

## How to Add a Video

1. Go to the page where you want the video to be
2. Turn on Admin
3. In the left-menu, under New Content, click on Snippet
4. Enter a title & menu title
5. You can leave the URL blank as it will automatically create one
6. In the Snippet box (the big box), copy/paste the code from YouTube
7. Click Save.
8. Commit your version tag

## Add a Folder to a page (can also be used in the media folder)

1. Go to the page where you want the folder to be
2. Turn on Admin
3. In the left-menu under New Content, click on Folder
4. Give it a title & menu title
5. You can leave the URL blank as it will automatically create one
6. If you want instructions before folder contents, put it in the description
7. Click Save
8. To add files to your folder, click on Add files
9. Click Browse
10. Select the file you want and click Open
11. Repeat steps 8-10 for all the files you want
12. Click Save
13. Commit your version tag

## Add files to a page

1. If you want to add files to a page you can use File Pile
2. Go to the page where you want the files to be
3. Turn on Admin
4. In the left-menu bar under New Content, click on File Pile
5. Click Browse
6. Select the file you want to add and click Open
7. Repeat steps 5 & 6 until you have all of them added
8. Click Save
9. They should now be on your page
10. Commit your version tag