Uploading a File



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)

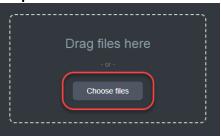
Step 1: Click on the blue + icon located at the bottom right of the page to go to "Content Library"



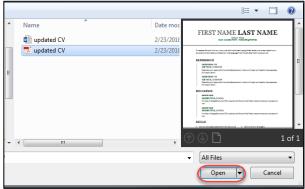
Step 2: Click on Upload File

RECENTLY USED		Add Content				
		SLIDE	RICH TEXT		C TAKE PICTURE	
MORE WAYS TO ADD CO	NTENT					
C 0		⊞	Ð		0	
SLIDE	RICH TEXT	TABLE	PREVIOUS UPLOADS	UPLOAD FILE	TAKE PICTURE	

Step 3: Click on Choose files



Step 4: Browse your computer, select the file and click Open



Step 5: Click Upload



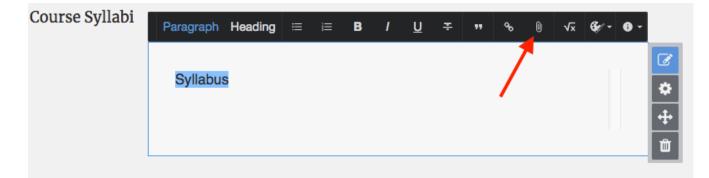
Step 6: You will see the file loaded as an object. Place your cursor over the bottom right corner of the file, click, hold and drag to resize the file:

	NAME LAS Address - Phone imail - LinkedIn Profile - Twitter/Blog		
	own, just click it and start typing. Bri tand out. Use language from the job		
EXPERIENCE			
DATES FROM – TO JOB TITLE, COMP Describe your respor but keep it short.	NY sibilities and achievements in terms o	f impact and results. Use examples,	
DATES FROM – TO JOB TITLE, COMP, Describe your respor but keep it short.	.NY sibilities and achievements in terms o	f impact and results. Use examples,	
EDUCATION			
MONTH YEAR DEGREE TITLE, SC It's okay to brag abor too.	100L t your GPA, awards, and honors. Feel	free to summarize your coursework	

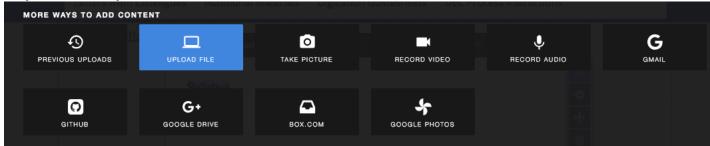
2. To upload a file to Digication as Link (file shows as a Link)

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

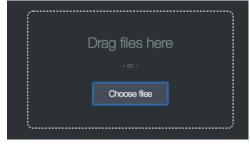
Step 2: Highlight the phrase and choose the **Paper Clip Tool**:



Step 3: Choose Upload File:



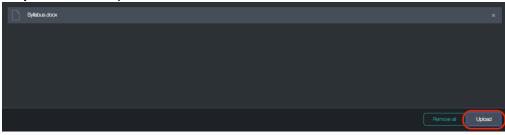
Step 4: Click on Choose files:



Step 5: Click on File and choose Open:

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Favorites	Today	Date Modified	Size	Kind					
All My Files	🗾 Adding Panr Cours	e.pdf Today, 2:17 PM	537 KB	Adobe					
C iCloud Drive	🗾 Configure YCourse	e.pdf Today, 2:16 PM	661 KB	Adobe					
	Download Pecorde	er.pdf Today, 2:17 PM	462 KB	Adobe					
Applications	Recording aachine	.pdf Today, 2:17 PM	1.1 MB	Adobe					
E Desktop	 Screen Shot 2.45. 		35 KB	PNG ima					
Documents	Screen Sho2.46.0		22 KB	PNG ima					
	Screen Shot 2.47.3		9 KB	PNG ima					
Downloads	Syllabus	Today, 2:48 PM	11 KB	Micros					
Devices	Yesterday								
Remote Disc	Eiling	Yesterday, 9:09 AM	1	Folder					
	🕎 For David	Yesterday, 2:13 PM	12 KB	Micros					
Shared	Previous 7 Days								
⊑_ fs5 _≜	Blackboardnt - Co	nover Jul 17, 2018, 3:28 P	M 29 KB	Micros					
📃 dean-101	FAA Retreat Commit	tee Jul 16, 2018, 4:30 F	PM	Folder					
💭 dean-I04	dean-I04 Previous 30 Days								
💻 dean-106	Banners	Jun 18, 2018, 3:36	PM	Folder					
fac-ctrl01									
Options			Cancel	Open					

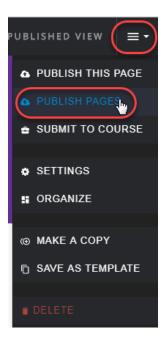
Step 6: Choose Upload



File will now appear as a Link:



PUBLISH THE PAGES:



Step 8: Click Publish

