
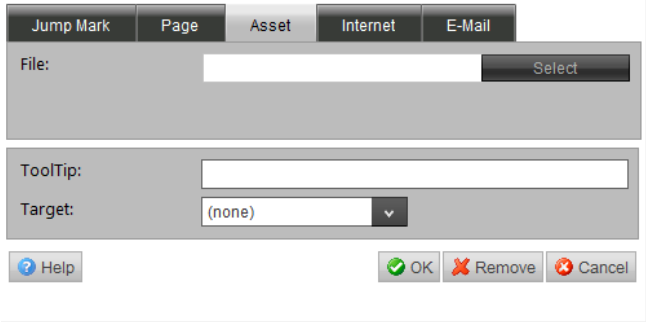
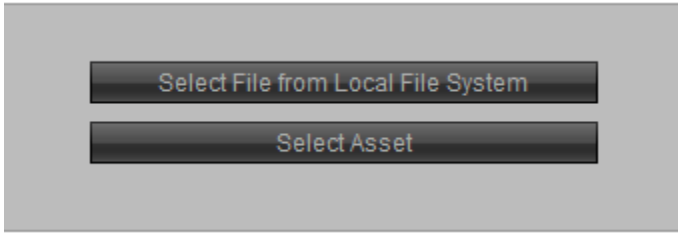
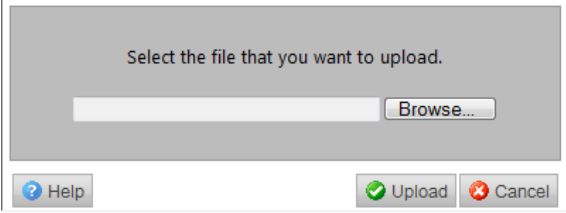
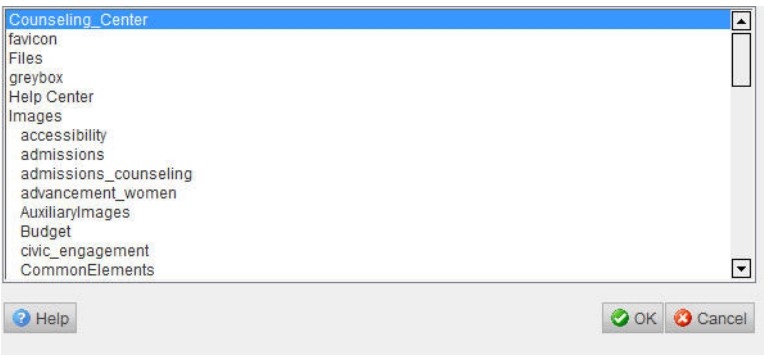


ADDING FILES

There are all kinds of documents you can link to from your web page. Red Dot supports any file you can load or open on the internet (.pdf, .doc, .ppt, etc.)

<ul style="list-style-type: none"> To add a file, from the text editor, click on the Insert Link icon 	
<ul style="list-style-type: none"> Click on the Asset tab. You'll know you are in the Assets section because the tab will be a lighter color than the others Click the Select button 	
<ul style="list-style-type: none"> In the next screen click Select Asset if the file is already loaded into the web site, or click Select File from Local System if you need to upload the file 	
<ul style="list-style-type: none"> If you chose Select File from Local system click the browse button to find your file and upload it 	
<ul style="list-style-type: none"> In the next screen you will have to choose the appropriate place to upload your file. For most people it will be their department or project name When prompted for an ALT name you can skip this part or add a title for the file Credit is the name of the person(s) that created the document 	

- The tool tip area is what will appear when someone mouses over your link. If you leave it blank, nothing will appear

Jump Mark Page Asset Internet E-Mail

File: Select

ToolTip:

Target: (none) v

Help OK Remove Cancel

- Click ok at the bottom of the page to save your work

OK Cancel