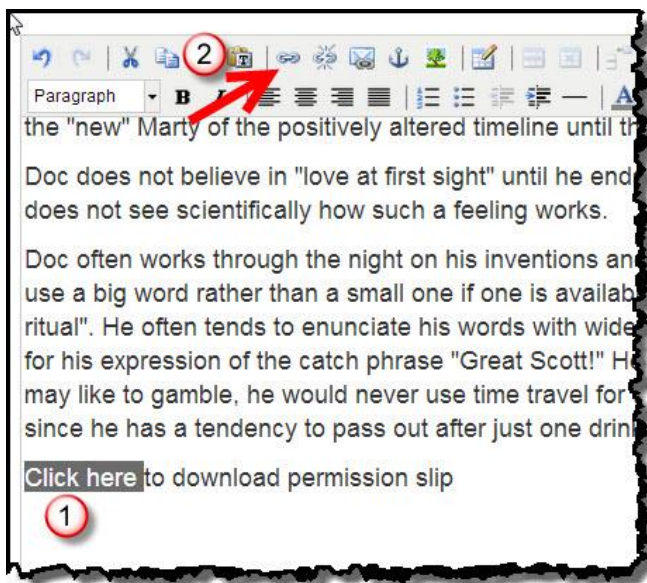


Creating a Link to Upload a Document

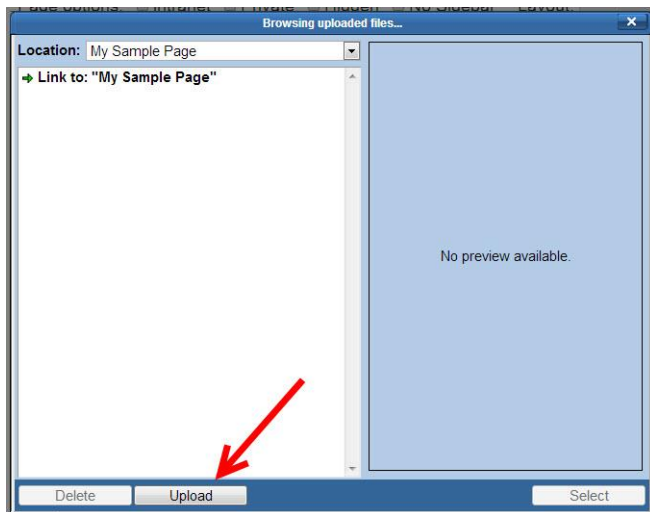
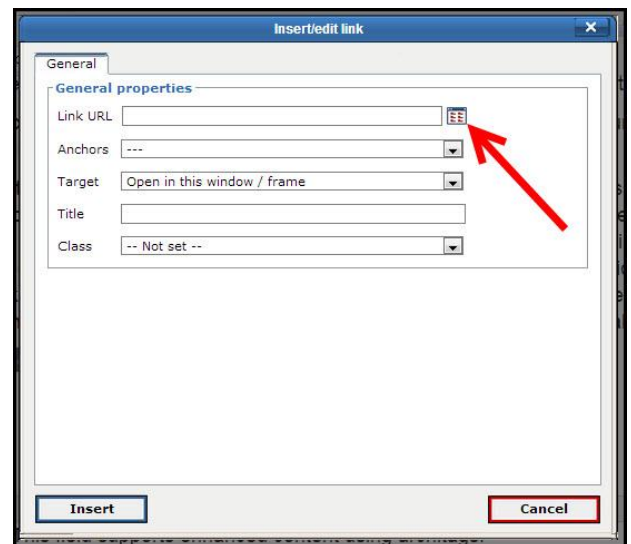


Upload a Word, PDF or PowerPoint document into Architeck and **create a link** to the document.

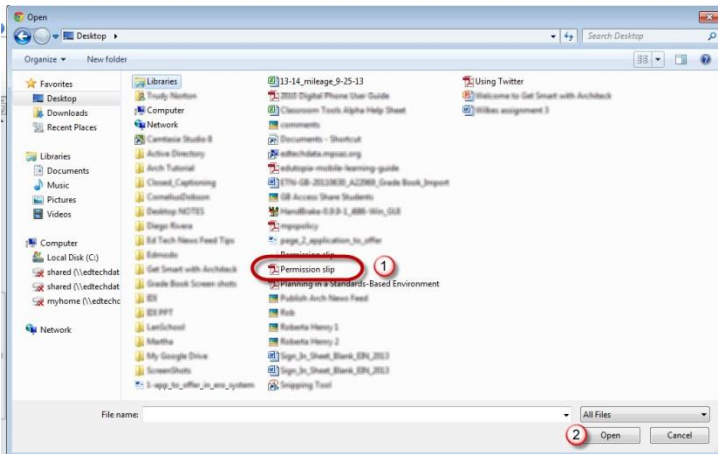
(1) While in Edit mode highlight the text you wish to become a link to your uploaded document.

(2) In the Editor Window toolbar select the Insert/edit link icon.

From within the **Insert/edit Link** window, select the **Browse** icon.

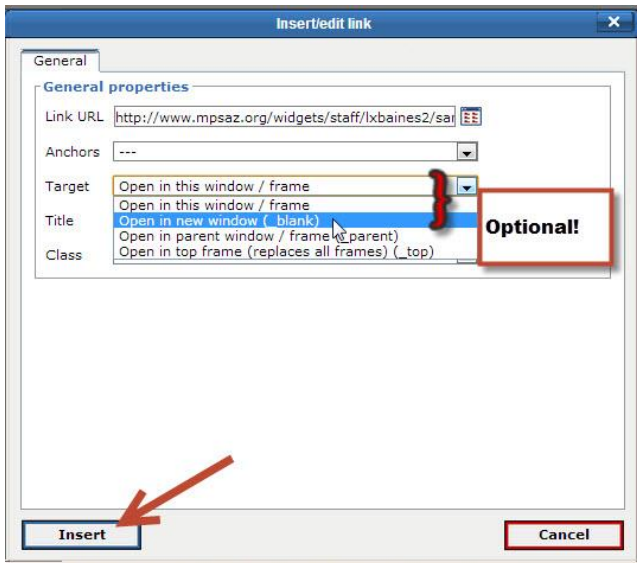
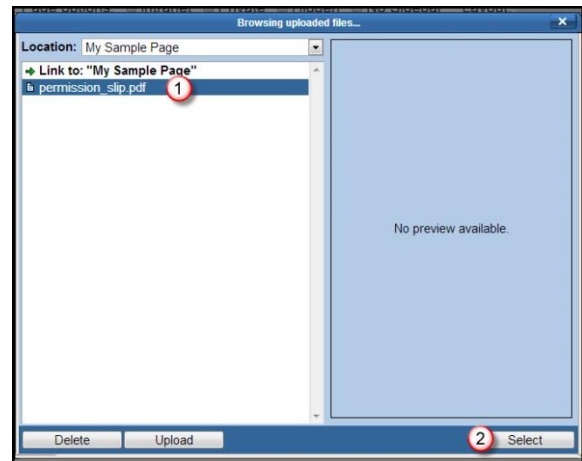


Select **“Upload”**



Navigate to the document on your computer. (1) Click one time on the document and then (2) select “Open.”

The document now appears in the list on the left side. (1) Click one time on the document name to highlight it and then (2) click on “Select.”



You have the option to “Open in this window/frame” or “Open in new window (blank)”.

Select “Insert”

In order to test your link you must select “Publish” in the upper left corner of the Architeck toolbar. Test your link.

