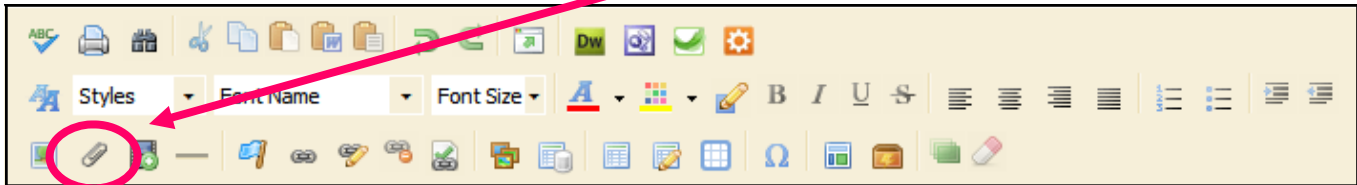




# Inserting a Link to a File

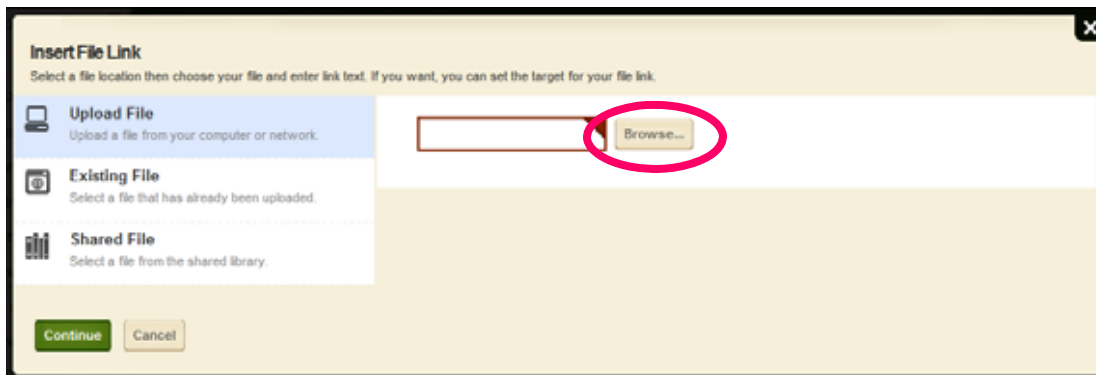
**Step 1.** Place your cursor where you would like to insert the file.

**Step 2.** Select the **Insert File Link** button on the Editor.



**Step 3.** Using the **Insert Image Wizard**, select the import source of the file.

**Step 4.** If you are uploading a file from your computer or network, click **browse** and select the file you would like to insert.



**Step 5.** Click **Continue**

**Step 6.** Type the **Link Text**. This text will become the link on your Flex Editor page.

**Step 7.** Change the **Target** to **Open link in a new window (\_blank)**

**Step 8.** Click **Insert File**

