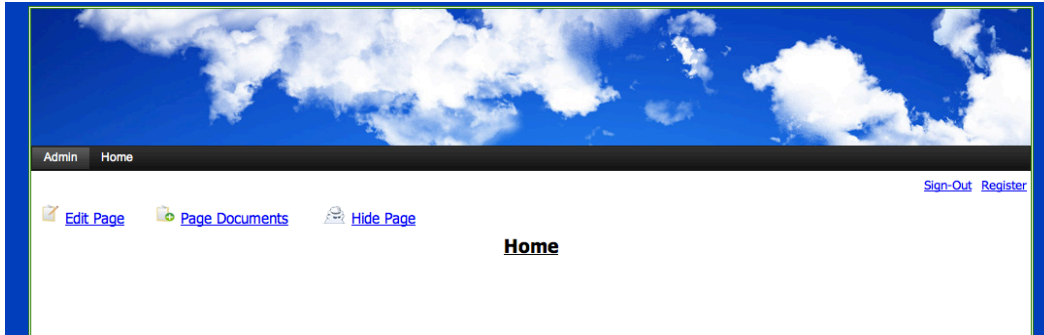




Once you have created your website, by default, a “home” page is created (located next to “Admin”).



1. Click [Page Documents](#) in the top left corner of your screen. The following screen will appear.

Add Documents to Home

Document Name:

No file chosen

Files larger than 3 MB are not allowed to be uploaded

2. Click to select which file you wish to upload to your page. Then, click .
3. In the “Document Name” blank, you will name your document.
4. Click .
5. Your document will appear in the “Currently Uploaded Documents” list at the bottom of your screen.

Currently Uploaded Documents

	Name	Owner	DateAdded	Size	
Delete	Document Name	Laurie Umfleet	1/27/2011	185 KB	↓ ↑

6. If you choose to upload multiple documents, you may rearrange their order with .
7. To delete a document, click “Delete.”
8. Once you refresh your web page, your document(s) will appear at the bottom of your webpage.