Adding Documents to your website using Sitefinity:

- 1. Log in to Sitefinity
- 2. Click on CONTENT at the very top of the page

V http:/	//contentma	mager med uvm	edu /Sitefinity/dashb	oard	
Dashboard	Pages	Content -	Ecommerce +	Design 👻	A
Dashb	oard				

3. Select DOCUMENTS & FILES from the dropdown menu

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Dashb	oard	Types of News Blogs Event	Content s s		
My content All Unpublished	Publis	Docur	ments & Files		
PAGE SUR Publis	G 200: Em shed	Widge	et blocks		

4. Navigate to your folder (they are in alphabetical order on the far right side)

Default list:



Alphabetical list:

	Help & Resources Profile Logout
•	Manage Documents & Files
	Admissions Documents
	Admissions Documents
	AHEC Documents
	Alumni Documents
	Anesthesiology Documents
	Behavior and Health Documents
	Biochemistry Documents
	Cardiovascular Documents
	Careers Documents
	Center on Aging Documents

- 5. Click your departmental folder
- 6. At the top of the screen, select UPLOAD DOCUMENTS OR OTHER FILES



7. Either click on SELECT DOCUMENT FROM YOUR COMPUTER or drag and drop the file to this content block

	Back to all items
	Ipload documents or other files
7	
	Select document from your computer
	or simply drag & drop it here
	Select document from your computer or simply drag & drop it here

- 8. If you have finished, select UPLOAD AND PUBLISH
- 9. Once you are back in the library, under actions, select EMBED LINK TO THIS FILE



10. Copy the entire hyperlink shown



- 11. Click the X in that dialogue box
- 12. Go to PAGES for your website



- 13. Go to the corresponding page on your website where you would like to link to the document
- 14. Follow instructions for adding a hyperlink to your webpage and use the hyperlink you copied in step 10