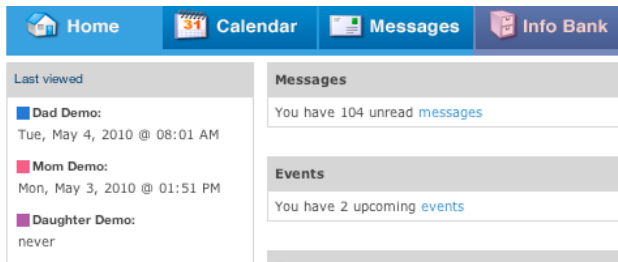
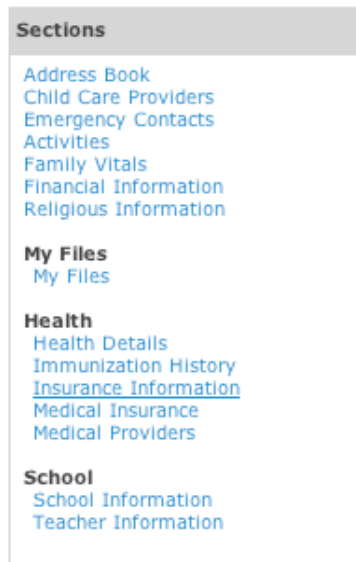


Can I attach documents to messages on ourfamilywizard?

While you can't attach documents to messages on the site, you can upload documents into the info bank that both you and your co-parent will have access to. The first step is to select the info bank tab at the top center of the screen.



1. In the left hand margin you will see your info bank menu. There you will select “my files”



2. Click the “add file” button and you will see the file browser.

My Files	
Label	<input type="text"/>
Description	<input type="text"/>
File Name	<input type="button" value="Choose File"/> no file selected
Private	<input type="button" value="No"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="button" value="Add File"/> <input type="button" value="Cancel"/>	

3. Select “choose file” (Mac) or “Browse File” (PC) to navigate the location of your stored documents you wish to upload. Once you have chosen the file you wish to upload, you can label it and put a brief description. You will also need to determine whether you wish this file to be viewable to your co-parent but selecting “yes” or “no” in the private drop down menu. After you have finished, click “add file” and your file will be uploaded. Congratulations, you’ve now uploaded a file to ourfamilywizard.com.