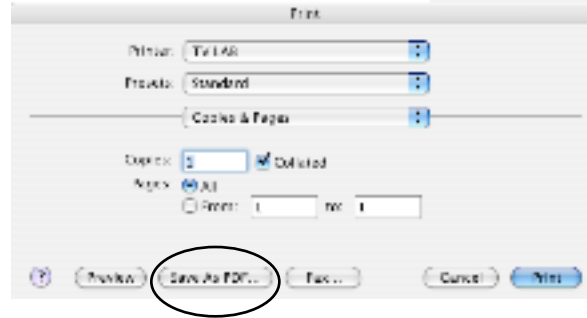


# How to create a PDF file and upload it to your website with Contribute.

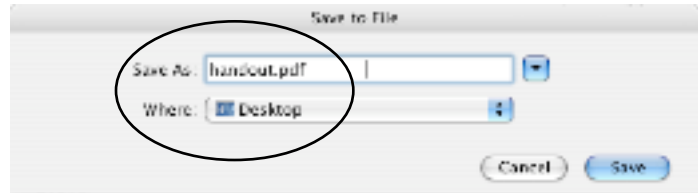
1. Open the document you would like to post on your website.

2. Select **Print** from the File menu.

3. In the Print dialog box you will see a button in the lower left hand side **Save as PDF**. Click on **Save As PDF**.

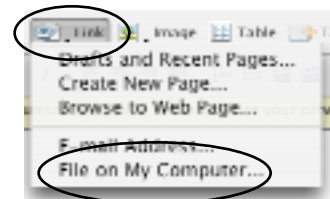


4. When you save the document be sure to add **.pdf** at the end of the title, see diagram on right. It is also best to save the PDF file on your desktop.

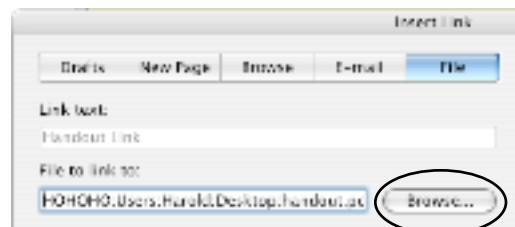


5. Open the web page that you would like to add the link to in Contribute. Type a name for the document and highlight it.

6. Click on the **Link** button, see diagram on right, and select **File on My Computer**.



7. Browse to the file on your computer by clicking on the **Browse** button and navigating to your file, selecting it and then clicking on the **Choose** button.



8. You may now click on the **Publish** button to publish your revised web page. The linked PDF file will also be published automatically by Contribute.