

Add an Attachment to a Page

1. Open the page to which you want to attach a file
2. Click on **Tools**
 - *A drop-down menu will unfold*
3. Click on **Attachments**
 - *The "Attachments" page will open*
4. Click on **Choose File**
 - *A dialogue box will open, showing a list of the files on your computer*
5. Choose a file
6. Click on **Choose**
 - *The file will appear in the "Upload File" section*
7. Optional: type in a brief description of the file in the "Comment" box
8. Click on **Attach**
 - *The file will appear in the list under "Attachments"*