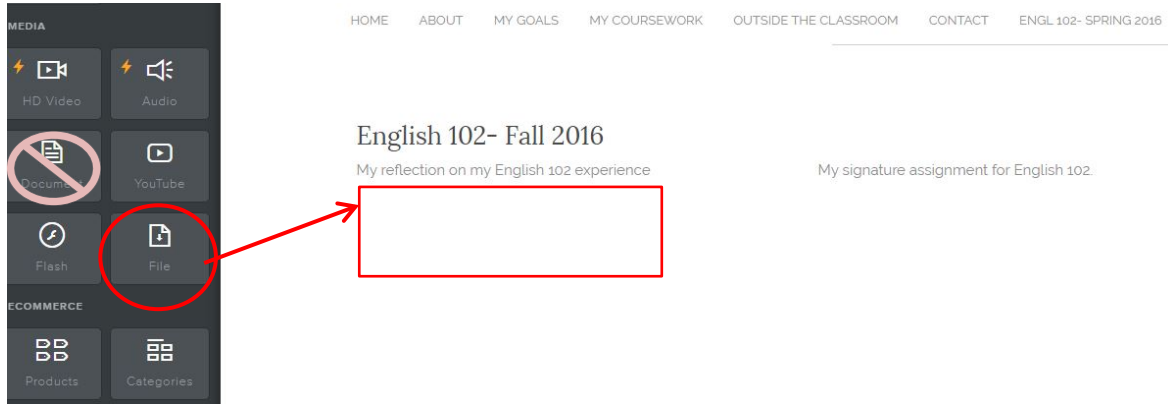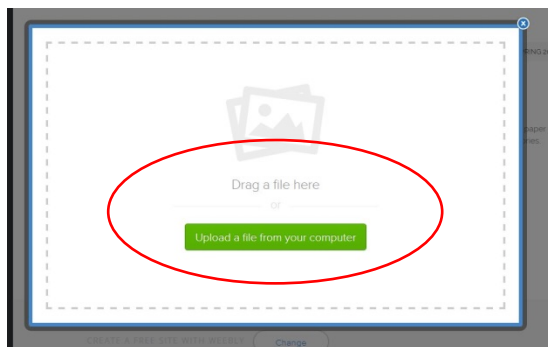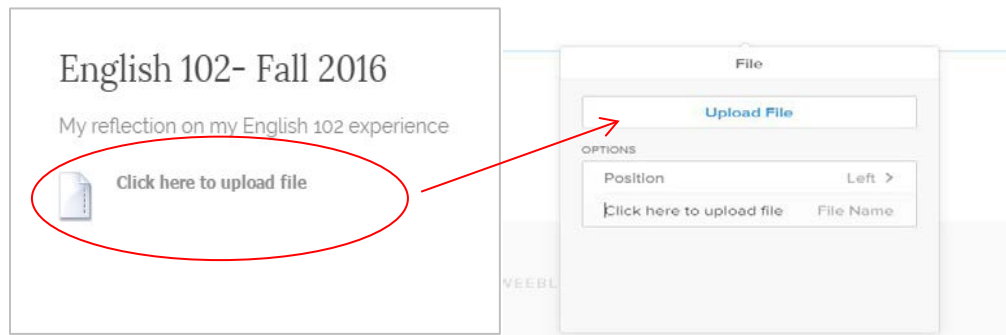# Uploading Files to your ePortfolio in Weebly- Option 1

When uploading Documents, **do not use the Document Element** in Weebly . It will make your content available to an external company (Scribd) who can use the content in any way they would likeTo add files (.pdf, .docx, .rtf), do the following.

1. **Set up your page with the text or images.**
2. **Drag the FILE element to the location you want the file.**

3. **Upload the file from your computer**

4. **Reorganize the page with spacers or other features to make it look the way you want.**