# Uploading Documents

If you wish to attach applicable documents to your Portal's pages, you can do so through the RadEditor's **Document Manager**, where they are stored in our AXIS database for safekeeping and future use. Documents only need to be uploaded into the Document Manager once and can then be used throughout your Portal's various sections (e.g. Documents uploaded in the Directions RadEditor can be used again in the Area Information RadEditor per step #9 of this help section.)

Notes:

- If you wish to use a document that you had previously uploaded, **DO NOT** upload the same file again. If a newly uploaded document contains an identical file name to one that has already been uploaded to the Document Manager, the existing document will be replaced, and all links to that document will be broken.
- Documents uploaded into the Document Manager **CANNOT** be accessed through the Document Library, or vice versa.

1. Highlight the desired text, or select an image you wish to link a document to.

2. Click on the [icon] icon from any RadEditor.
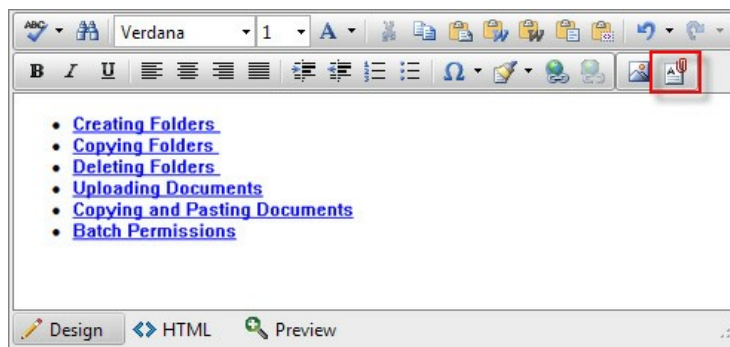
3. The **Document Manager** opens up.

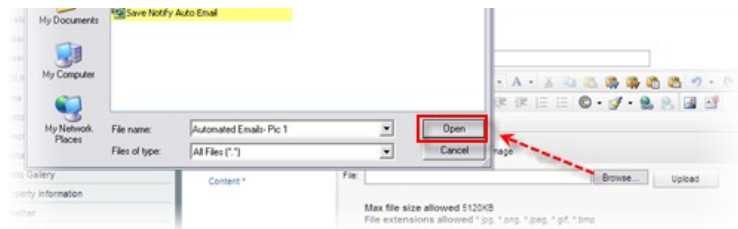4. To upload a new document, click on the **Upload** button.

5. Click **Select**.
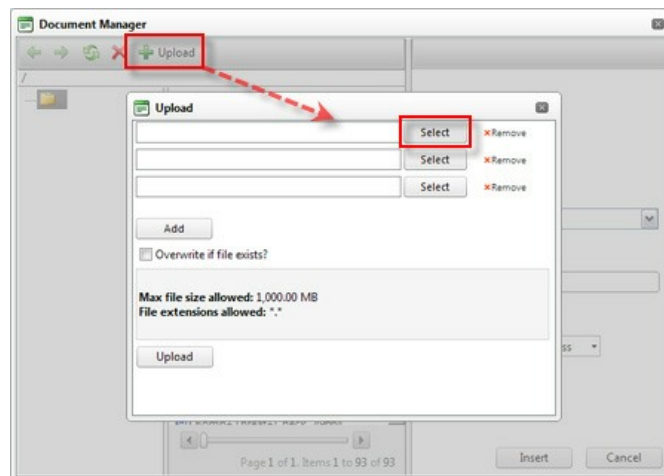
6. Using the pop-up window, locate the desired document file from your local hard drive or network.

7. Click **Open**.

Note:

- All file types with a maximum size of *1024000 KB/ 1GB* are compatible.
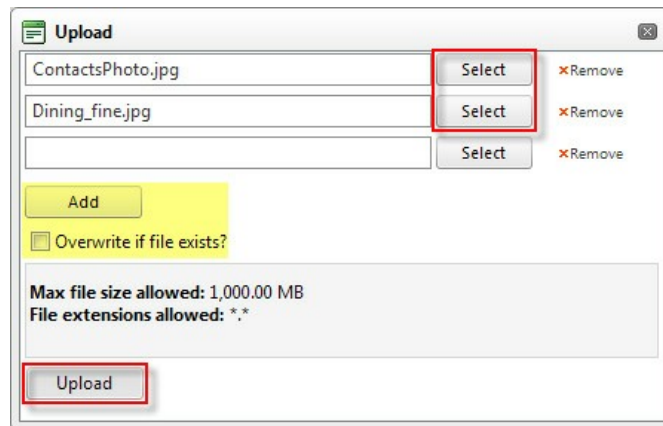- Multiple images can be uploaded at once. Simply click **Add** and follow steps 5-7 again.
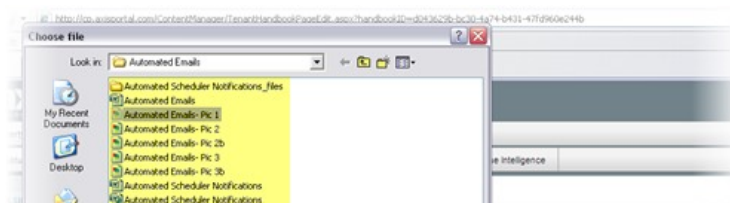
8. The document titles will be displayed in the dialogue boxes. Once completed, click **Upload**.

Important Notes:

- To ensure that documents with identical names are not uploaded, **"Overwrite if file exists?"** is left unchecked by default.

9. The document(s) will be added to the database.

10. The newly uploaded document will automatically be selected, if not, located it from the list and highlight it. Select a desired **Target** and click **Insert**.
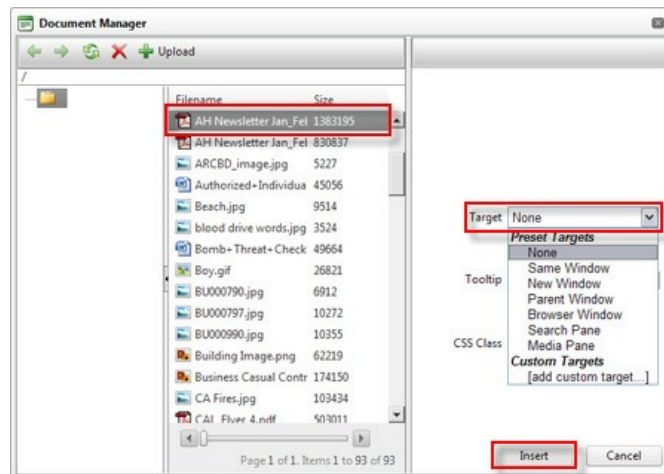
11. Once finished, click **Submit** on the page you are adding the document(s) to.