

## Uploading a document to the File Vault

There is no direct button to upload files. You must first go into the Edit mode of a page, then create a link to the document.

1. Click the gear icon at the top right
2. Click **Edit Site Pages**
3. Hover your cursor over the page where you want your document to go and click **Edit** or **Edit Page**
4. In the text editor, type what you want the link to say
5. Select the text and click the “Link” button in the top editing panel
6. In the popup window, click “Choose File” to upload a new document
7. Navigate to the file on your computer and click “Open”
8. On the popup window, click “Upload” to finish linking the document

To edit an existing link or link to a different/updated document:

1. Double-click the link to open the Link window
2. Click on “File Vault”
3. Select the file you want to link (“Preview” and “Insert” buttons will appear)
4. Click “Insert” to finish linking the document

You can also organize or delete files as needed while in the File Vault

Tip: For documents available on multiple school sites, you can copy the URL for the document (from the Link popup window) from the first site and paste that in the URL section for the other sites without having to upload the same document for each site.

### **Please Note:**

PDF and HTML documents will open in a new page

Word and Excel documents will be downloaded to the user’s computer instead of opening on the website