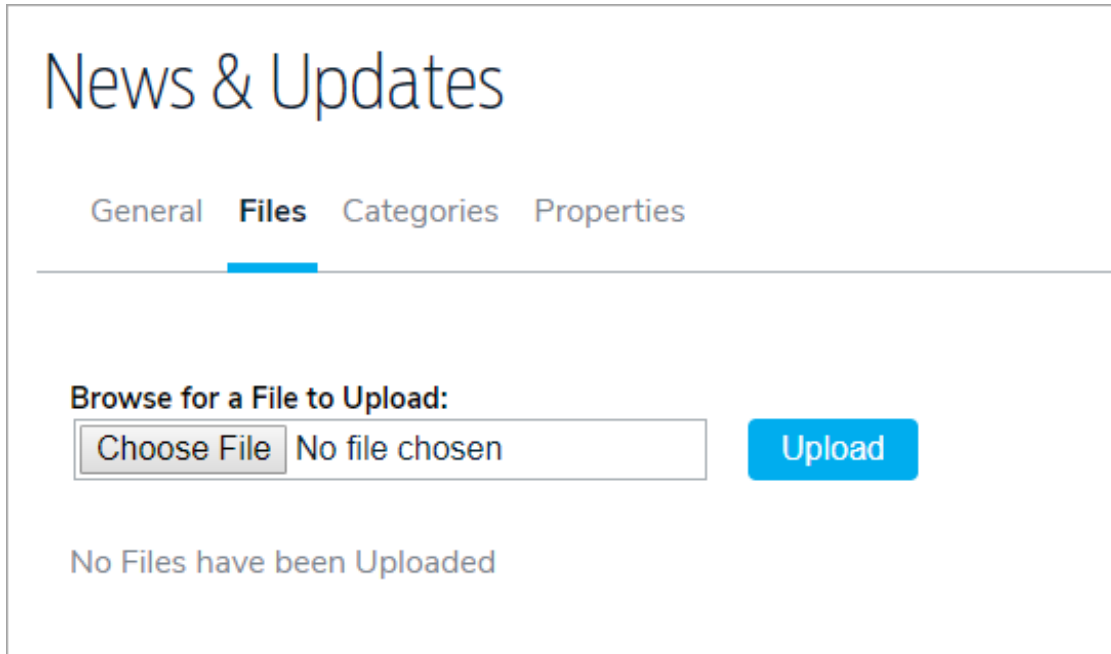## News & Updates Files

1. To upload a file to a news/update record, click News in the navigation bar, then open the record.

2. Click the Files tab.

3. Click Choose File, locate the file you want to upload, then click Open.

4. Click Upload.