

# HOW TO: Upload a file

committee report  
meeting handouts  
images  
flyers



-Scroll to the bottom of the homepage and click [Sign In to Edit this Site](#)

[Sign In to Edit this Site](#)

-Enter [your username](#) and password and click [Sign In](#).

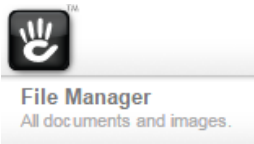
## Sign in to SASY

Username

Password

Remember Me

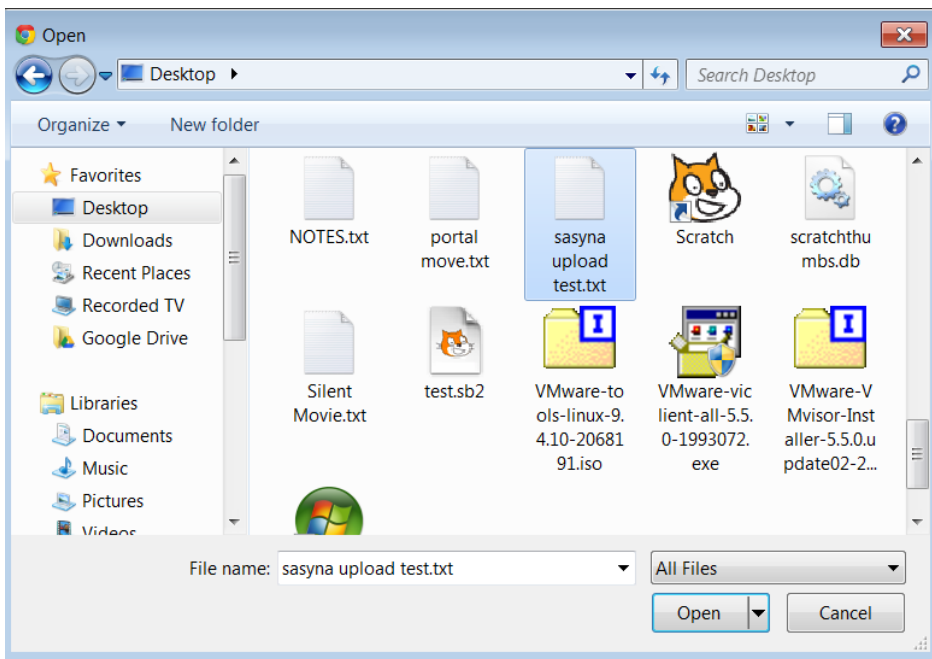
-You are now at the Dashboard, click [File Manager](#) on the Left



-With the file manager click [Choose File](#).

Add:  No file chosen

-Locate the file on your computer.



-Click **Upload** to upload the file.

Add:  sasyna upload test.txt

-To create a link to this file, highlight the text in **URL to File**  
(in this example “/files/9614/3387/5628/sasyna\_upload\_test.txt”)

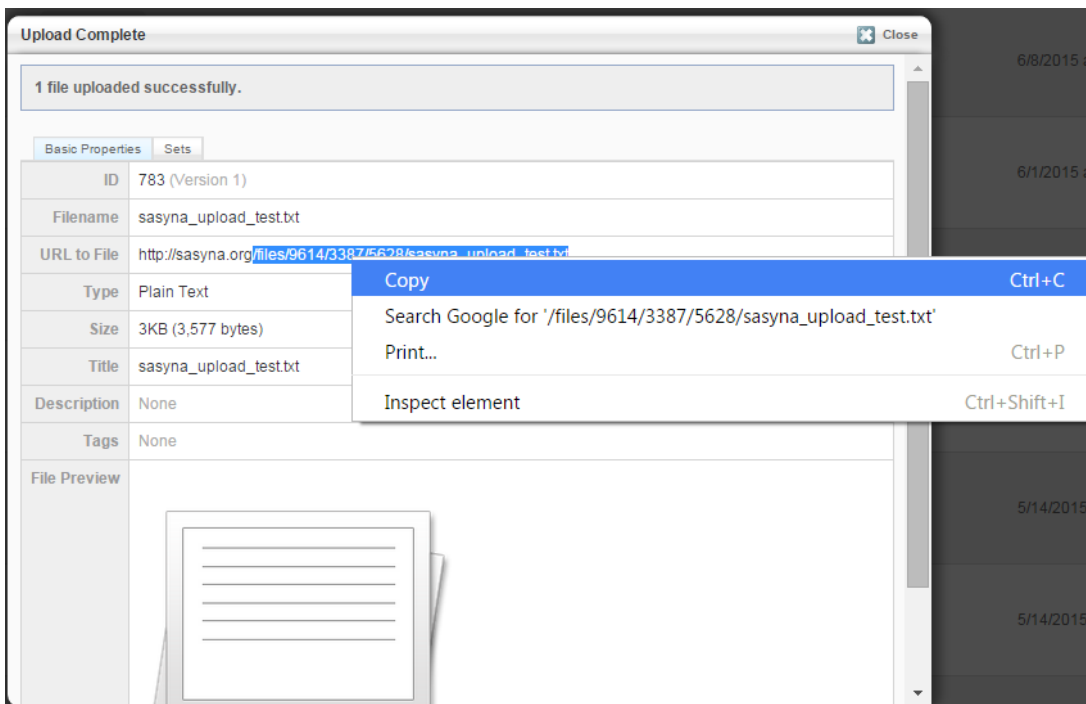
**Upload Complete** Close

1 file uploaded successfully.

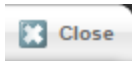
Basic Properties   Sets

|              |   |
|--------------|---|
| ID           | 783 (Version 1)   |
| Filename     | sasyna_upload_test.txt  |
| URL to File  | <a href="http://sasyna.org/files/9614/3387/5628/sasyna_upload_test.txt">http://sasyna.org/files/9614/3387/5628/sasyna_upload_test.txt</a> |
| Type         | Plain Text  |
| Size         | 3KB (3,577 bytes)   |
| Title        | sasyna_upload_test.txt  |
| Description  | None  |
| Tags         | None  |
| File Preview |   |

-Right click and choose **Copy** or use ctrl+c on your keyboard to copy the text.



-Click **Close**



Viola! You have successfully uploaded your file.  
Repeat as necessary.

**Protip:** Paste your links somewhere so that you can retrieve them later.

```
/files/9614/3387/5628/sasyna_upload_test.txt  
/files/9614/3387/5628/sasyna_upload_test0.txt  
/files/9614/3387/5628/sasyna_upload_test1.txt  
/files/9614/3387/5628/sasyna_upload_test2.txt
```

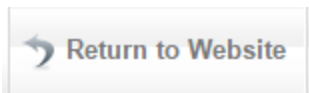
Now let's create a link to the file on the Meetings or Committee Page so that people can find it.

## HOW TO: Link to a File

committee report  
meeting handouts  
images  
flyers



-Click on **Return to Website** to leave the Dashboard



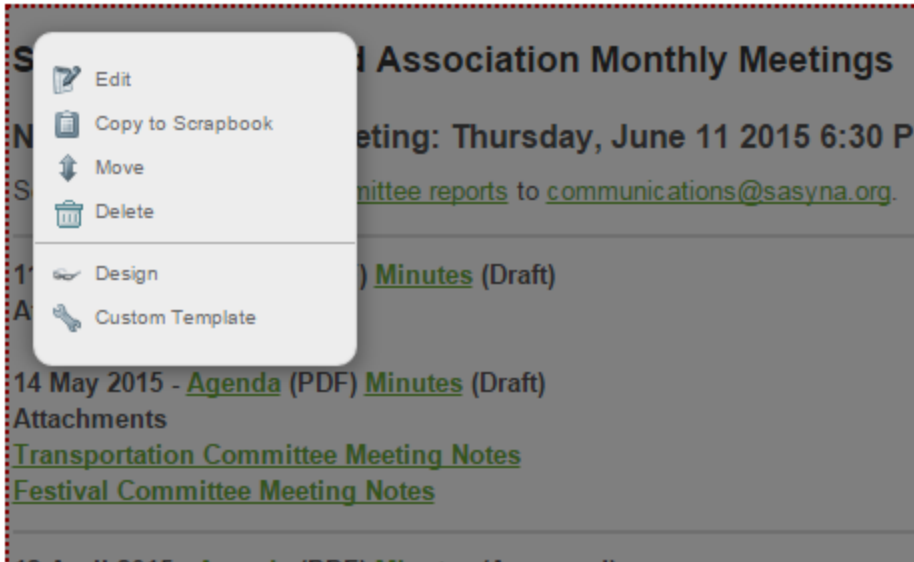
-Navigate to the Meetings Page or the committee page you would like to update



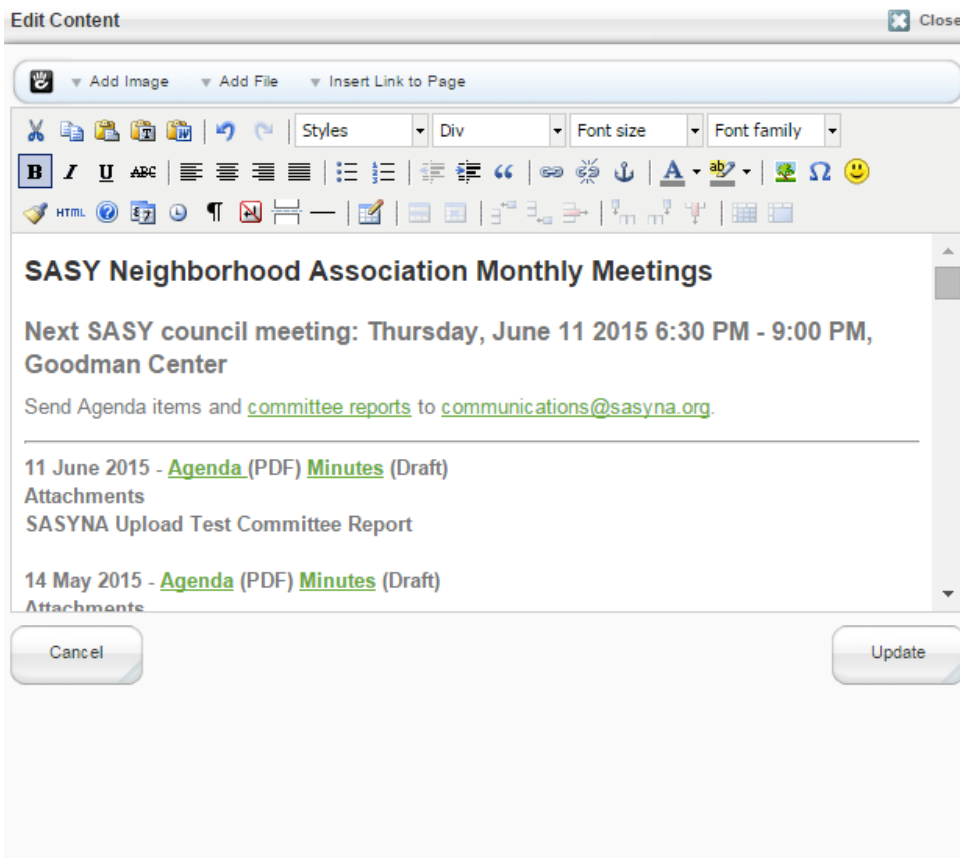
-Click **Edit Page** in the Upper Left



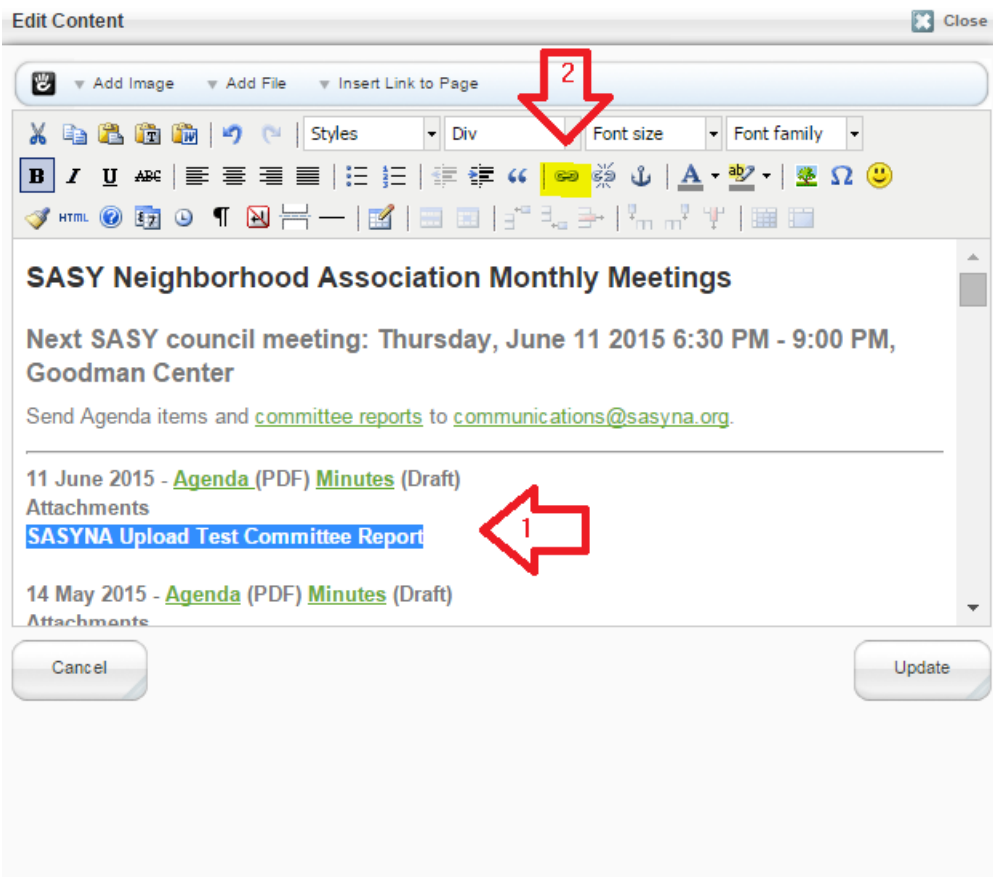
-Click on the block you want to edit and choose **Edit**.



-Type a description of your file into the editor (in this example SASYNA Upload Test Committee Report)

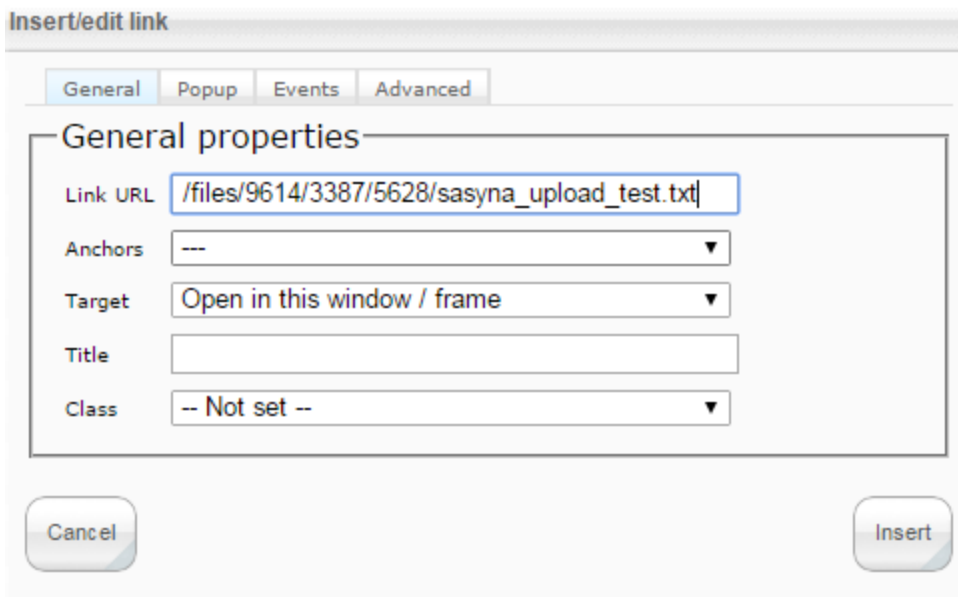


-Highlight your description and click the link button on the editor

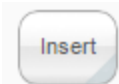


**Protip:** Hovering over each button on the editor will provide you with what it does.

-Paste your link into the Link URL field (in this example “/files/9614/3387/5628/sasyna\_upload\_test.txt”)



-Click **Insert**



-Repeat these steps until you have completed your edits.

-Click **Update**

If you are out of stuff to edit or link to, let's publish this new version of the page!

# HOW TO: Publish a Page

sasyna.org webpage



-To Publish this new version of the page, click on [Exit Edit Mode](#)



-Click [Publish My Edits](#)

**Exit Edit Mode**

**Version Comments**

[Discard My Edits](#) [Preview My Edits](#) [Publish My Edits](#)

The image shows a screenshot of the "Exit Edit Mode" interface. At the top, the text "Exit Edit Mode" is displayed in blue. Below this, there is a section titled "Version Comments" with a text input field containing the text "New Version 391". At the bottom of the interface, there are three buttons: "Discard My Edits", "Preview My Edits", and "Publish My Edits".

Volia! You have successfully update sasyna.org!