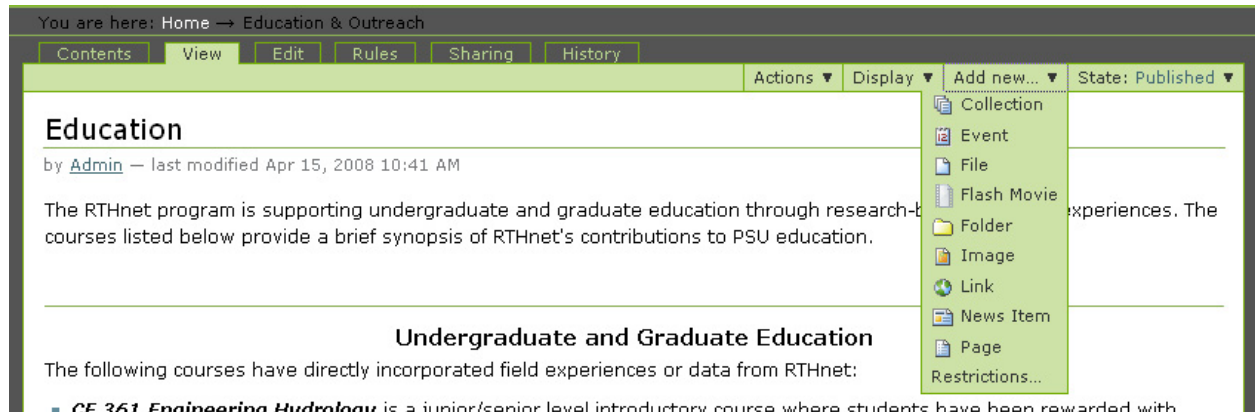


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# ADDING A FILE OR IMAGE

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1. Select the “Add new ...” dropdown when you click on any folder/tab



2. Select “Image” or “File”
3. Enter a title and Browse for the file

## Add File

An external file uploaded to the site.

A screenshot of the "Add File" form. At the top, there are tabs: "Default" (selected), "Categorization", "Dates", "Ownership", "Settings". The form has three main sections: "Title" with a text input field; "Description" with a text area and the subtext "A short summary of the content."; and "File" with a text input field and a "Browse..." button.

4. Select “Save” and you can then use that image/file by linking to it or selecting it in the editor.