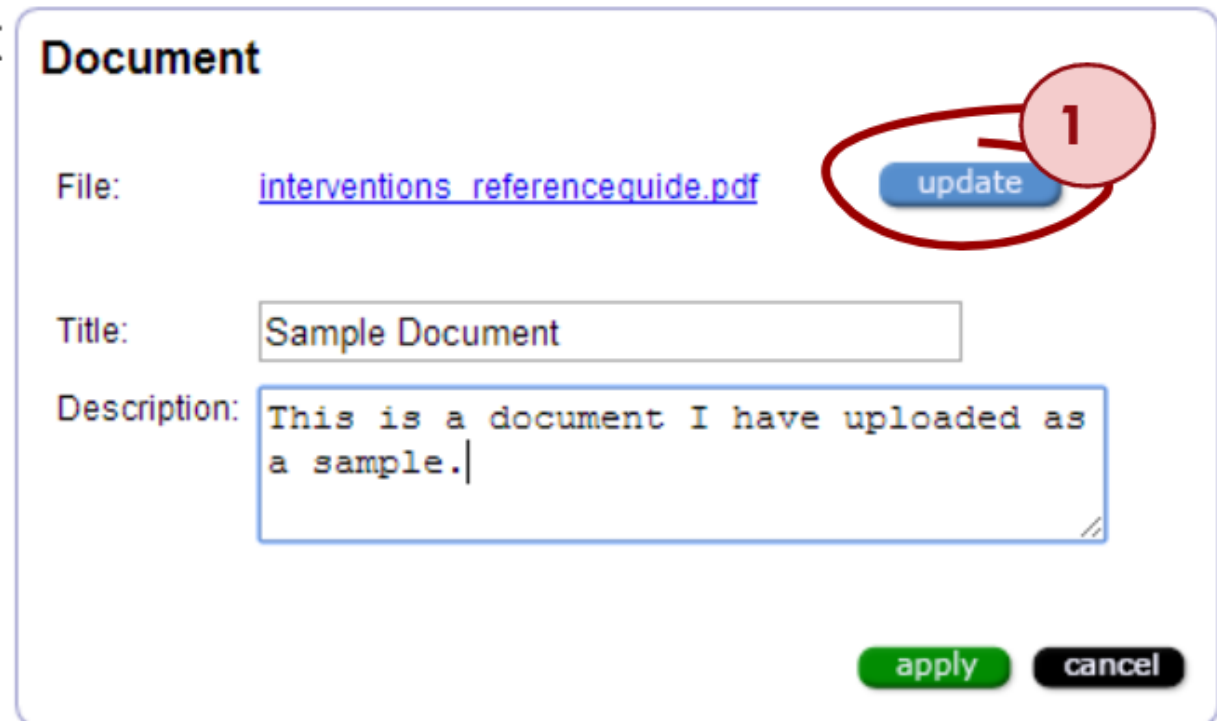


Updating Your Document

To UPDATE a Document,
WITHOUT breaking the link:

1. Return to the document
and select **Update**



The screenshot shows a 'Document' update form. The 'File' field contains the text 'interventions_referenceguide.pdf' with a blue underline. To the right of this field is a blue 'update' button, which is circled in red and has a red circle with the number '1' next to it. Below the 'File' field is a 'Title' field containing the text 'Sample Document'. Below the 'Title' field is a 'Description' field containing the text 'This is a document I have uploaded as a sample.' with a cursor at the end. At the bottom right of the form are two buttons: a green 'apply' button and a black 'cancel' button.

NOTE: After you update your document, it will “turn on” and the toggle will be green. This means it will show up on the bottom of your webpage. Toggle it back off to remove the link to the document from the bottom of your webpage.