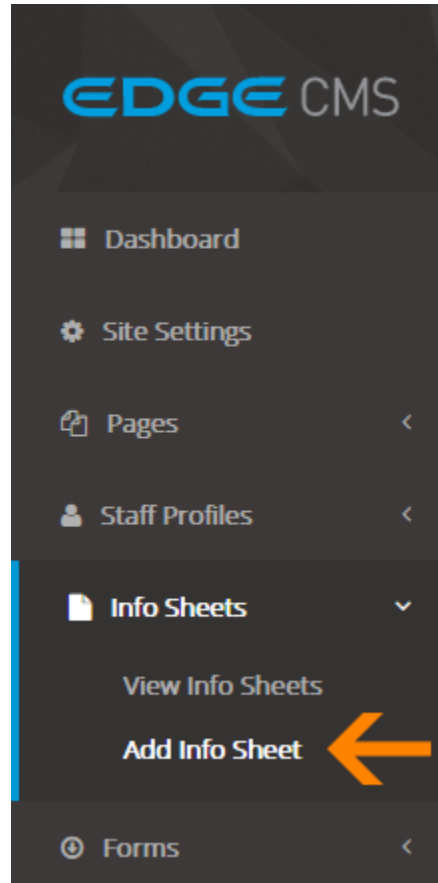


Add New Info Sheet Download

To add a new info sheet to your content management system follow the steps below.

STEP 1 - Access

Select and expand the **Info Sheets** menu item and select the **Add Info Sheet** option.



STEP 2 - New Info Sheet Details

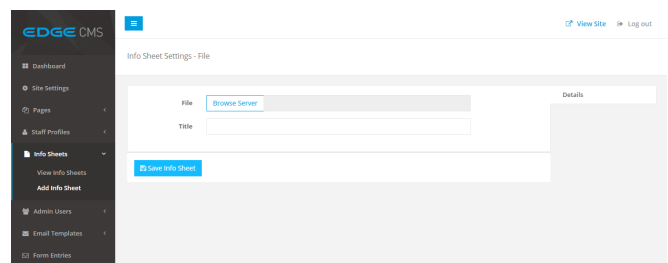
Fill out the new info sheet settings fields.

Title

Required File Title that will be displayed.

File

Required File the users will download



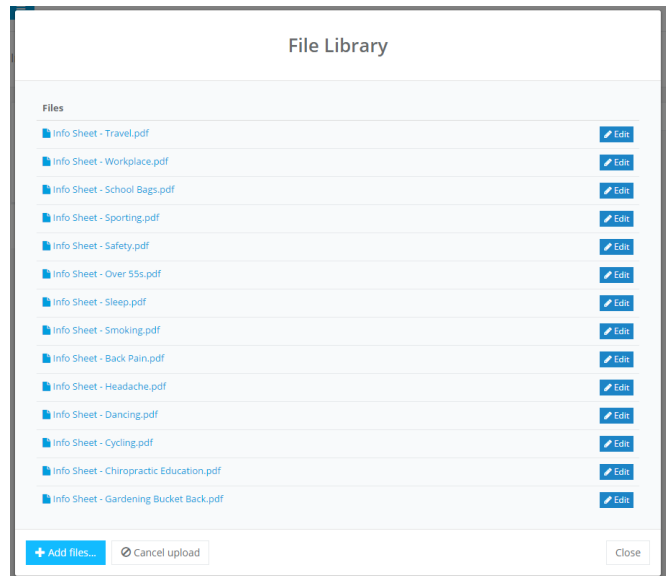
STEP 3 - Select/Upload File

Click **Browse Server** to open the **File Library**

File



Click a file to select it or click **Add files** to upload a new file.



STEP 4 - Save

Ensure you press the **Save** button at the bottom of the screen after any change to ensure the changes are saved to the system.

