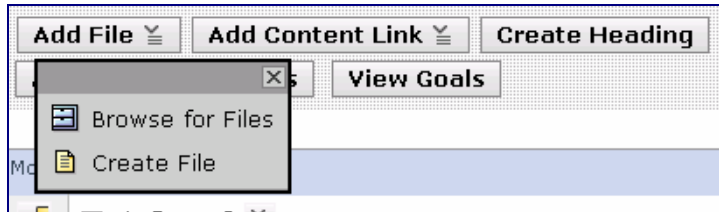


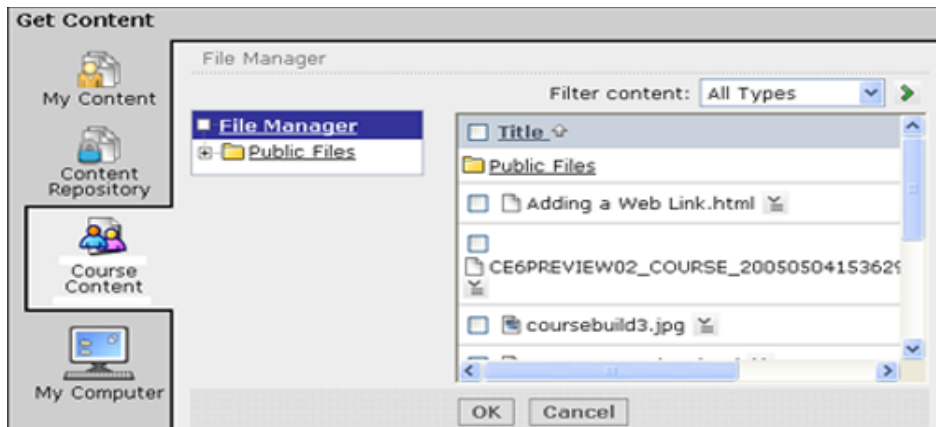
How Do I Add a File to the Home Page?

⇒ To add an existing file to the Home Page:

1. From the Home Page, click **Add File**. The Add File menu appears.



2. Choose *Browse for Files*. The File Manager screen appears.



3. Click **My Computer**. Your computer's file browser appears.

Note: You may also select files that already exist in File Manager rather than browsing your local computer.

4. Double-click the desired file (or select the file and click Open). The file automatically uploads and appears as a link on the Home Page.