

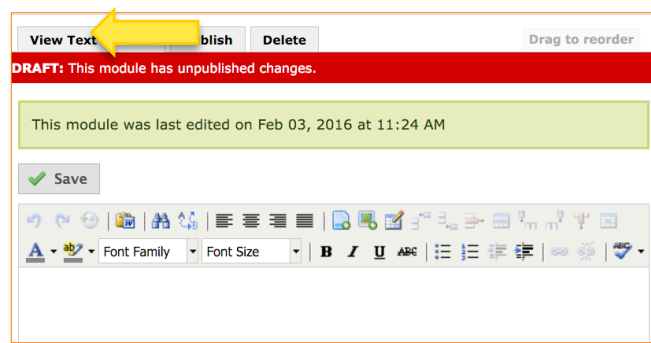
## UPLOAD FILE

### STEP 1

If you have an existing **Module** continue with the following steps. If not, refer to [Adding Module tutorial](#).

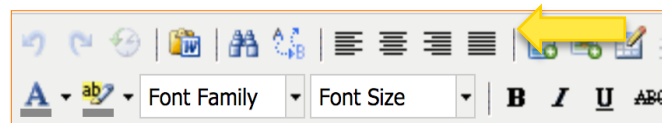
### STEP 2

To Upload a File, click **Edit** at the top of the module.



### STEP 3

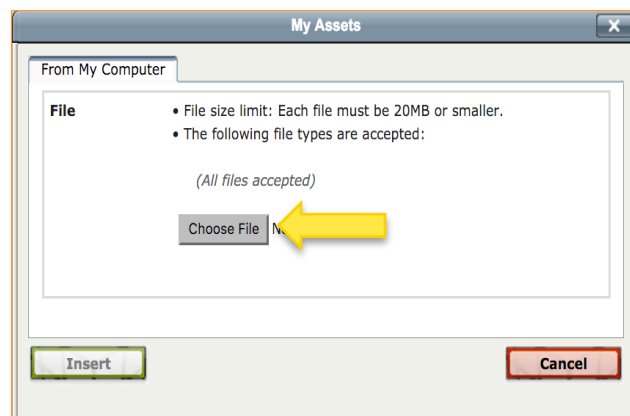
Using the text editor, click on the **Insert file** icon.



### STEP 4

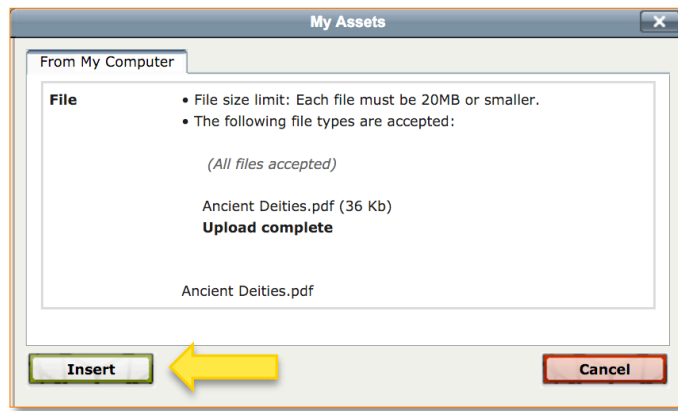
Click the **Browse File** or **Choose file** image you wish to upload.

*Before uploading a file, first save a version of that file as PDF.*



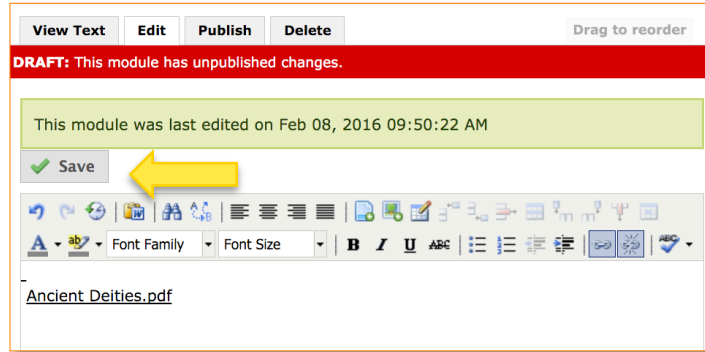
## STEP 5

Click **Insert**.



## STEP 6

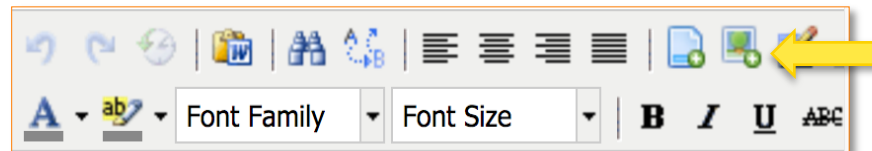
Save all necessary changes.



## OPTION 2

### STEP 1

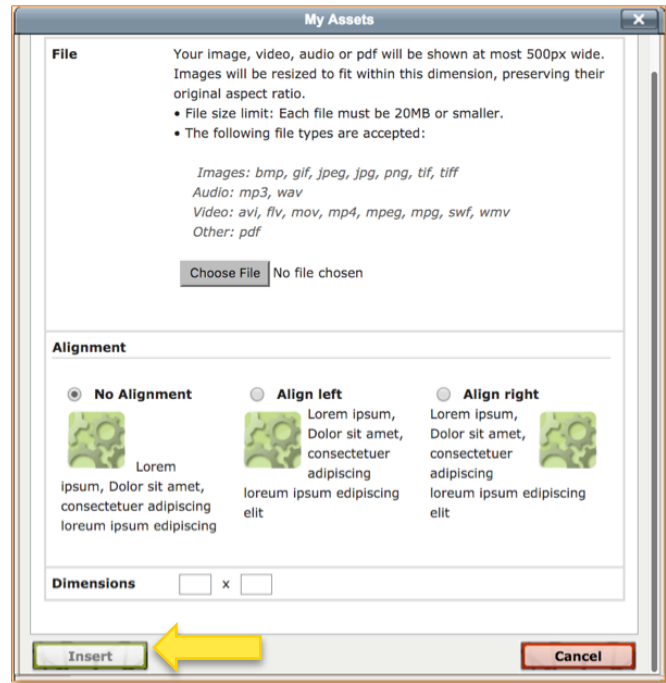
Using the text editor, click on the **Insert media** icon.



## STEP 2

Click the **Browse File** or **Choose file** file you wish to upload.

*Before uploading a file, first save a version of that file as PDF.*

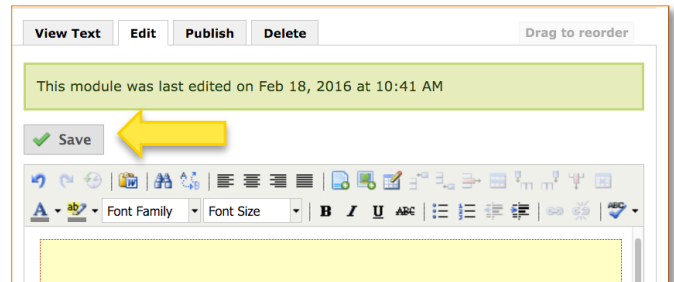


## STEP 3

Click **Insert**.

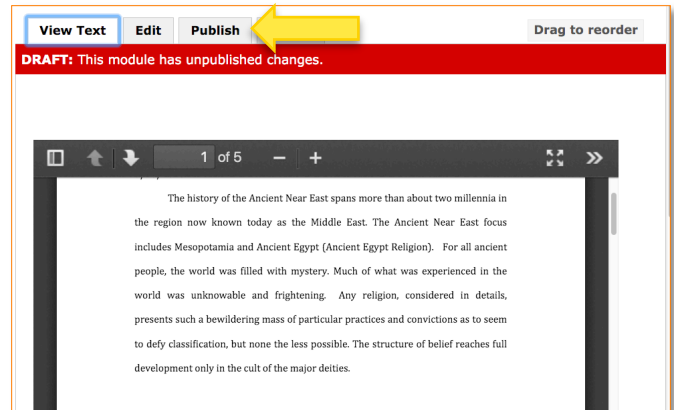
## STEP 4

Save all necessary changes.



## STEP 5

Once your Text has been saved, the next step is to review and click **Publish**.



## STEP 6

You will receive the following message once the changes has been published.

