

## Add File Attachments

### How do I add file attachments to a web page?

There are four basic steps to adding file attachments to a web page.

1. Login
2. Go to the "Create Web Page" screen or Click the Edit Tab of an existing page
3. Add files
4. Click Save

#### 1. Login

#### 2. Go to the "Create Web Page" page or click the Edit Tab of an existing page

#### 3. Add Files

It is easy to add file attachments. Simply do the following:

- go to the "Attachments" tab
- Click the Browse button and find the file that you want to add from your computer's hard drive or a shared drive
- Click the Upload Button
- When the Upload is complete, you will see a new "Description" field. Enter a user friendly name for this file. This name will be used as the Link name for the file.
- To add additional files, click the Add another item button and repeat the above steps

#### 4. Click the Save Button

### Common problems

#### *My file will not upload. It seems to be timing out. What can I do?*

Make sure your file is within the allowed file size limits. Just below the Browse button you should see text that says Maximum file size: 32MB or something similar. Make sure your file is smaller than the maximum allowed size. If you need the maximum allowed file size to be increased, contact your site administrator or Aha Consulting.