

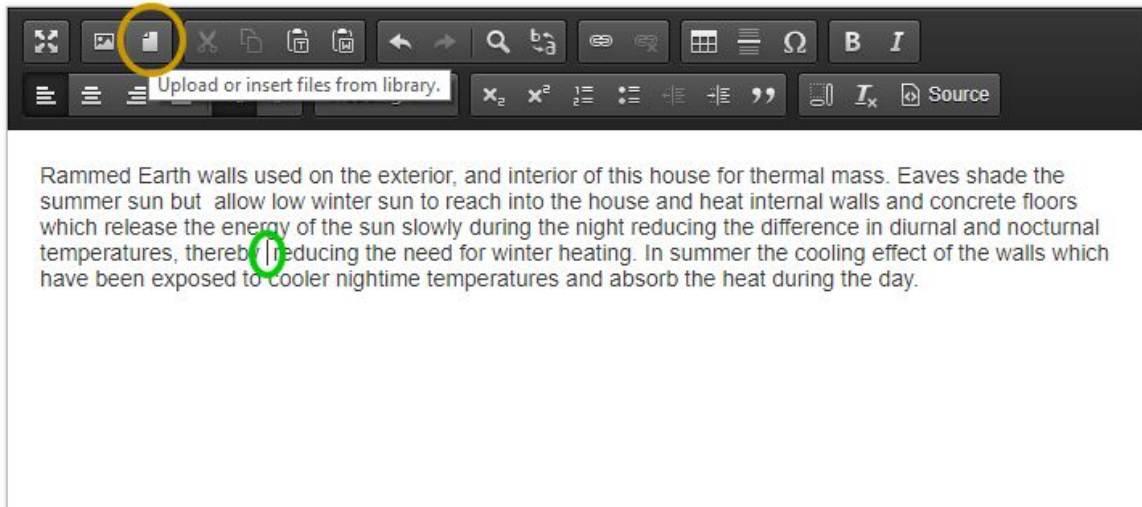
Add Downloadable PDF Files

Step 1.

To begin, open the Page or the Stream in which you wish to include a downloadable PDF file and place your cursor in the text where you want to insert the link for the file. Now click on the File Insert/Upload button:

Description *

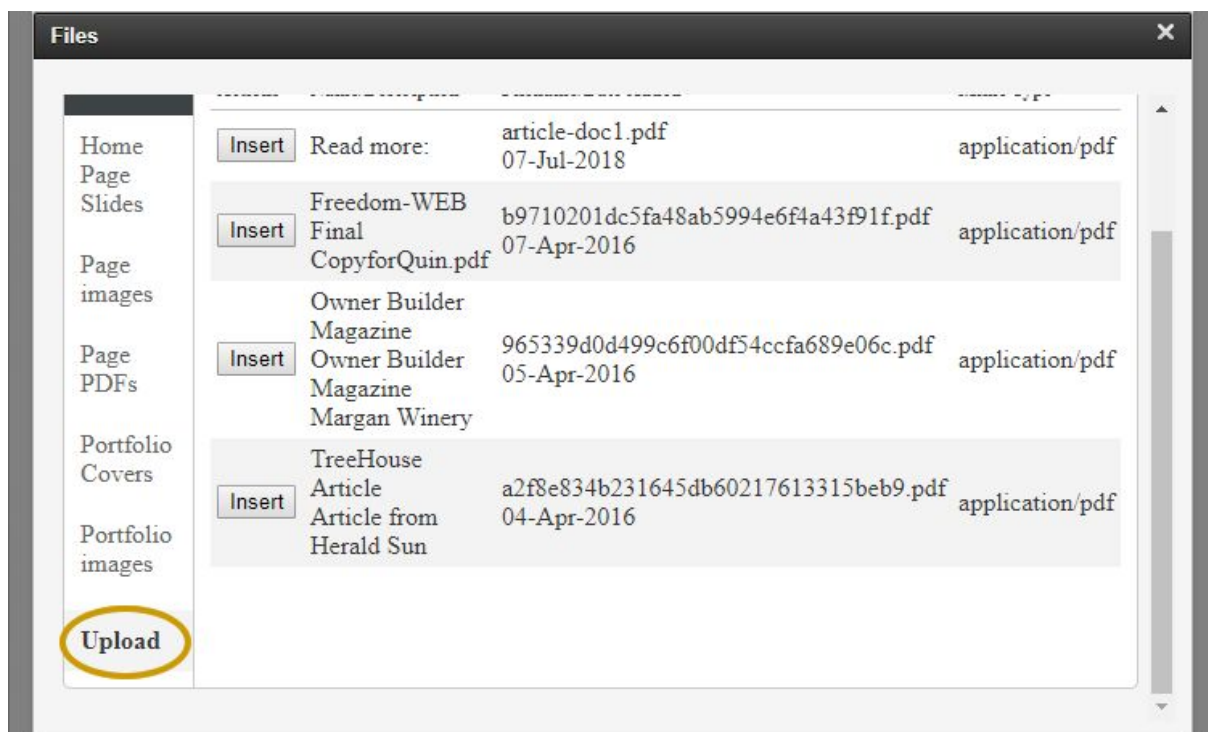
Enter a brief description for this Portfolio Gallery



Rammed Earth walls used on the exterior, and interior of this house for thermal mass. Eaves shade the summer sun but allow low winter sun to reach into the house and heat internal walls and concrete floors which release the energy of the sun slowly during the night reducing the difference in diurnal and nocturnal temperatures, thereby reducing the need for winter heating. In summer the cooling effect of the walls which have been exposed to cooler nighttime temperatures and absorb the heat during the day.

Step 2.

In the RHS (narrow) panel. Scroll down to reveal the Upload link if you cannot see it when you opened the Files dialog box and Click on the Upload link.



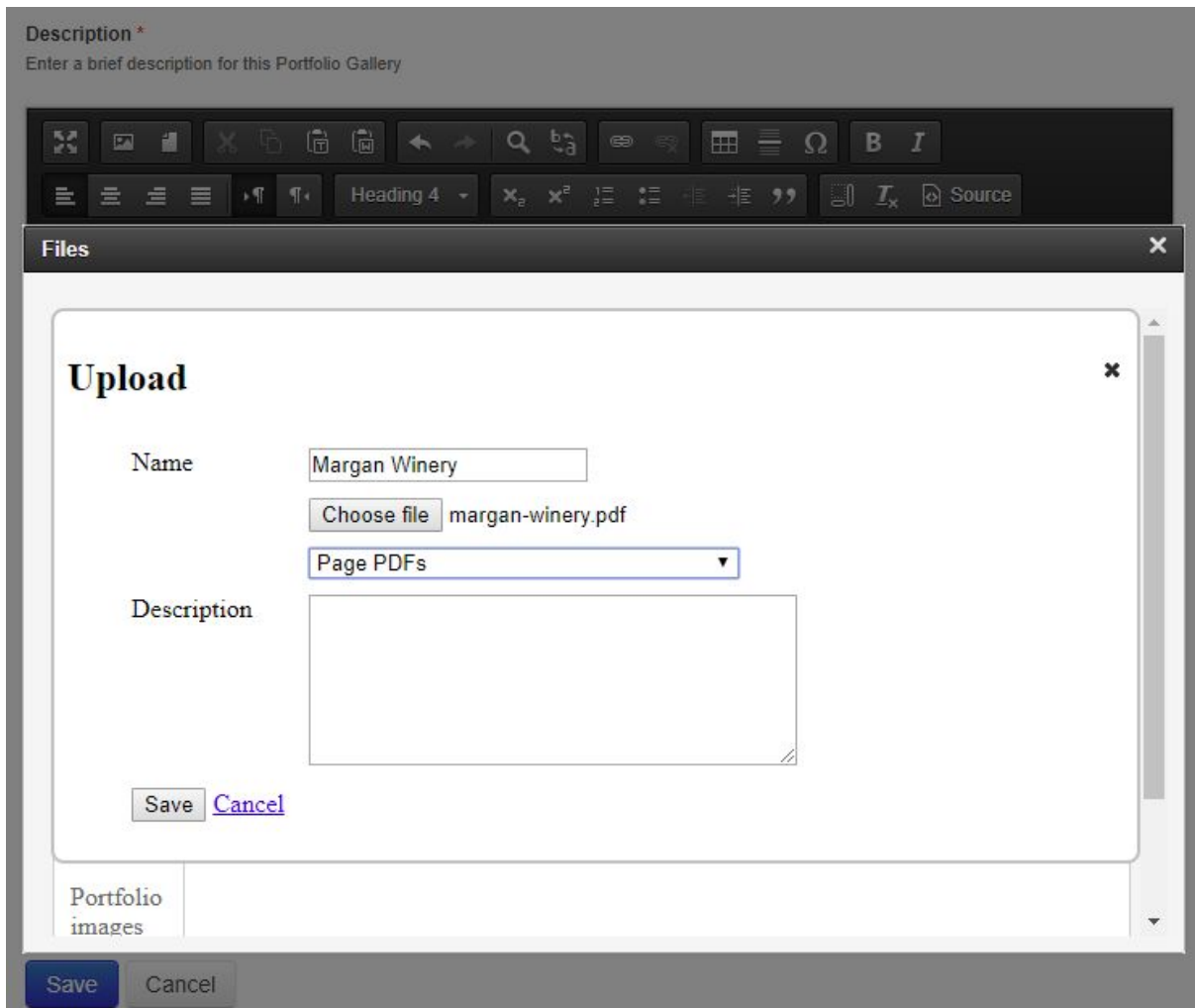
File Name	File Type
Read more: article-doc1.pdf 07-Jul-2018	application/pdf
Freedom-WEB Final CopyforQuin.pdf 07-Apr-2016	application/pdf
Owner Builder Magazine Owner Builder Magazine Margan Winery 965339d0d499c6f00df54ccfa689e06c.pdf 05-Apr-2016	application/pdf
TreeHouse Article Article from Herald Sun a2f8e834b231645db60217613315beb9.pdf 04-Apr-2016	application/pdf

Upload

Step 3

The Upload dialog box will open for you.

- Type in a Name - NOTE: The Name will be inserted into your content and will be the link to your file -----
- then from the Choose File button, select the file from your computer that is to be uploaded
- next, click the grey Save button.



Step 4

With the file now uploaded, click the Insert button and the Name that was entered in Step 3 will be inserted as a link to your file in the text of your Page or Stream as indicated in Step 1 above.

