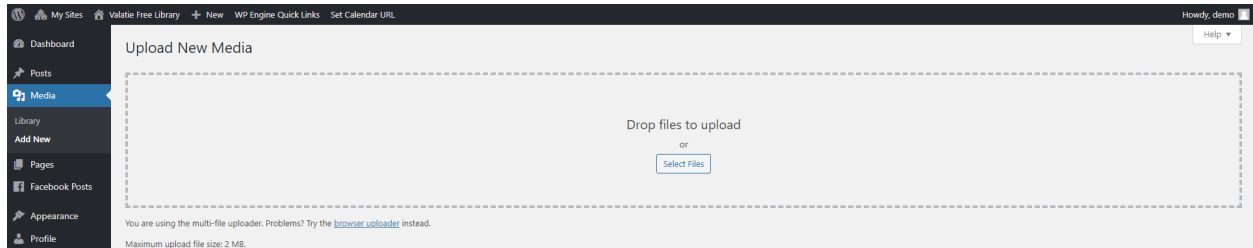


## Uploading Pictures, PDFs and other files

1. Click on the 'Add New Media File' Button.
2. Either drag the file anywhere in the box or hit the 'Select Files' Button.
  - a. Browse to the Selected File and hit Open.



3. The File will be added to your Media Library and provide the URL.
4. Use the image block to add flyers to posts or pages.
5. Make sure to add Alt Text to any images to meet accessibility guidelines.

Only Compressed file types may be uploaded; jpg, jpeg, png, gif, pdf, etc. If you are trying to upload a file of any other type, you will have to convert it first. Files are also limited to 2.0MB per file with a 400.0MB total cap for all files. With images, in particular, files should be resized as much as possible so that the page will load quickly.