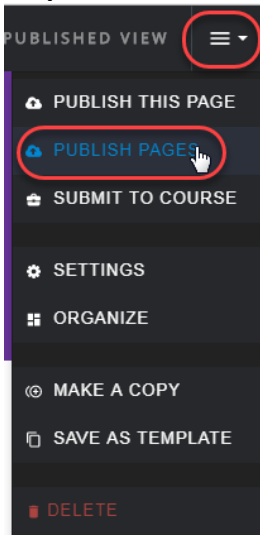
Step 8: Click on Caption... and type instructions to “Click on Download the file below to view my documents”



Step 8: Place your cursor over the bottom right corner of the file, click, hold and drag to resize the file



Step 9: Click on the menu in the upper right corner and select PUBLISH PAGES.



Step 10: Click PUBLISH

