

Creating and Editing Resources

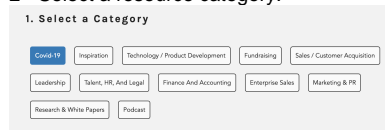
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Creating Resources

This tutorial will show you how to add new resource content.

1 - Navigate to [Resources](#), then select the [Add a New Resource](#) button.

2 - Select a resource category.



3 - For PDF, XLS, and DOC type resources, attach the document files to the platform.

Select the [Attach Documents](#) button.

2. Attach Documents (for PDF, Word, Excel resources)

[Attach Documents](#)

4 - Browse for files or drag-and-drop them into the area below. Select the

[Back to Create Resource Menu](#) button to return.

⏏ Drag and drop to upload or browse for files

5 - Select a resource type.

3. Select a Resource Type

[Create External Link](#)

[Create Resource](#)

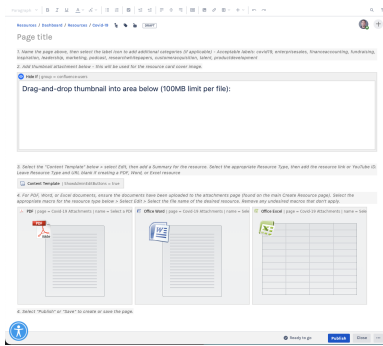
External Link Resource

Creates a resource that contains a button to open a link in a new window or tab.

Create Resource

Creates a resource that embeds a document or media on the page.

6 - Follow the steps on the template. Select the **Publish** button to create the resource.



Editing Resources

This tutorial will show you how to edit existing announcements.

1 - Navigate to the resource that needs to be edited. Select the **EDIT PAGE** button to enter the editor.

2 - Select the **Update** button to save changes.

3 - The resource can be deleted by selecting the **DELETE PAGE** button. You can also view older versions of the page and restore them with the **PAGE HISTORY** button.