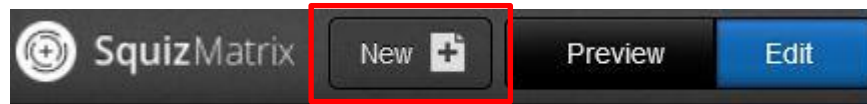
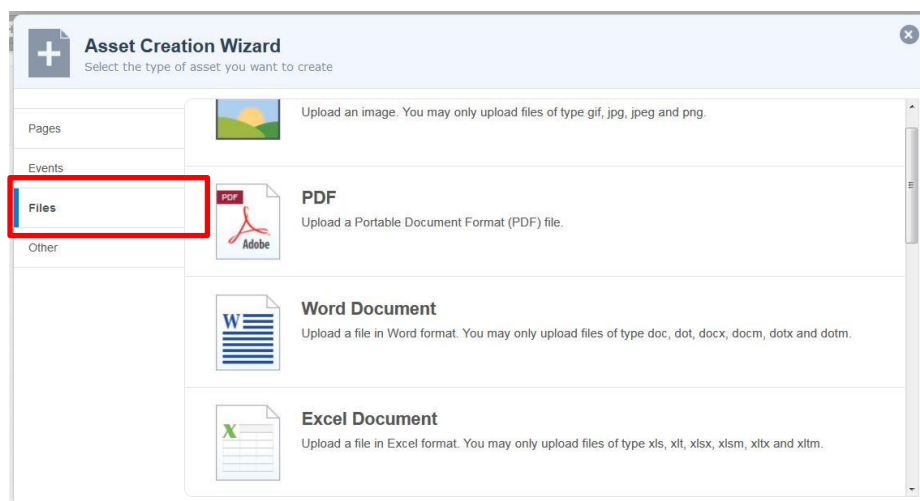


How to add other file types (PDF, Word or Excel)

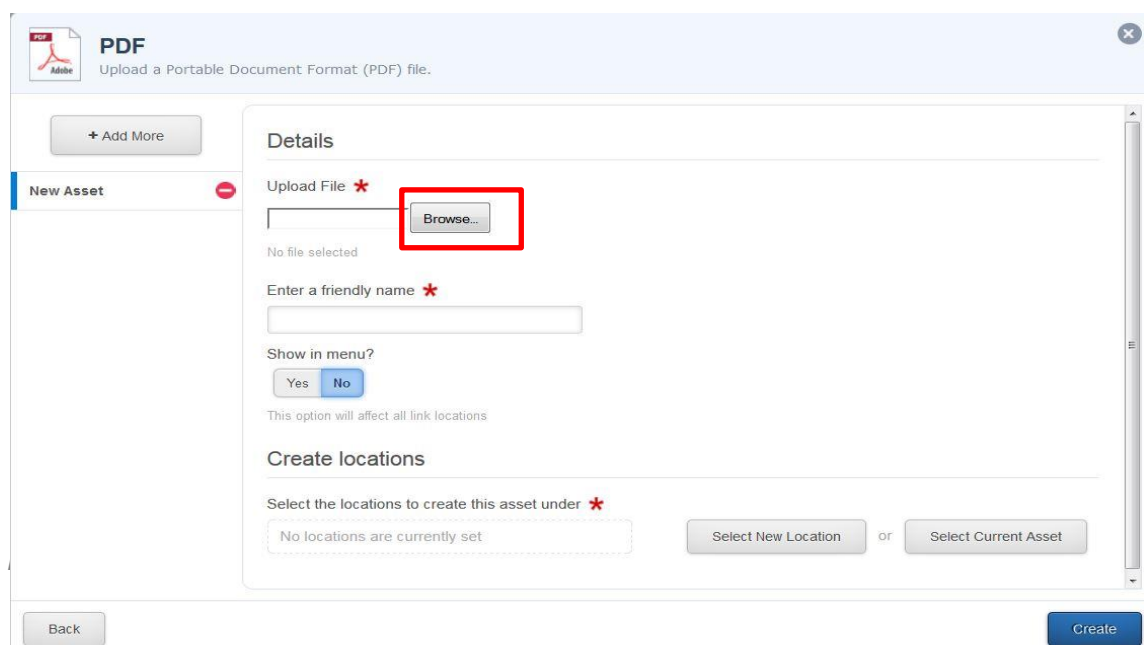
1. To add other file types such as PDF, Word or Excel click on the **New** button in the top left of the menu bar.



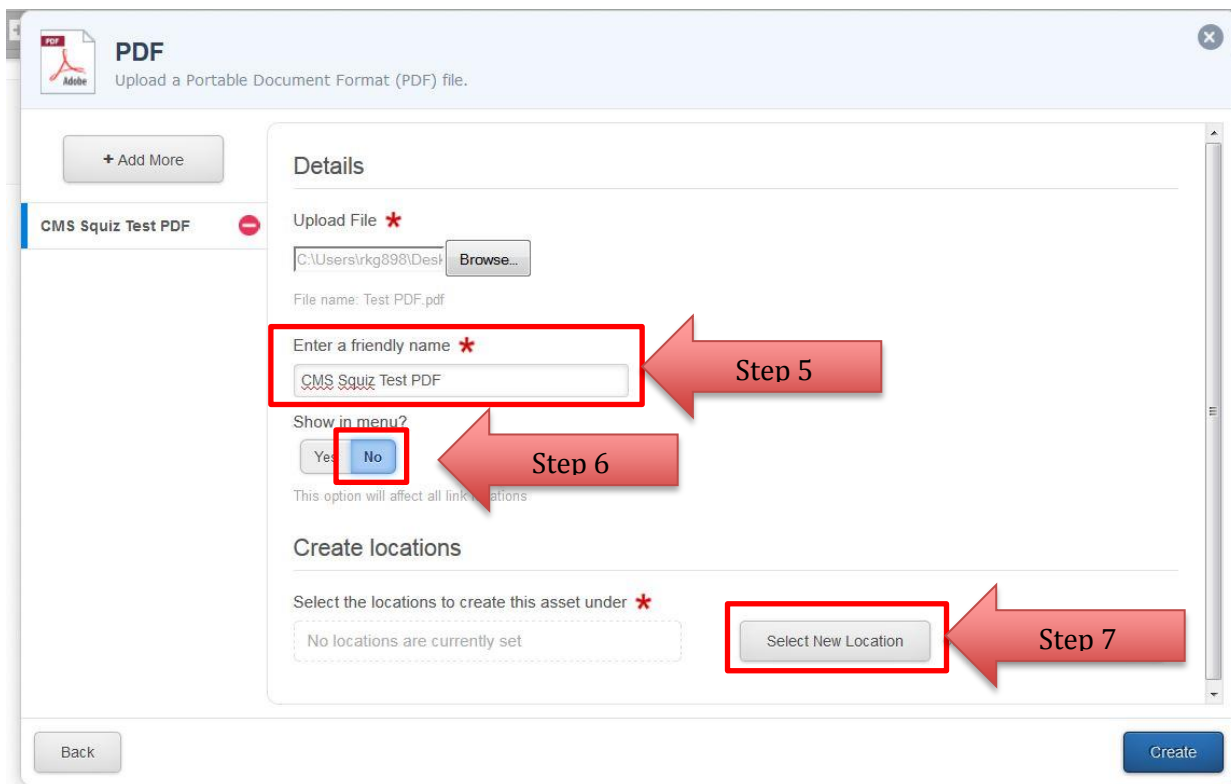
2. In the Asset Creation Wizard select the **Files** tab on the left and then click on the relevant file type.



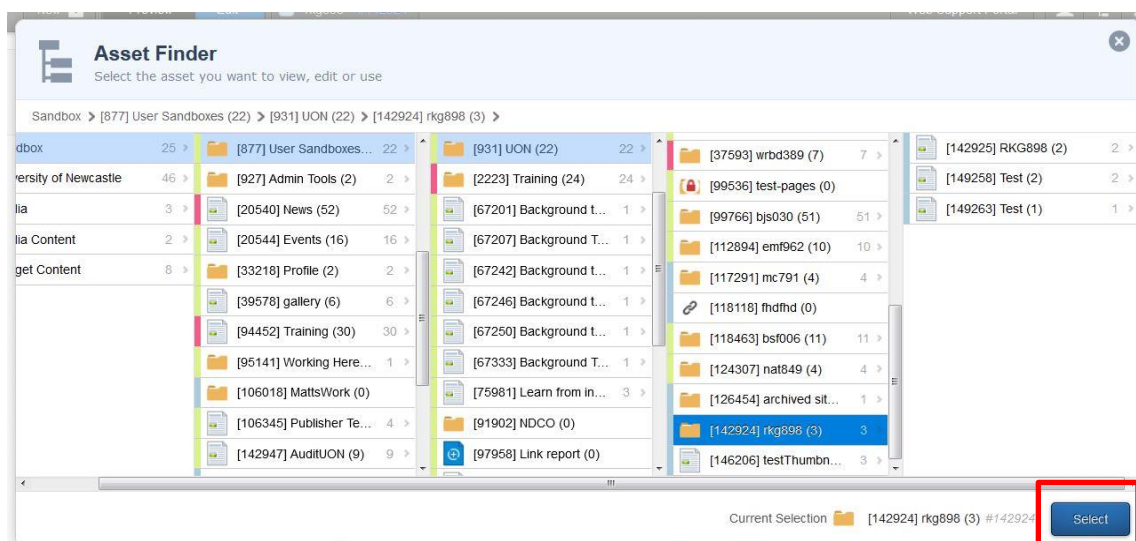
3. Once you have selected which file you would like to upload, a **Details** window will appear.
4. Select the **Browse** button and navigate to the file you would like to upload.



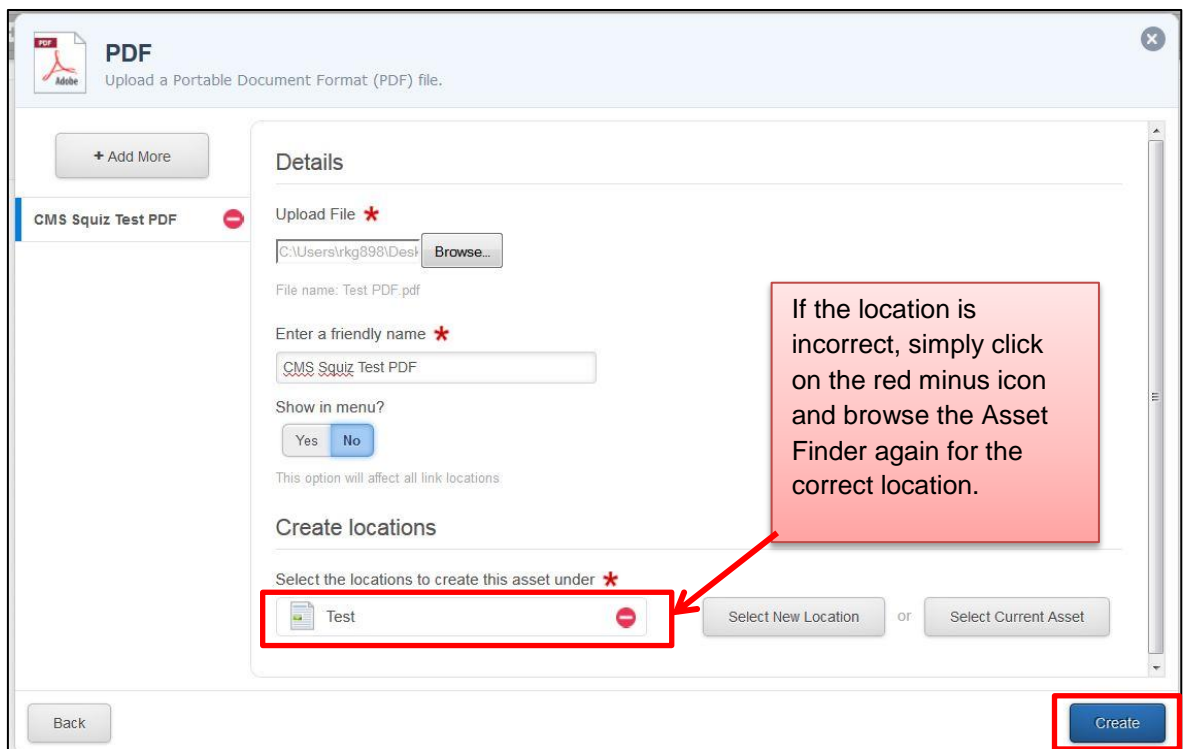
5. Once you have chosen the file, enter an appropriate name. If your file already has the correct name you can leave this blank.



6. Change the **Show in menu** option to **No**.
7. Click the **Select New Location** button to navigate to where you would like to save your file.
8. Once you have found your location within the **Asset Finder**, click **Select**.



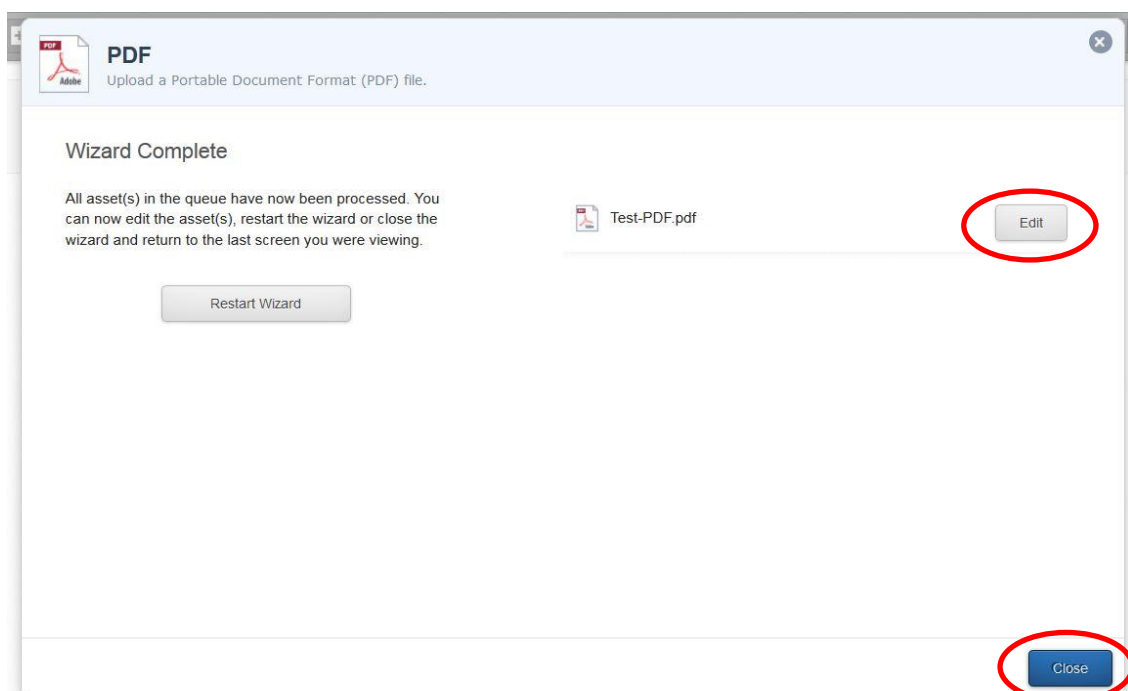
9. The location should now display in the **Details** window.



10. If you would like to upload more than one file, click the **Add more** button and repeat steps 4-9. You can add up to 10 files at a time.

11. Once you have uploaded all of your files, select the **Create** button.

12. Click **Edit** in the **Wizard Complete** window to change the file's details, or select **Close** to return to the page you are working on.



13. If you choose to edit the details, you will be taken to the asset's **Details** page where you can also override the current version of the file with a later version.

The screenshot shows the 'Details' page for an asset. At the top, there is a navigation bar with tabs: 'Details', 'Metadata', 'Workflow', 'Linking', and 'URLs'. The 'Details' tab is highlighted with a red box. Below the navigation bar, the 'Status' section shows 'Current: Under Construction' and a 'View Future Status' button. The 'File Information' section includes fields for 'Friendly Name' (CMS Squiz Test PDF) and 'File Name' (Test-PDF.pdf). The 'Upload' section has a 'Browse...' button highlighted with a red box and an arrow pointing to a text box. A red callout box on the right explains that this option will automatically override the current version of the file.

14. Your file should now be saved under the correct page asset. To double check, select the **Asset Finder** and navigate to where you saved your file. If your file does not appear click on the **Refresh Assets** button in the top right.

15. Repeat these steps for all other file types.