Adding Documents to your website using Sitefinity:

1. Log in to Sitefinity

2. Click on CONTENT at the very top of the page
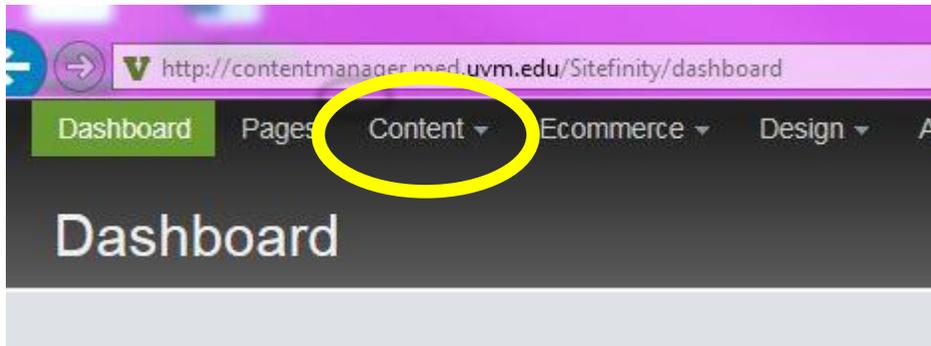
3. Select DOCUMENTS & FILES from the dropdown menu
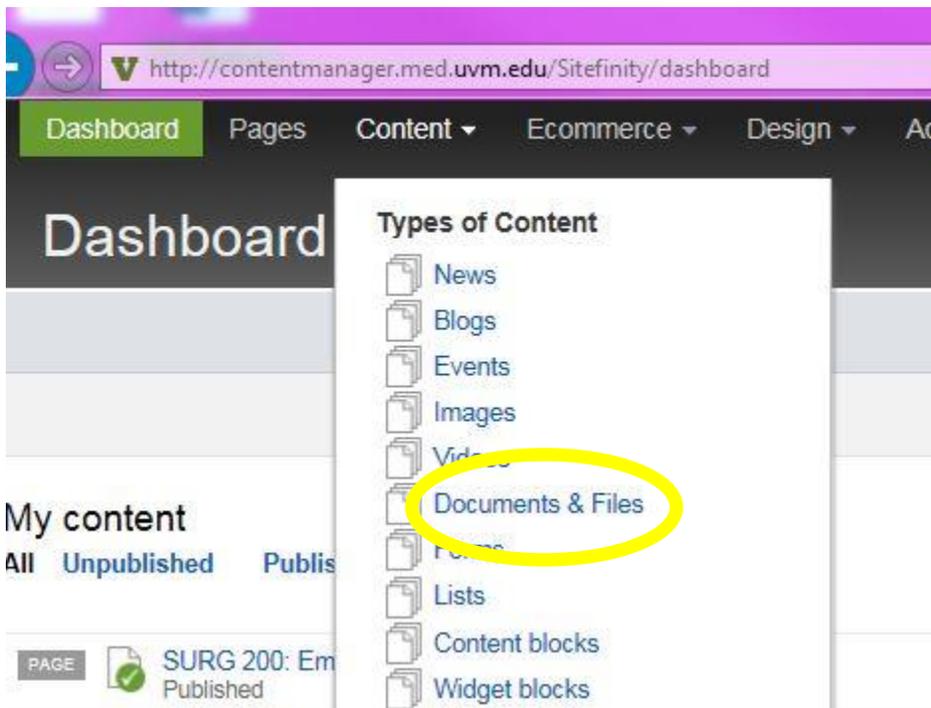
4. Navigate to your folder (they are in alphabetical order on the far right side)

Default list:
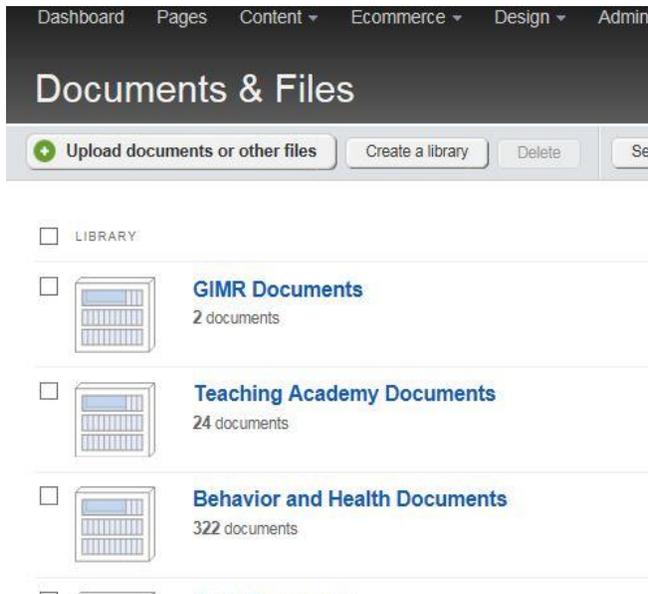
Alphabetical list:
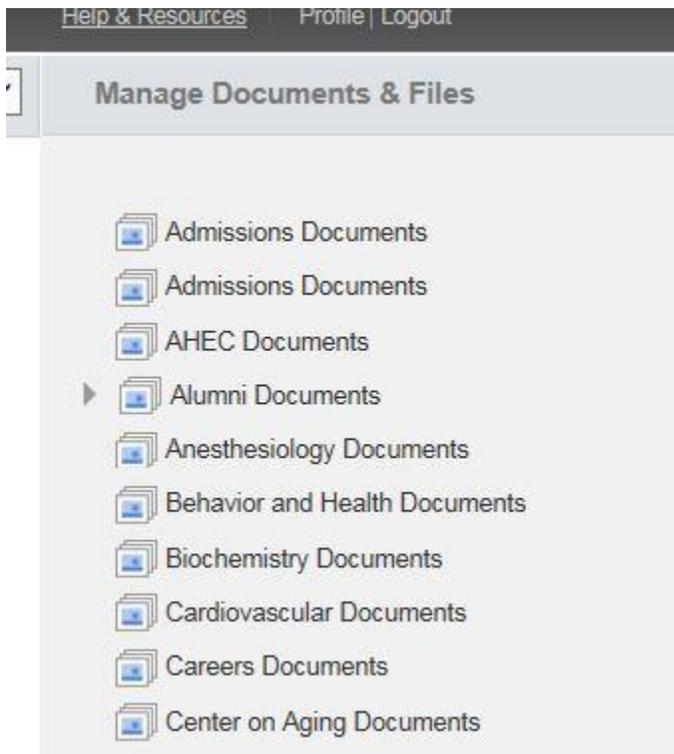
5. Click your departmental folder

6. At the top of the screen, select UPLOAD DOCUMENTS OR OTHER FILES
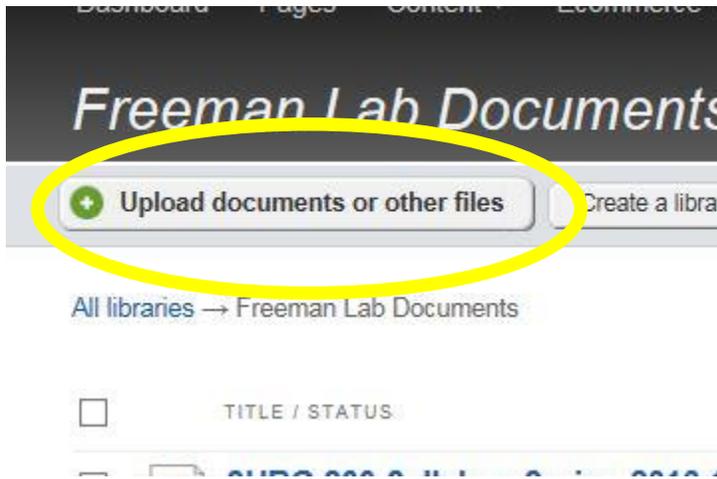
7. Either click on SELECT DOCUMENT FROM YOUR COMPUTER or drag and drop the file to this content block
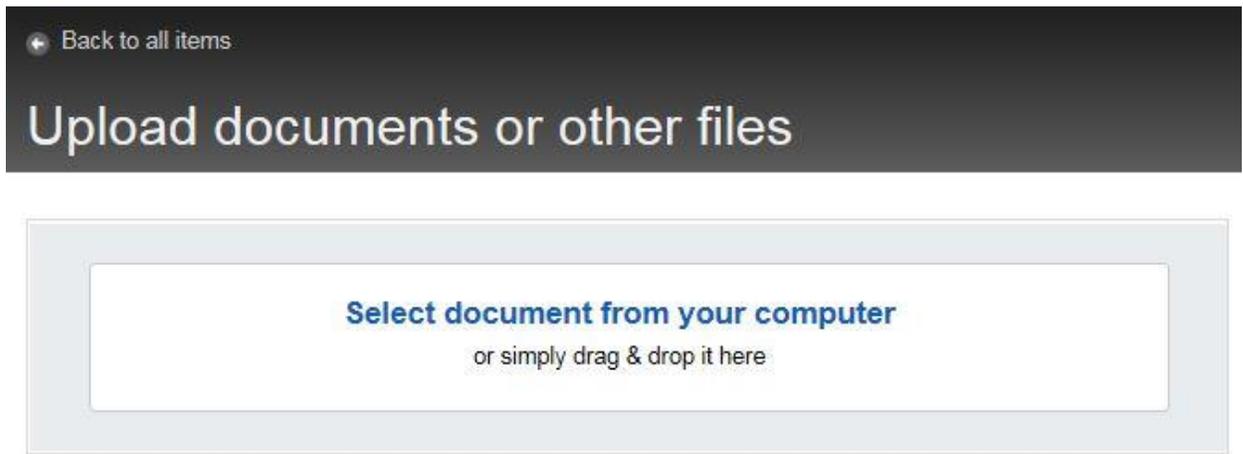
8. If you have finished, select UPLOAD AND PUBLISH

9. Once you are back in the library, under actions, select EMBED LINK TO THIS FILE
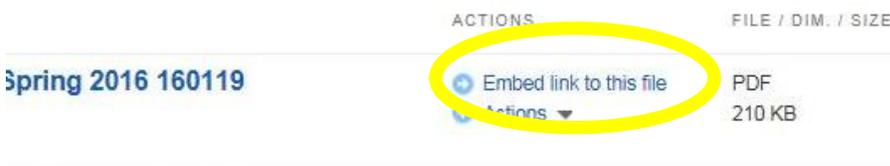
10. Copy the entire hyperlink shown
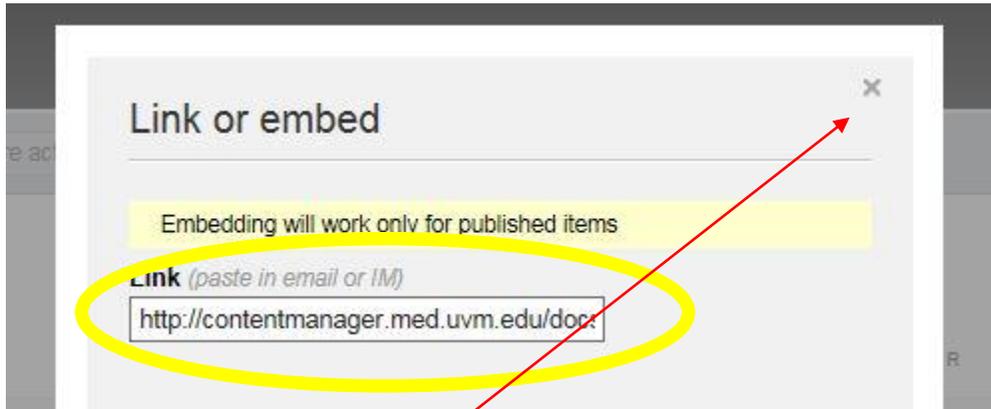
11. Click the X in that dialogue box

12. Go to PAGES for your website
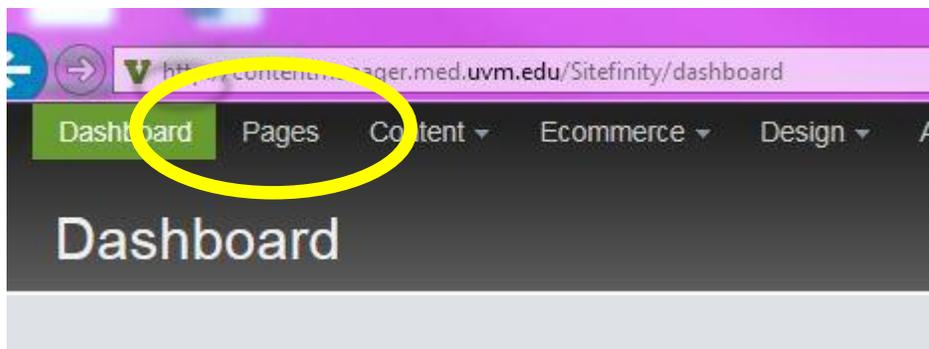
13. Go to the corresponding page on your website where you would like to link to the document

14. Follow instructions for adding a hyperlink to your webpage and use the hyperlink you copied in step 10