

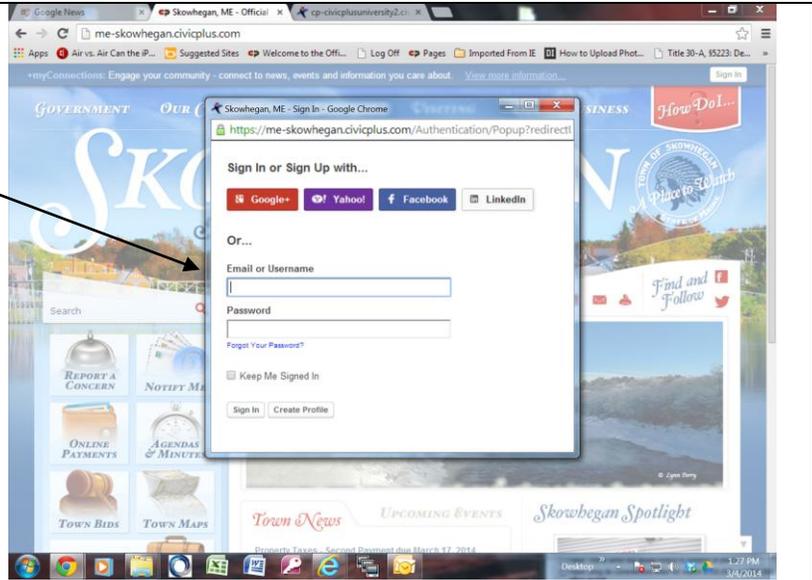
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**Instructions on using Document Center**

Open main page and click "Sign In"



Sign in with Your user name and password



Once signed in your name will appear here

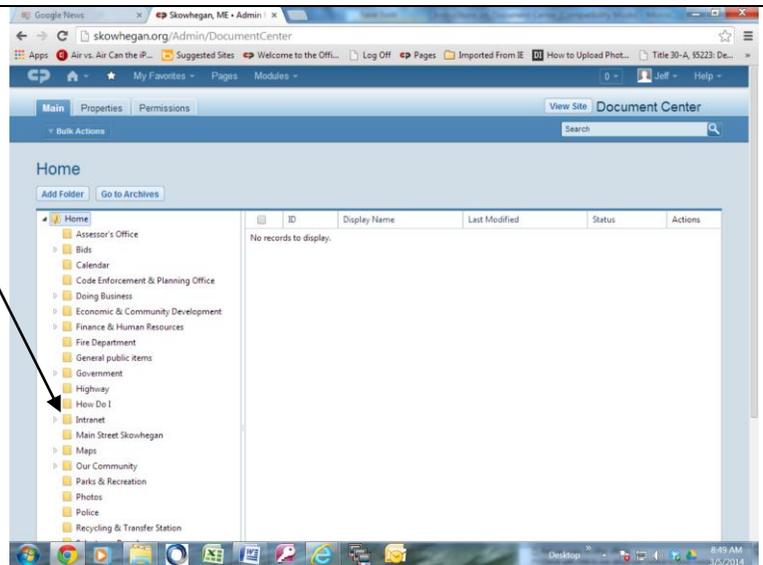
You will also see the Modules icon at the top. Click Modules



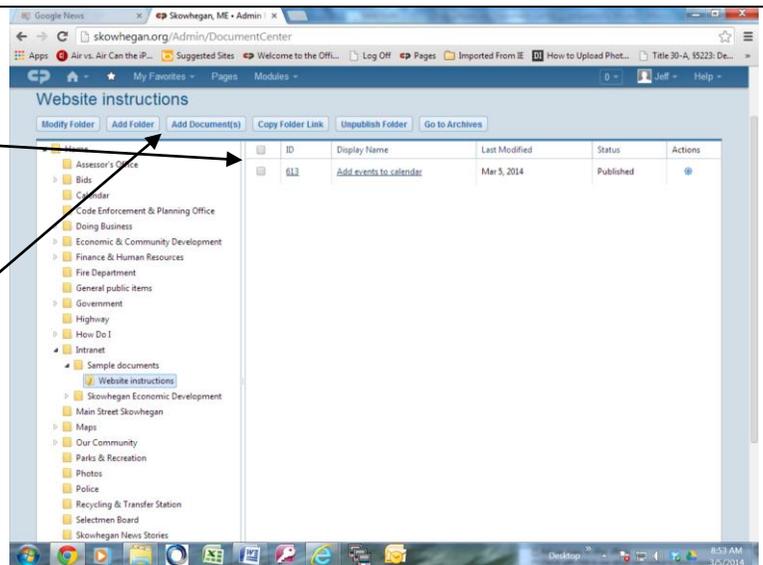
Select "Document Center"



Find your folder that you documents go in.

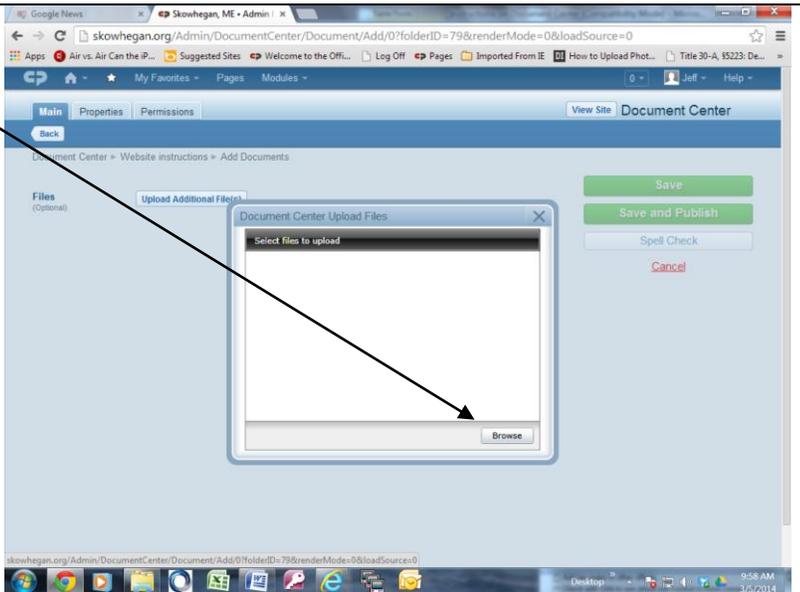


Once you select your folder, you will then see any files already in folder

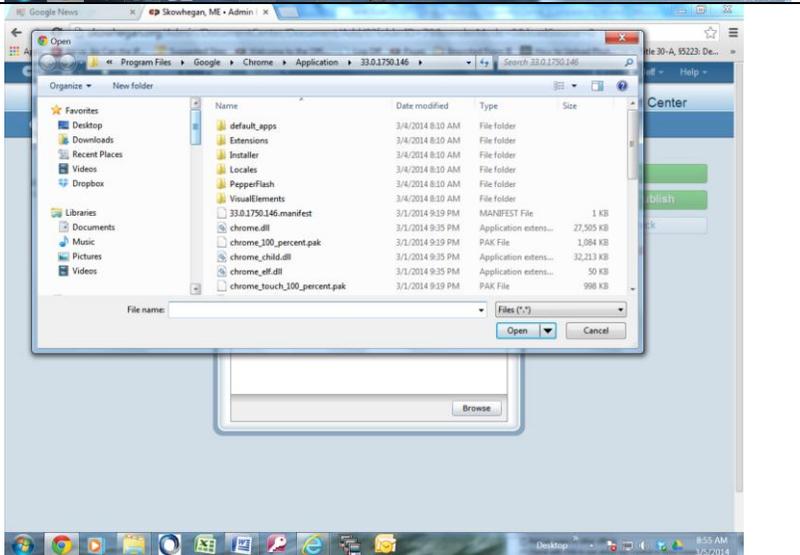


To add a new file, click "add documents"

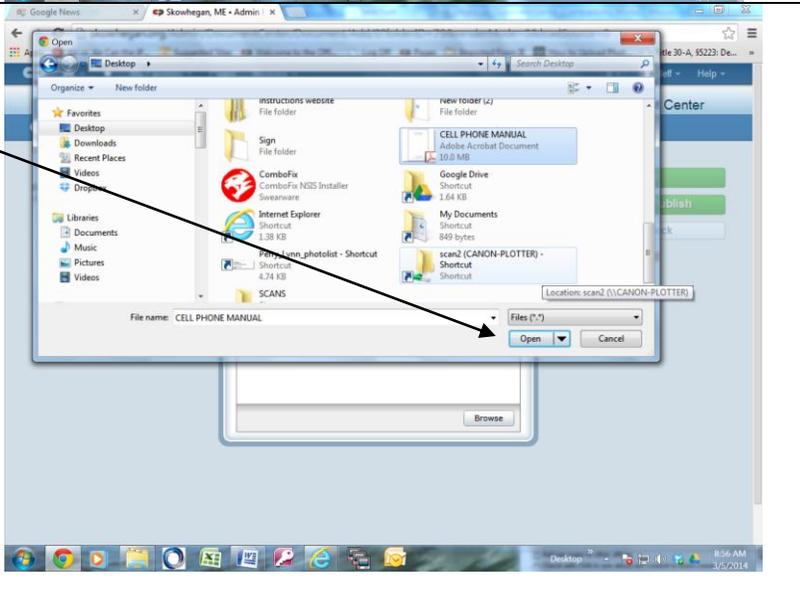
Click browse



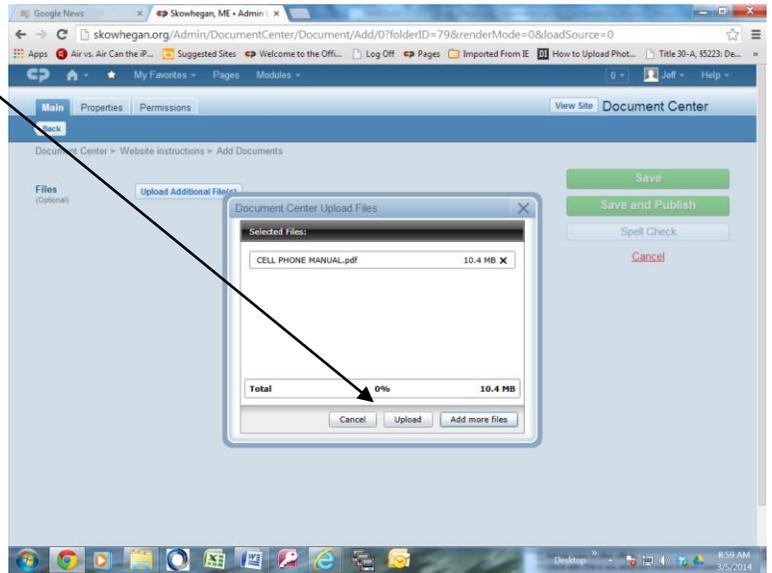
Find the file on your computer



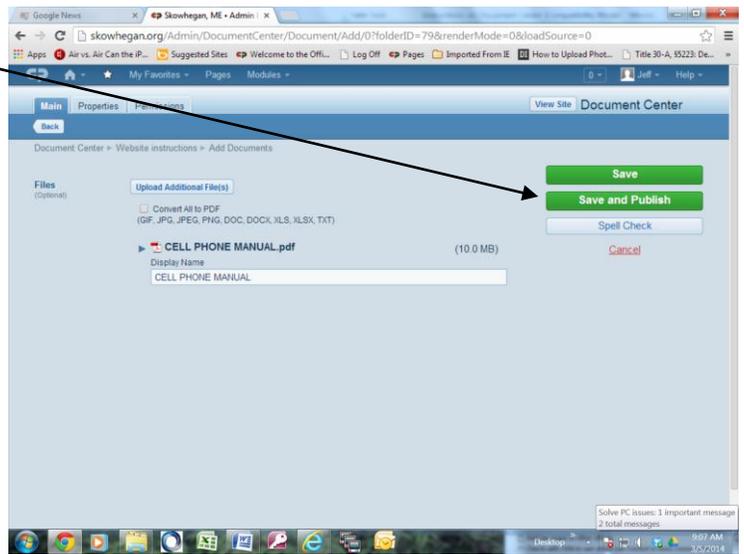
Select the file, click open



Click upload file

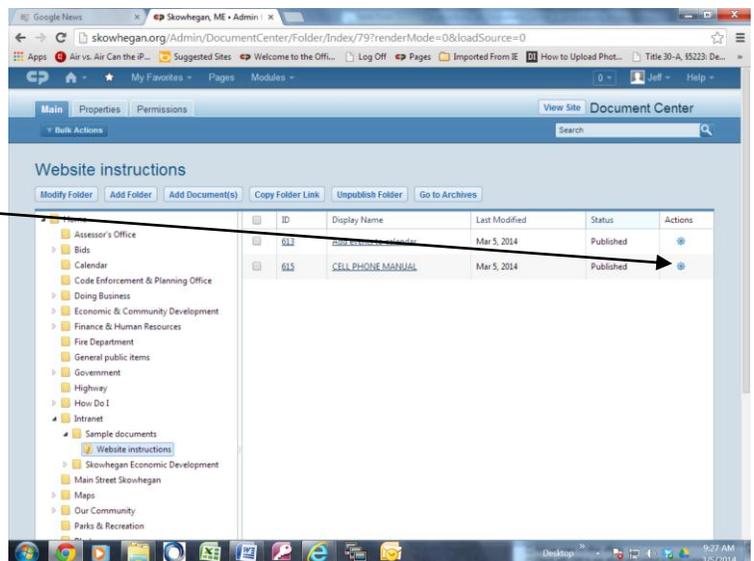


Click "Save and Publish"



File will show up here.

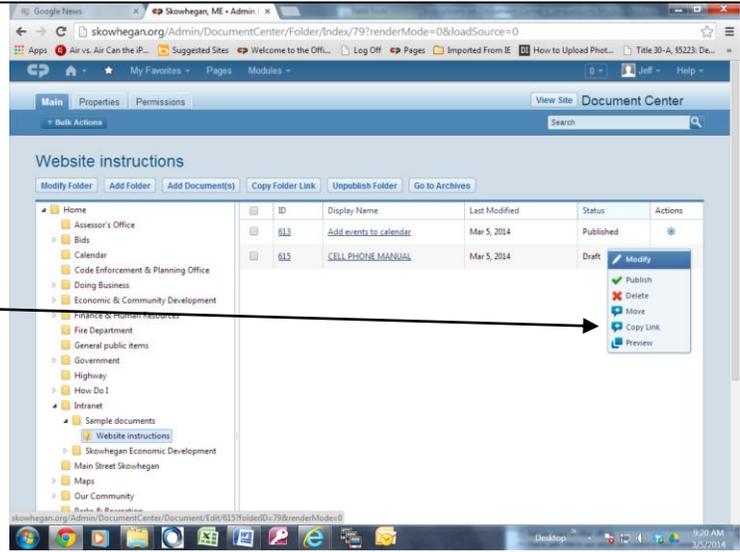
Select star if you want to use the file



Here you can select modify the file; Publish the file, Copy Link.

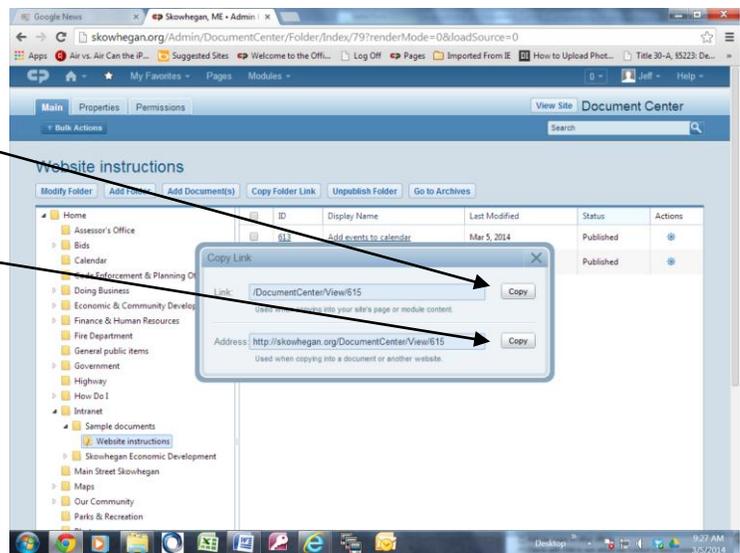
If you want the link to use on a page. Click "Copy Link"

If you wanted to delete file, you have unpublished the file, then delete the file.



If you plan on use the link in our website files you want to select the first copy.

If you plan on use the link off our site select the second copy



Then paste where you plan on using the file.
