The File Library is used to store files, such as PDFs or Word documents, that you can link on your website or on a mass email. Once a file is stored in the File Library it can be referenced as often as needed throughout your site.

1. Log into the admin side of your site
2. Hover your mouse pointer over the **Quick Links** button and select **File Library**.
3. You can either select a folder to add your file to on the left or you can create a new folder to store our files in. To create a new folder please follow the instructions below:
   1. Click on the Create Folderlink on the top left above the folders
   2. A box will appear beneath the folders (you may need to scroll down to see it)
   3. Enter a New Folder Name
   4. Click Add folder  
      *The folder will automatically be “open” and, since it is new, there are no contents to display.*
4. Click Choose File
5. Locate the file on your computer that you’d like to upload.  *It’s important that the file name is unique before uploading. I find this is easiest to manage by naming the files with a numerical date at the end (i.e. Greens\_Meeting\_092312.pdf)*
6. Once you find the file you want to use you can double click it to select it
7. Click Upload File  
   *The file you uploaded will appear within the folder you have created.*

*Optional:* To remove the file from the File Library, you can follow the instructions below

1. Check the Delete box to the right of your file
2. Click Delete Selected Files. *This will remove the file from the site completely.*