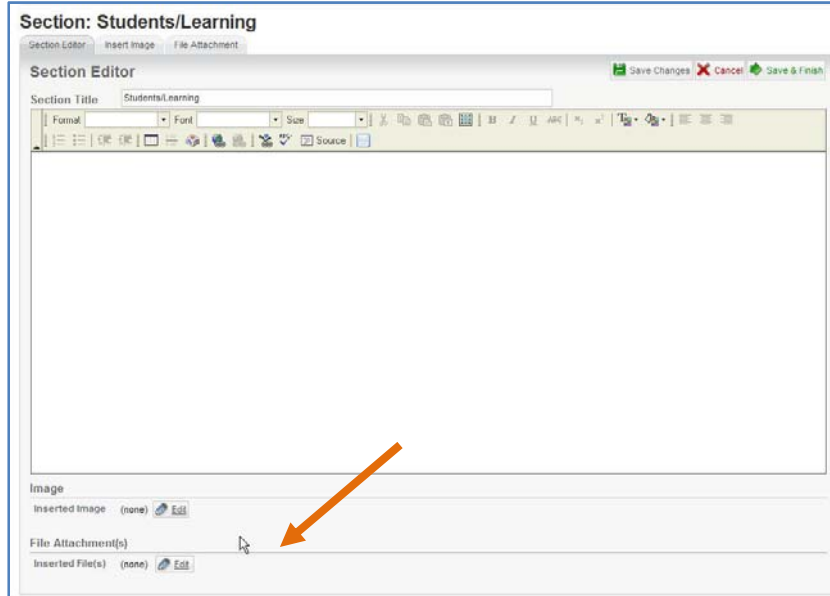
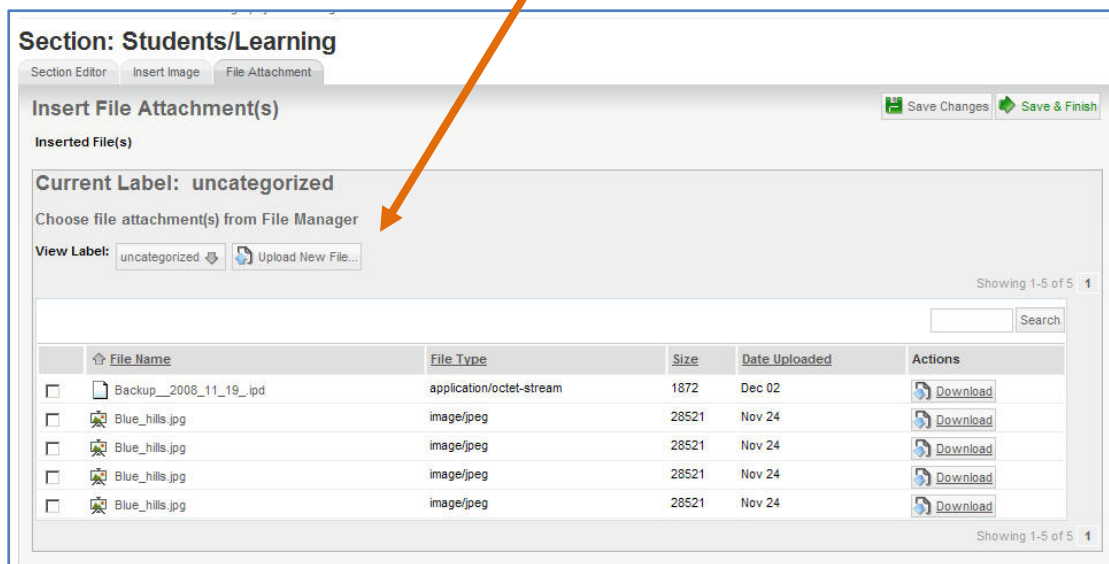


Attaching External Artifacts (PowerPoint, Word Document, Video, etc)

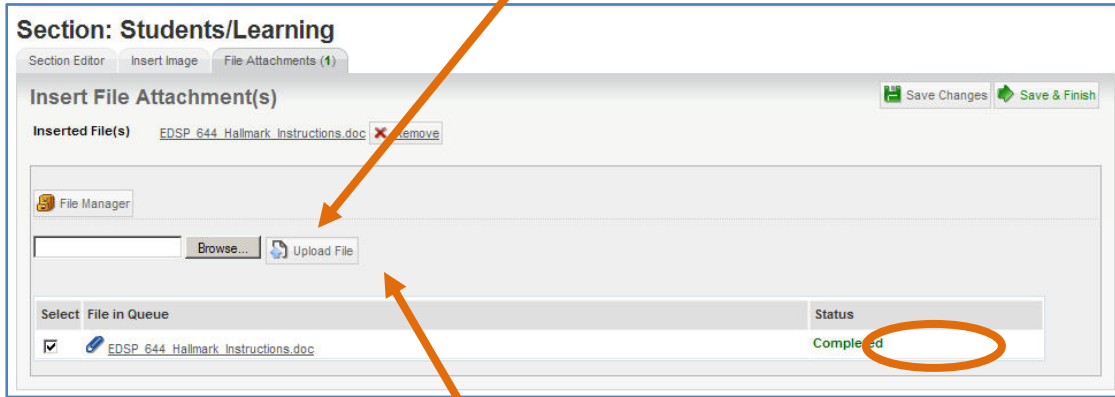
1. Select **“edit”** next to the appropriate section.
2. On the edit screen, click **“edit”** next to attachments at the bottom.



3. If you have previously uploaded the document into the file manager, select it from the list of documents listed. Otherwise, click **“Upload New File”**.



- Once you click **“Upload New File”**, click **“Browse”** and locate your document.



- After selecting the file, click **“Upload File”** and wait for the document status to say **“Completed”**.
- Click **“Save and Finish”** if you are finished editing or click **“Section Editor”** to return to the text box.