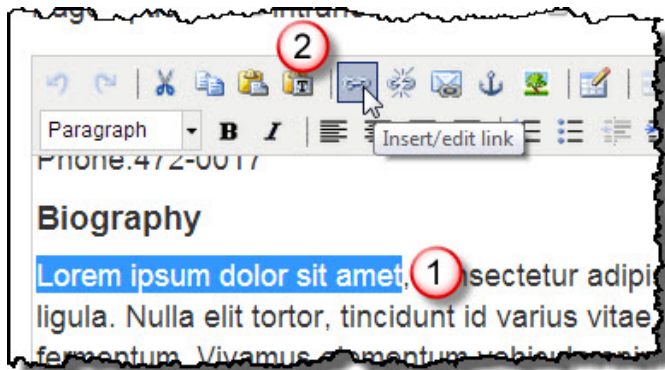




Uploading Multiple Files

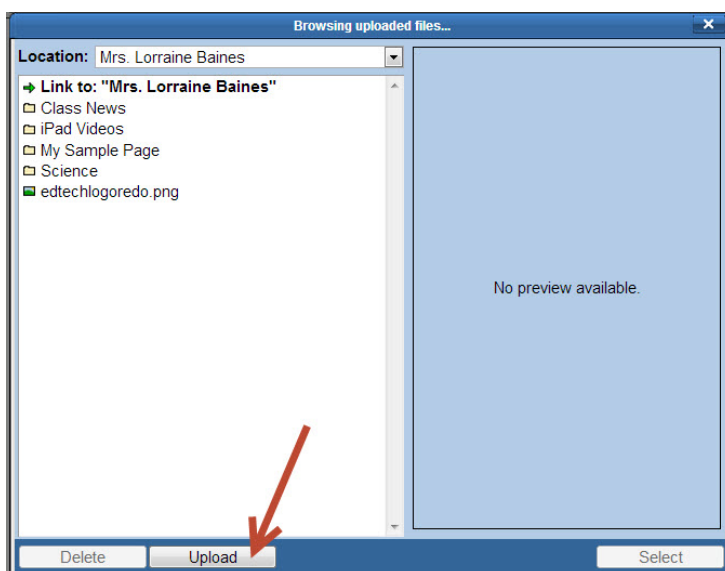
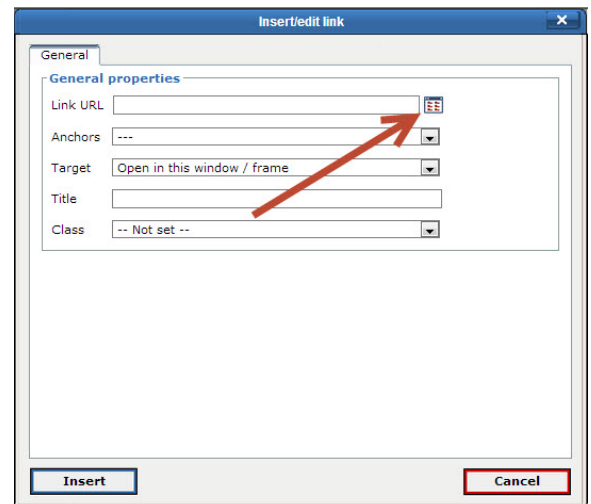
Option #1

Architect allows users to upload files such as PDFs, Word documents, Excel spreadsheets, PowerPoint presentations and images to your web pages. This tutorial will show you how to upload multiple files at one time.

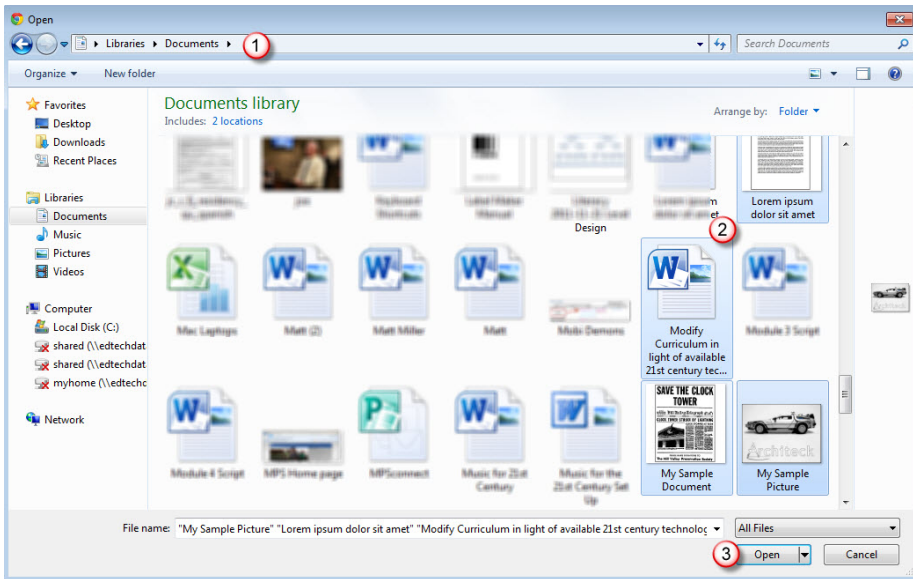


While in Edit mode, (1) highlight the text you wish to become a link to your uploaded document. (2) In the Editor Window toolbar, select the **Insert/edit link** icon.

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



Select **“Upload.”**

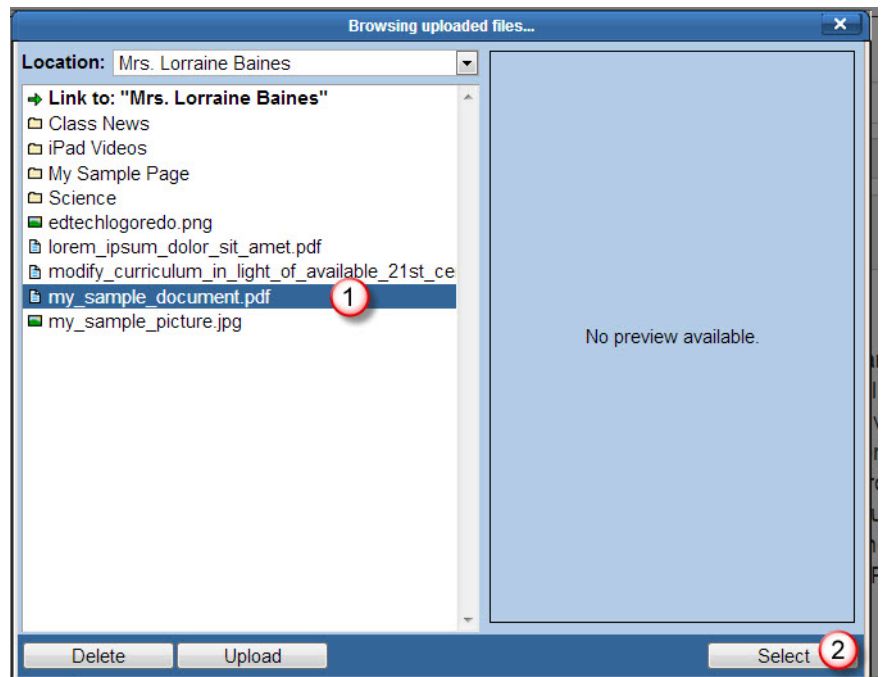


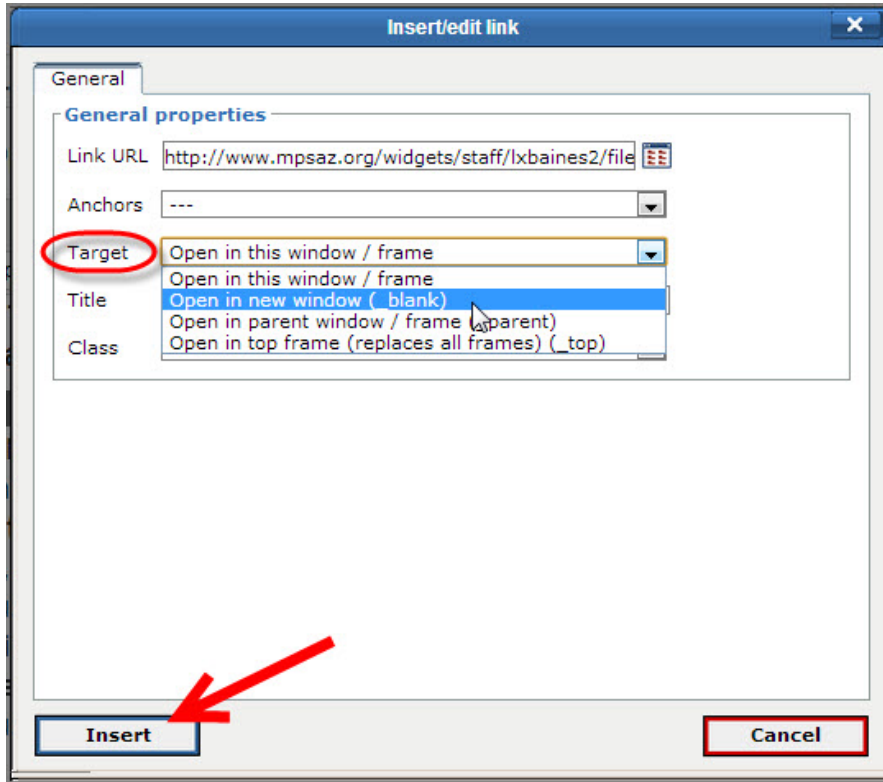
(1) Navigate to the documents on your computer.

(2) Hold down the Ctrl key and click one time on each of the documents you wish to upload.

(3) Select “Open.”

The files you uploaded will now appear in the list. (1) Click one time on the file you would like to link (2) and then click “Select.”





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

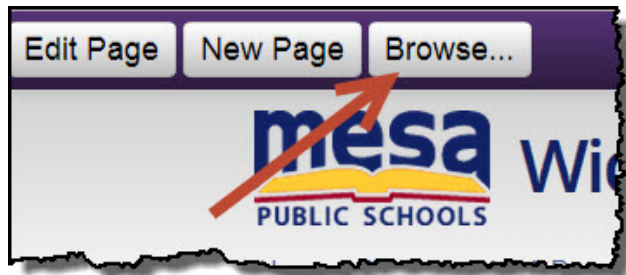
Make your selection and then click “**Insert.**”

Publish your page and then test your link.



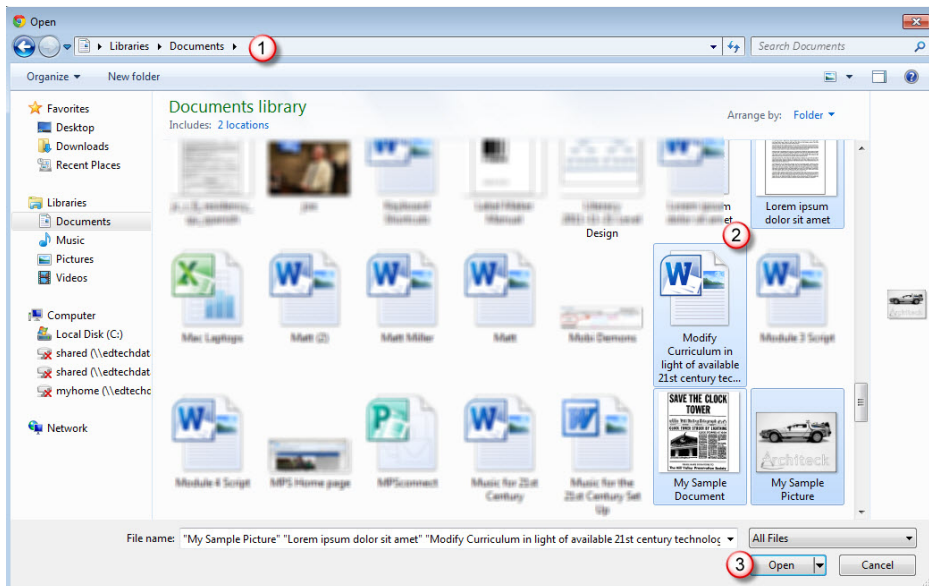
Option 2

Uploading multiple files can also be accomplished another way.



When looking at your page and not in edit mode, select **“Browse”** from the Architekt toolbar at the top of the page.

Select **“Upload Files”**



(1) Navigate to the documents on your computer.

(2) Hold down the Ctrl key and click one time on each of the documents you wish to upload.

(3) Select **“Open.”**



The files now appear in the list.

Select "View Current Page."



The files are now available in the **Browsing uploaded files...** window when you create your link.

