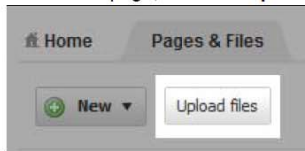


## How to upload a file to the wiki

1. Click the "Pages & Files" tab on top of your workspace page.

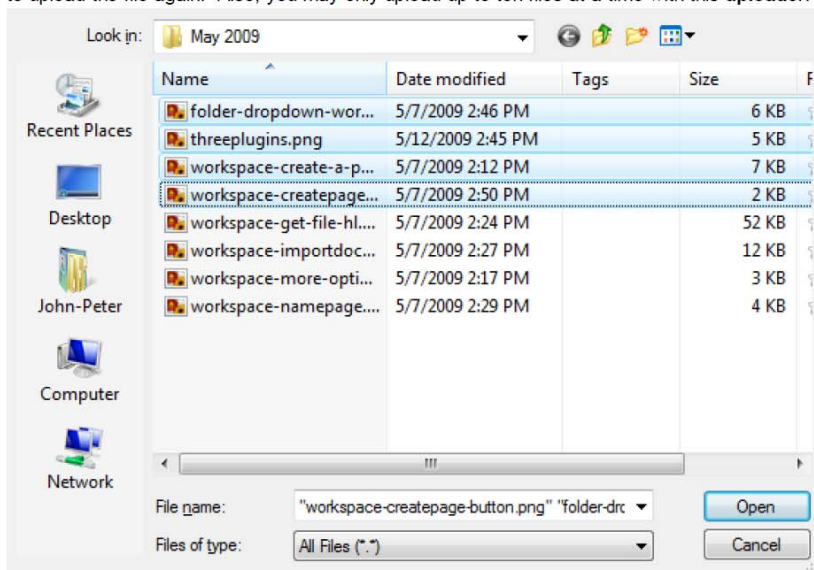


2. On the files page, click the "Upload files" button.



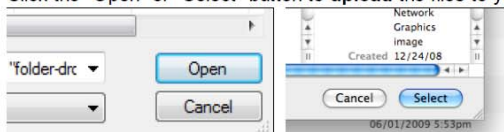
**Note:** If this button is disabled and cannot be clicked, you may not have the appropriate permission on the workspace to upload. Another reason for the button being disabled is that you only have permission to upload to a specific folder. Click on the individual folders of the workspace, and if the button becomes active on any of them, then you have permission to **upload**, but only to that specific folder.

3. Select the file you'd like to upload. If you'd like to upload multiple files, please hold down the CTRL key (to add a file to the list of selected files) or the SHIFT key (to select a range of files) when choosing files from your computer. NOTE: To ensure a smooth uploading experience, please avoid uploading files with extremely long file names. If you're having an issue uploading a file with a long name, please try renaming the file and attempting to upload the file again. Also, you may only upload up to ten files at a time with this **uploader**.

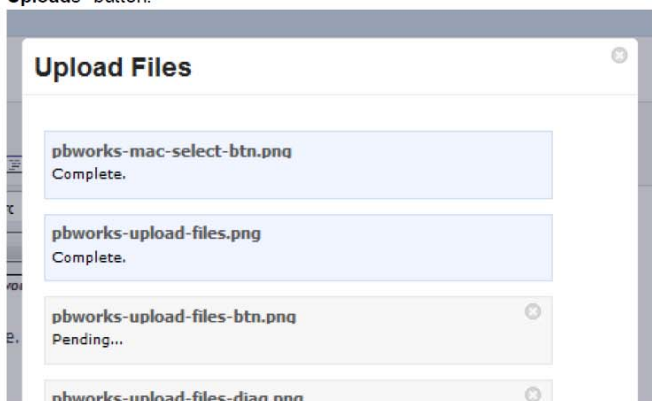


*The uploader may look slightly different, depending on your operating system, however you should still be able to select multiple files to upload.*

4. Click the "Open" or "Select" button to **upload** the files to your workspace.



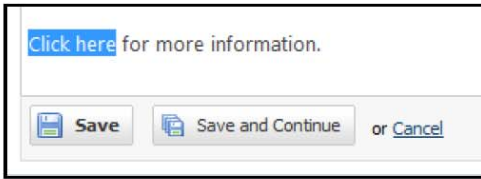
5. A window will then pop-up to show you the progress of your files to be uploaded. Cancelling queued uploads is easy, just click on the "Cancel Uploads" button.



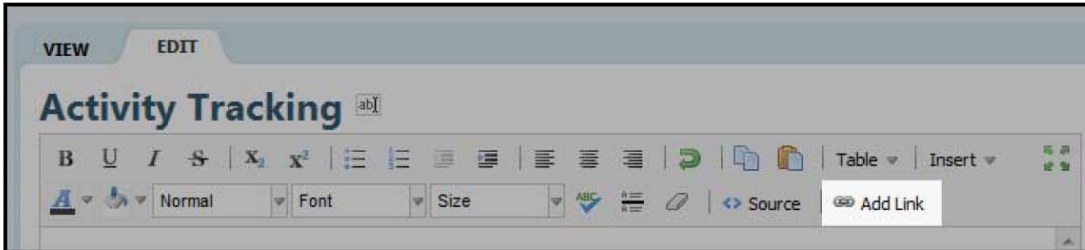
## How to link to your uploaded file on the wiki

### How do I link to an existing workspace page, file, email address, or website?

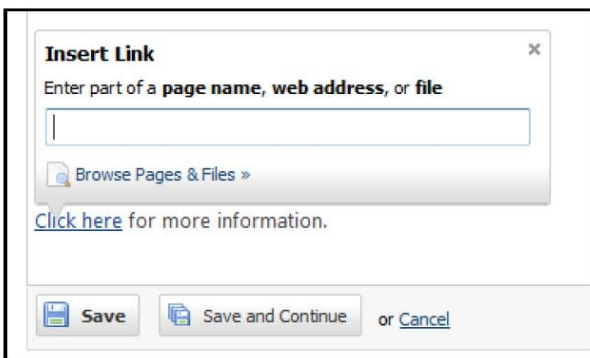
1. Highlight a word you wish to use as the **link** to the page. This is actually optional, but if you want to control the text that will be clicked on, you should first select the text.



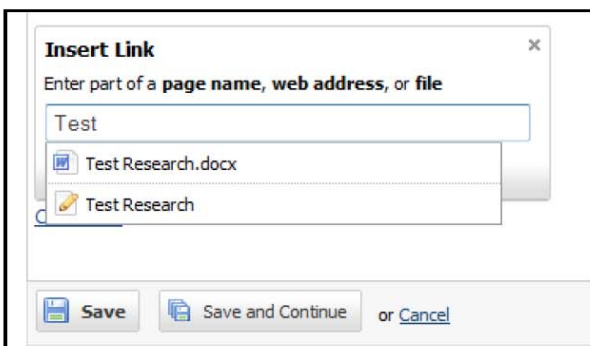
2. Click on the "Add **Link**" button in the toolbar (see image below). You can also use the keyboard short-cut of Ctrl+L, which will do the same thing.



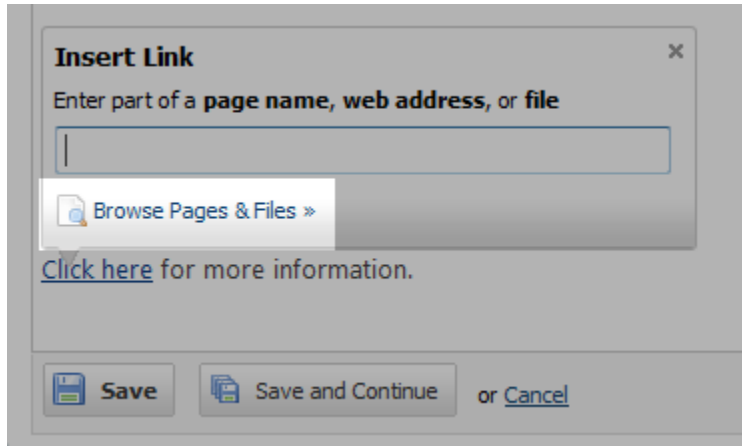
3. You will see a pop-up appear which will give you a single field to insert the content of the link. If you're trying to link to an external website, email address, or workspace page that doesn't yet exist, just type the website name, email address, or new workspace page you want to **link to** into this field and press enter.



As you type, suggestions for the content will appear. If the you're trying to link to an existing page or file, you can click on any of these suggestions and the link will be created. The icons in the auto suggest will let you know if you're about to **link to** a page or file.



4. If you don't know the name of the page or file you need to link to (or need to link to a folder), click the "Browse" link in the bubble to browse for the page, file, or folder.



The link editor is displayed, which will show you a list of available pages, files, and folders that you can link to. Click on the page, file, or folder you need the link to go to, and then click the "Insert Link" button. To view the contents of a folder, click the "+" icon next to the folder.

