

Add graphics

Step 1: On every page where you want to include graphics or PDF documents you will see a menu choice called "files". That is where you upload your content. Once it is uploaded, right-click on the URL for the newly uploaded item and select "Copy file location".

Step 2: On the page when you are editing your Content, highlight the text you want to hyperlink using the



"link to" icon as shown above by the green arrow, a box appears where you can enter the URL of your content by right-clicking and selecting Paste or using the Ctrl+v shortcut in Windows.