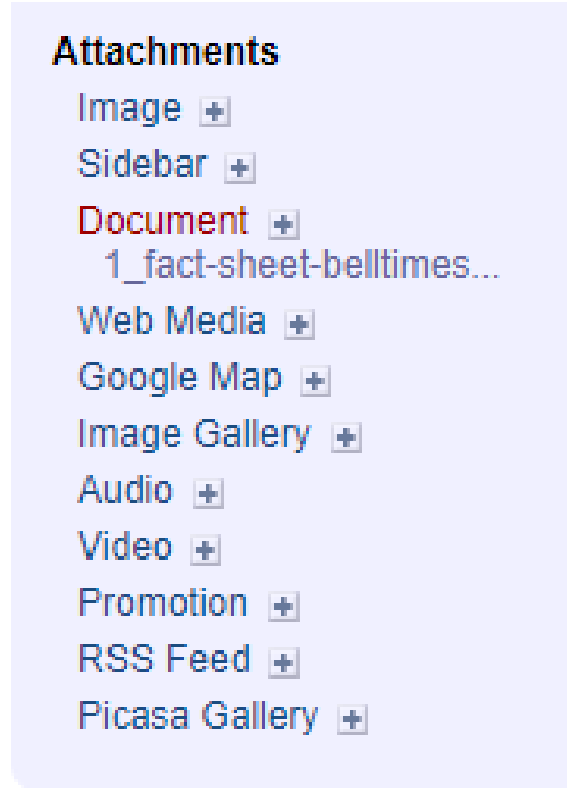


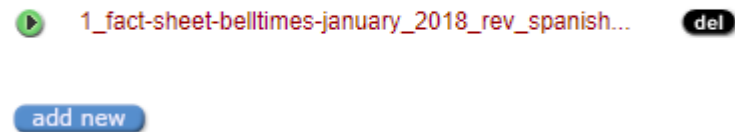
Adding a Hyperlink to a Document

- 1.) Open the Documents from the left sidebar
- 2.) Left click on the document you'd like to link to

1

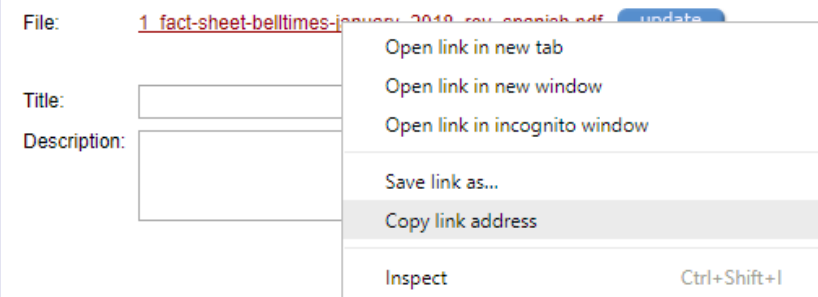


2 Documents



- 3.) Right click to copy link address; this will be your link

3 Document



- 4.) Toggle the document "off" so it doesn't show up on the bottom of the page

4 Documents

