

Attaching Documents Instructions

1. Log into VDeck @ <http://www.ipower.com/>
2. Under the “Web Site” section, click on “FileManager” icon
3. Scroll down the page to the “FileManager Tool Box”
4. Under “Enter file name to **upload:**”, click browse and select file you want to attach (for documents, PDF is the best file choice, but .doc should work too)
5. Click “Upload”
6. Scroll through list of files and find the one you just uploaded and check it under the “Select” column
7. Scroll down to the “FileManager Tool Box” again
8. Next to “[Move] to: Home/” type in “public_html/docs/” *
9. Click the “Move” button
10. Now, when editing pages, just create a link to
“<http://www.stpaulsdoulassville.com/docs/filename.pdf>” * to attach
11. The file can be opened by left-clicking on the link, or it can be saved by selecting the appropriate option when it's right-clicked

* I created the “docs” folder to try to keep things organized, but you can use whatever folder you want. You must have the “public_html” part first though (and the slashes). Also, remember to link to the appropriate folder when attaching.