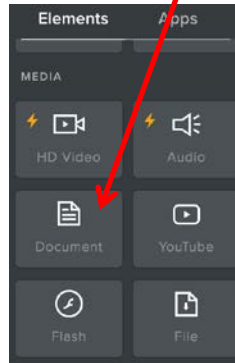


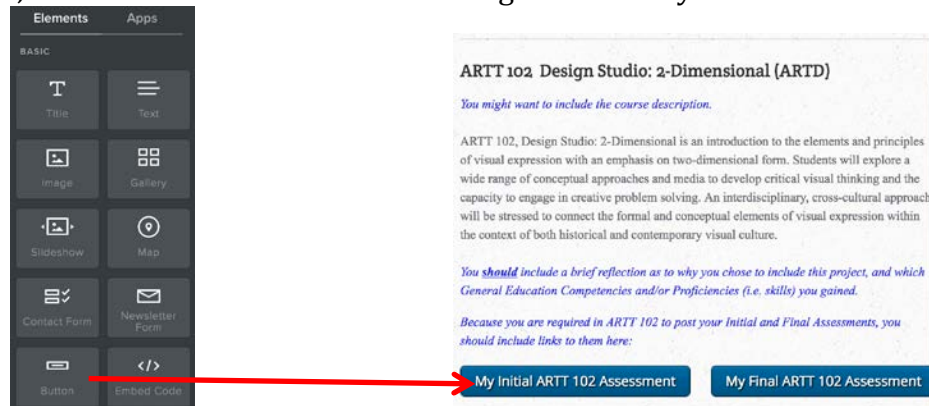
## Uploading Files to your E-Portfolio - Option 2

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 like.

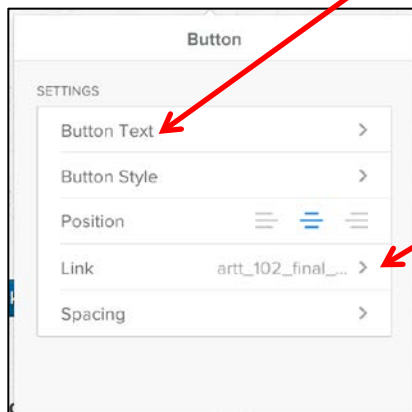


Instead, please set up a link button to a PDF version of a file you want to upload. That way, the file will open in a new window without necessarily having to download the document and then open it.

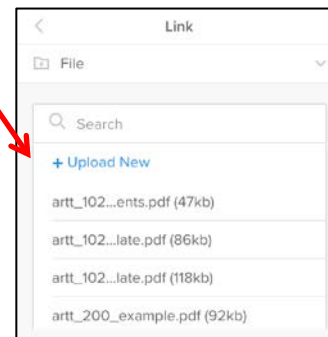
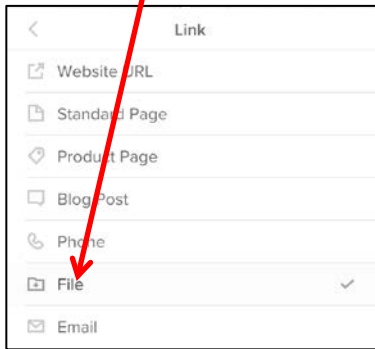
In the Build menu, select the Button element and drag it to where you want it on the page



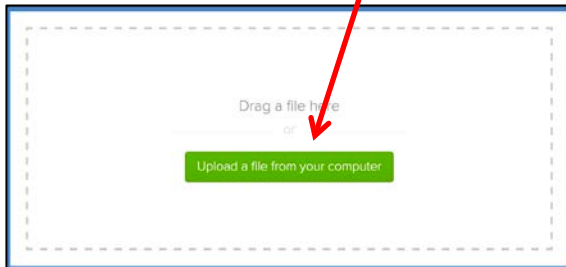
Click the Button, select Button Text to name it, and then select Link



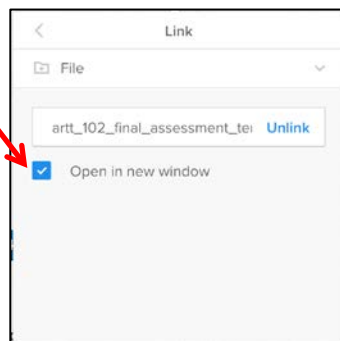
Choose "File" for your Link. Then choose "Upload New" -



Select a file from your computer to upload- please upload a PDF version.



Then select "Open in new window".



Weebly automatically saves your changes as you make them. To test your link, you must publish your site and then click on the button link you created.