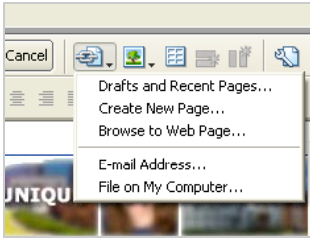


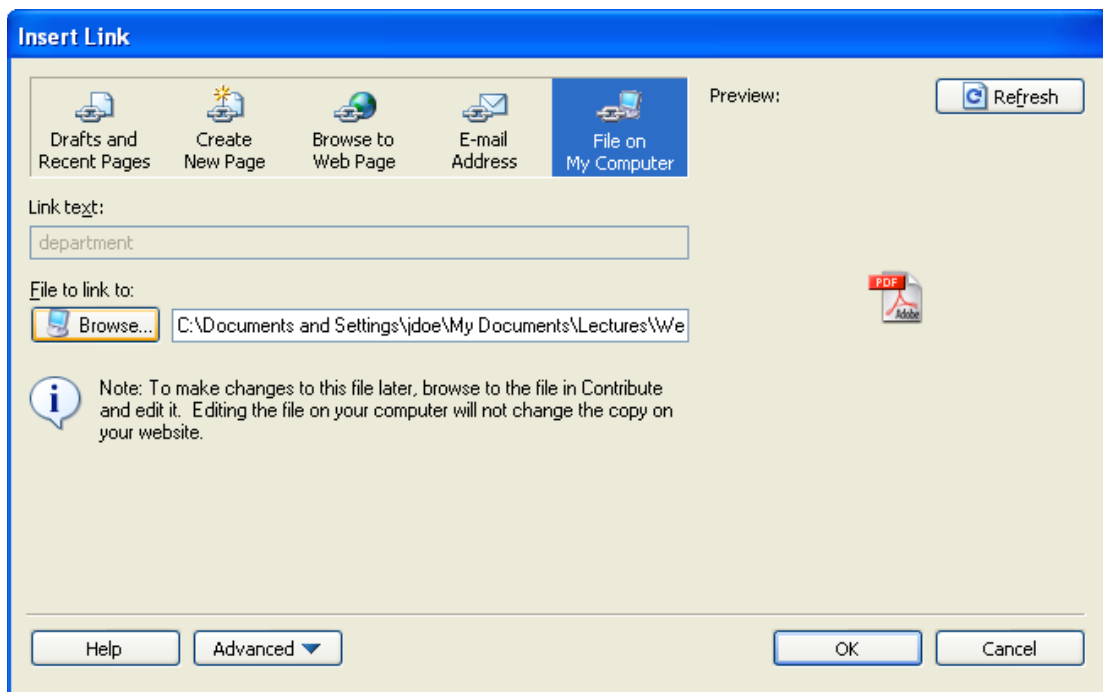
Adding/Uploading a PDF File

Adobe Contribute can easily upload PDF files for use on the web. Remember that you must have an existing PDF file to upload in order to use the following steps.

1. Type/highlight the text you wish to use as the link to the document.
2. Click on the “Link” icon on the toolbar.
3. From the drop-down list, choose “File On My Computer”.



4. Click on **Browse** and navigate to folder on your computer that contains the existing PDF document.



5. Click **OK**.
6. Click **Publish** to finish editing. Contribute will move a copy of the file to the web server and place it a folder named “documents” within the same folder of that html page.