

UPLOAD A MICROSOFT WORD DOCUMENT TO A CONTENT TEMPLATE

This feature allows you to automatically copy a word document including images and links into your content template.

On a blank template:

1. Select 'Add MS Word'.

Add MS Word

2. You now have two choices:

- a. You may drag and drop a word document from your computer into the box provided



- b. **Or**, click 'Browse', **Upload File:** locate your file on your computer, double click it and select

'Upload'.

Upload

3. Note: Each paragraph of your word document now becomes a text block that you may edit or format and each image is now an image block.
4. You may add text, images or video blocks to the content as well.
5. Once you are satisfied, click 'Submit'.

Submit