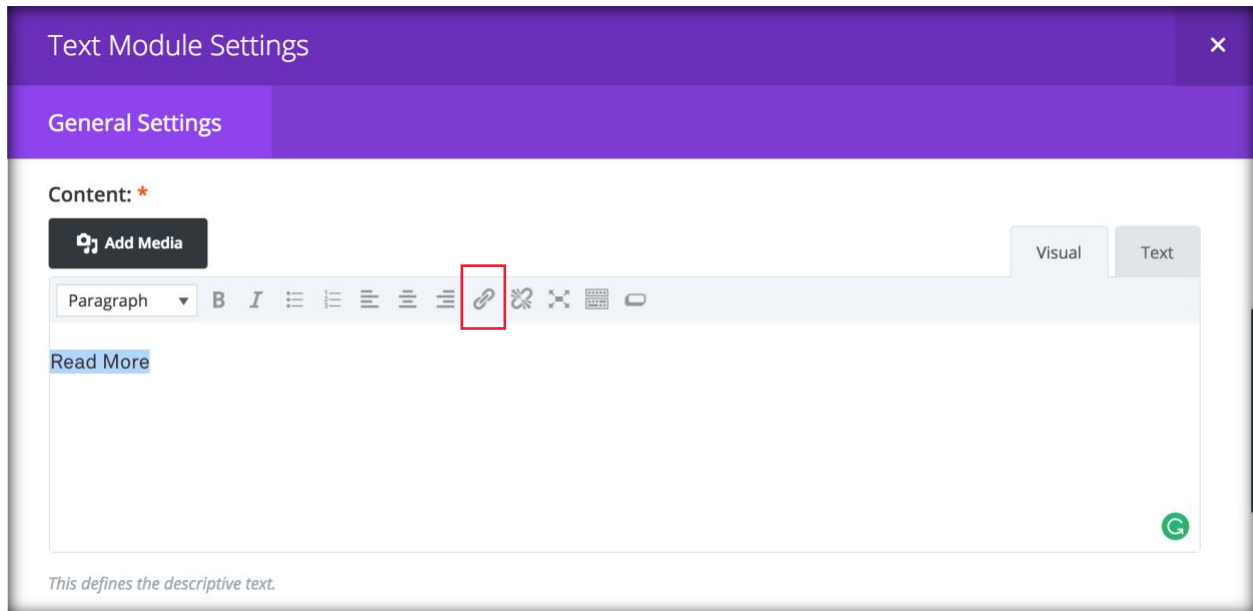


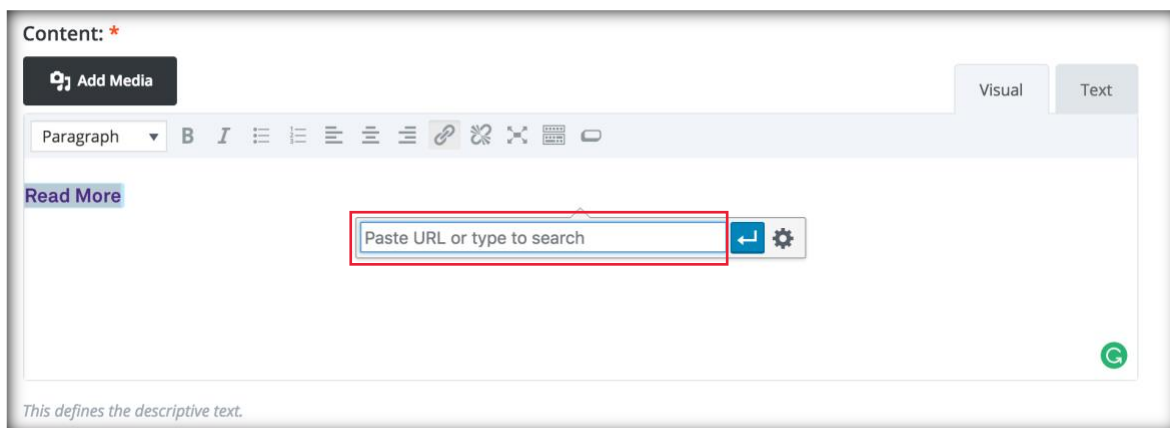
## Creating a Link to your Document

To insert your uploaded document into the desired location, you must create a hyperlink.



For example, if you wanted to insert your document into the text that says “Read More” you will take the following steps:

1. Highlight the “Read More” text
2. Select the Insert/Edit Link icon
3. Grab the document URL
4. Paste the URL or type it into the link box
5. Hit the blue arrow to save the link
6. Save the page you are working on



## Final Step: Save your Page

After you have created your link, make sure you save your page by hitting the blue “Update Button” to save your page.

