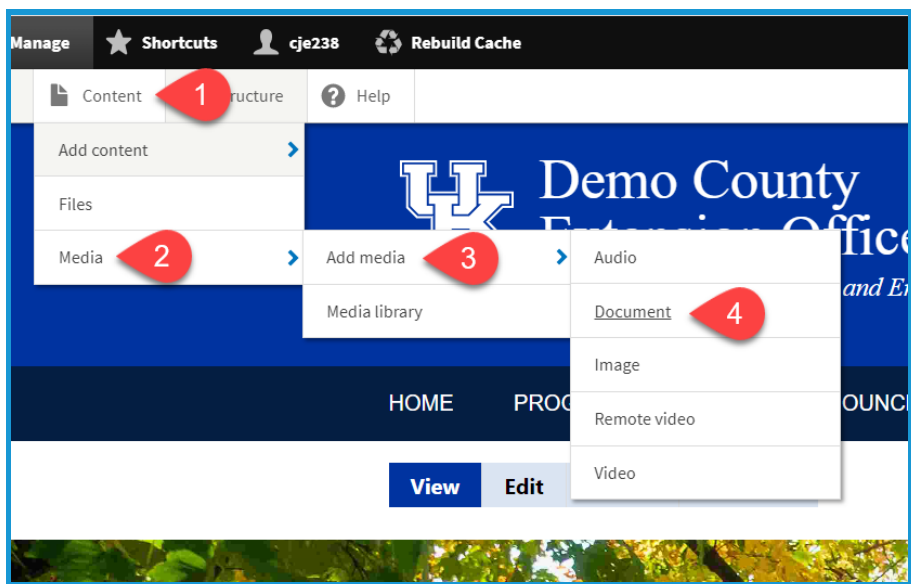


Report To The People

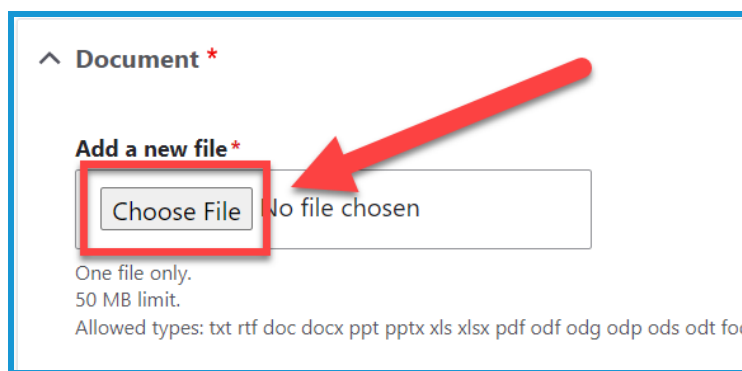


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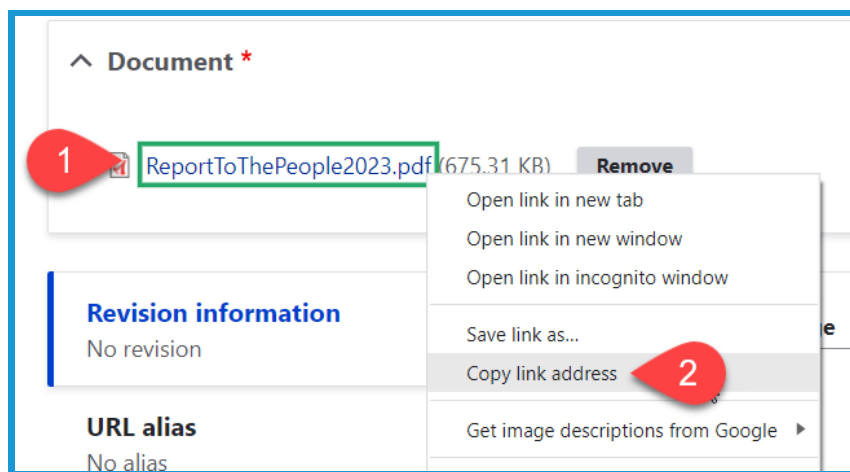
1. Place your mouse over **Content** (1). Then, place your mouse over **Media** (2). Next, place your mouse over **Add Media** (3). Finally, click **Document** (4).



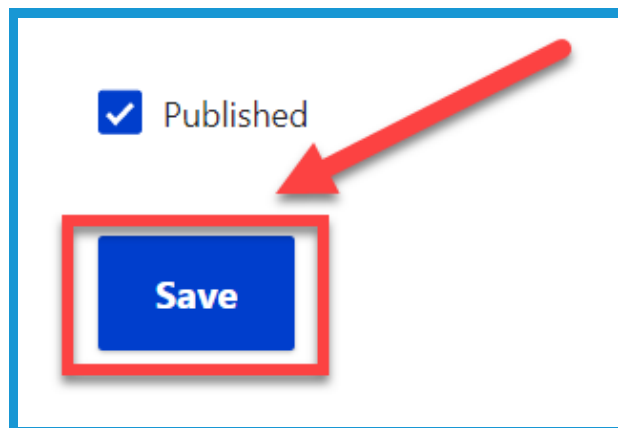
2. Select **Choose File**, and locate the needed file.



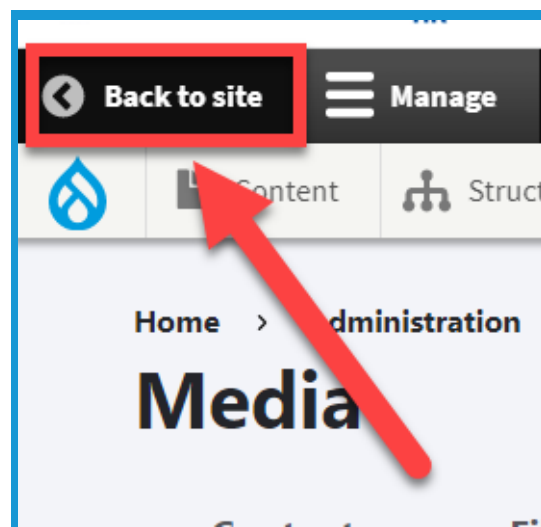
3. **Right click** on the **file name** in the upper left (1). Then select **Copy link address** (2).



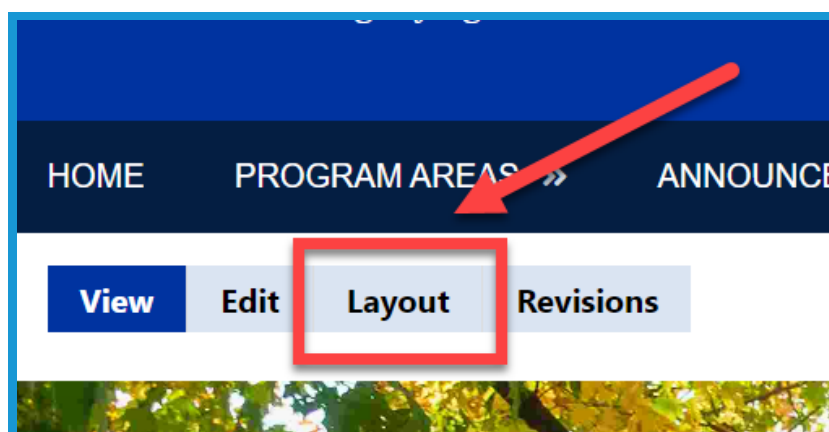
4. Select **Save** in the lower left.



5. Select **Back to site** in the upper left.



6. Click **Layout** in the upper left of the Home page.

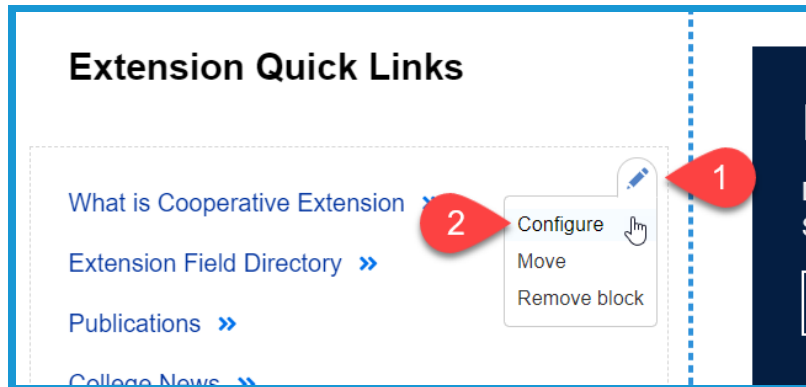


Report To The People

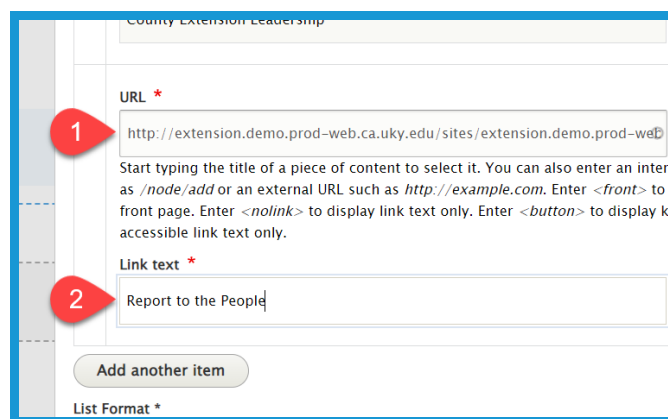


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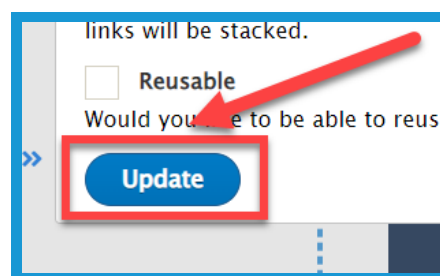
7. Scroll to the bottom of the page, and find the Extension Quick Links. **Place your mouse over the actual links.** Click the **pencil icon (1)** in the upper right, and select **Configure (2)**.



8. Scroll to the **bottom** of the new window, and locate the **empty URL and Link Text fields**. **Paste** the link to the Report to the People PDF you copied in **step 3** in the **URL field (1)**. Then type **Report to the People** in the **Link text field (2)**.



9. Click **Update** in the lower left.



10. Click **Save layout** in the upper left.

