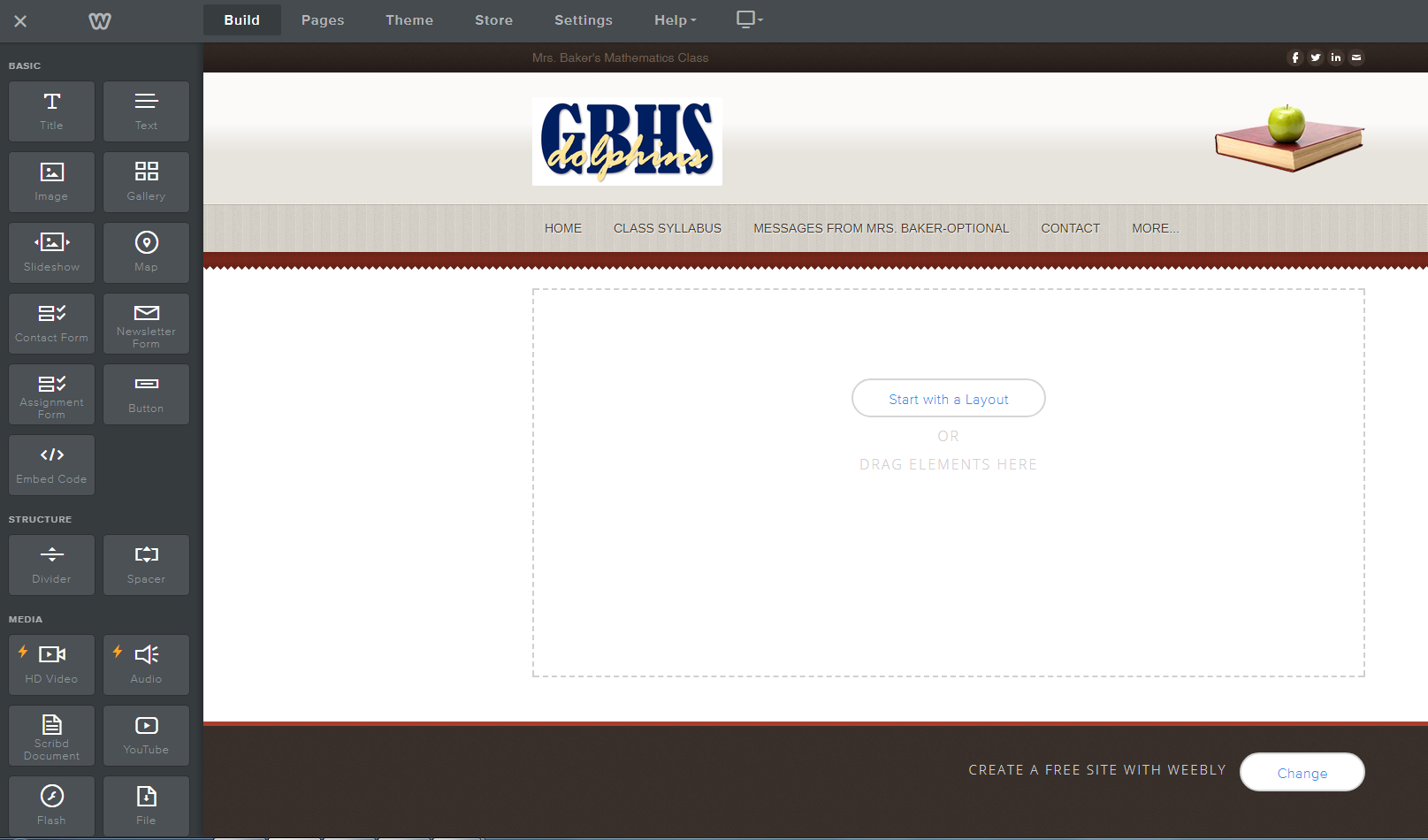
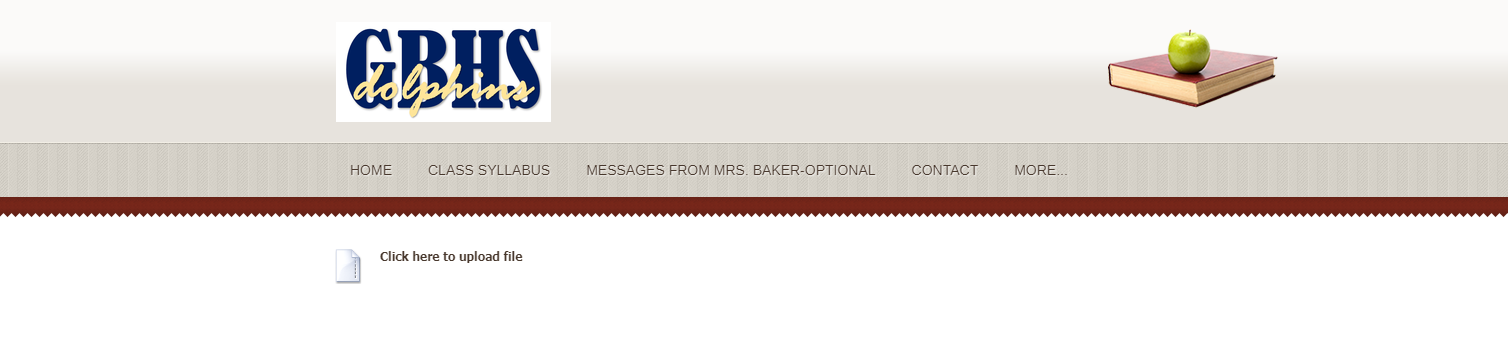
Way 1-Downloadable file

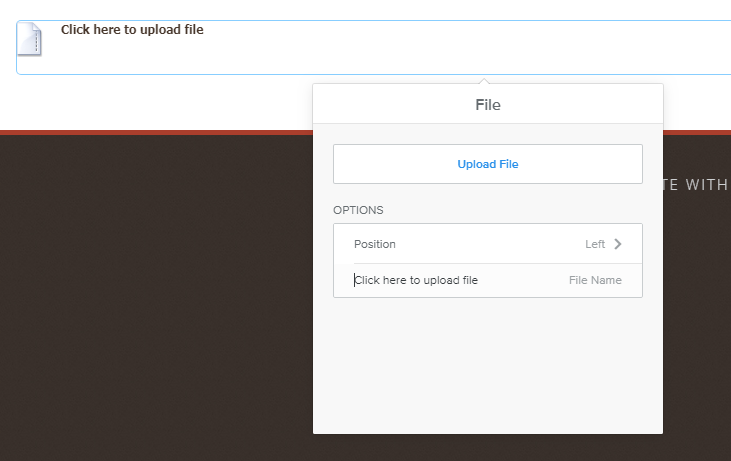
1. Go to the page where you want to add the document



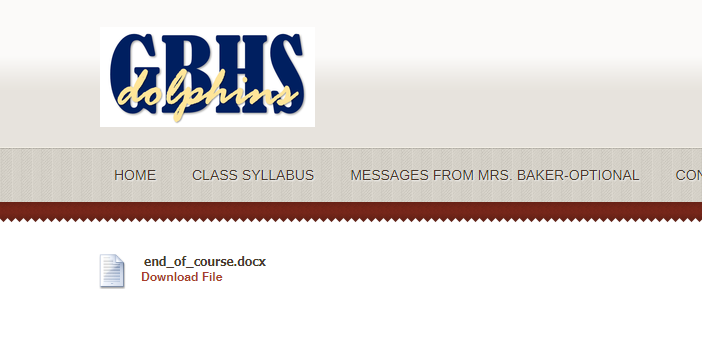
1. Drag File to the center of the page and then click “click here to upload file”



1. This box pops up and you click “Upload File”



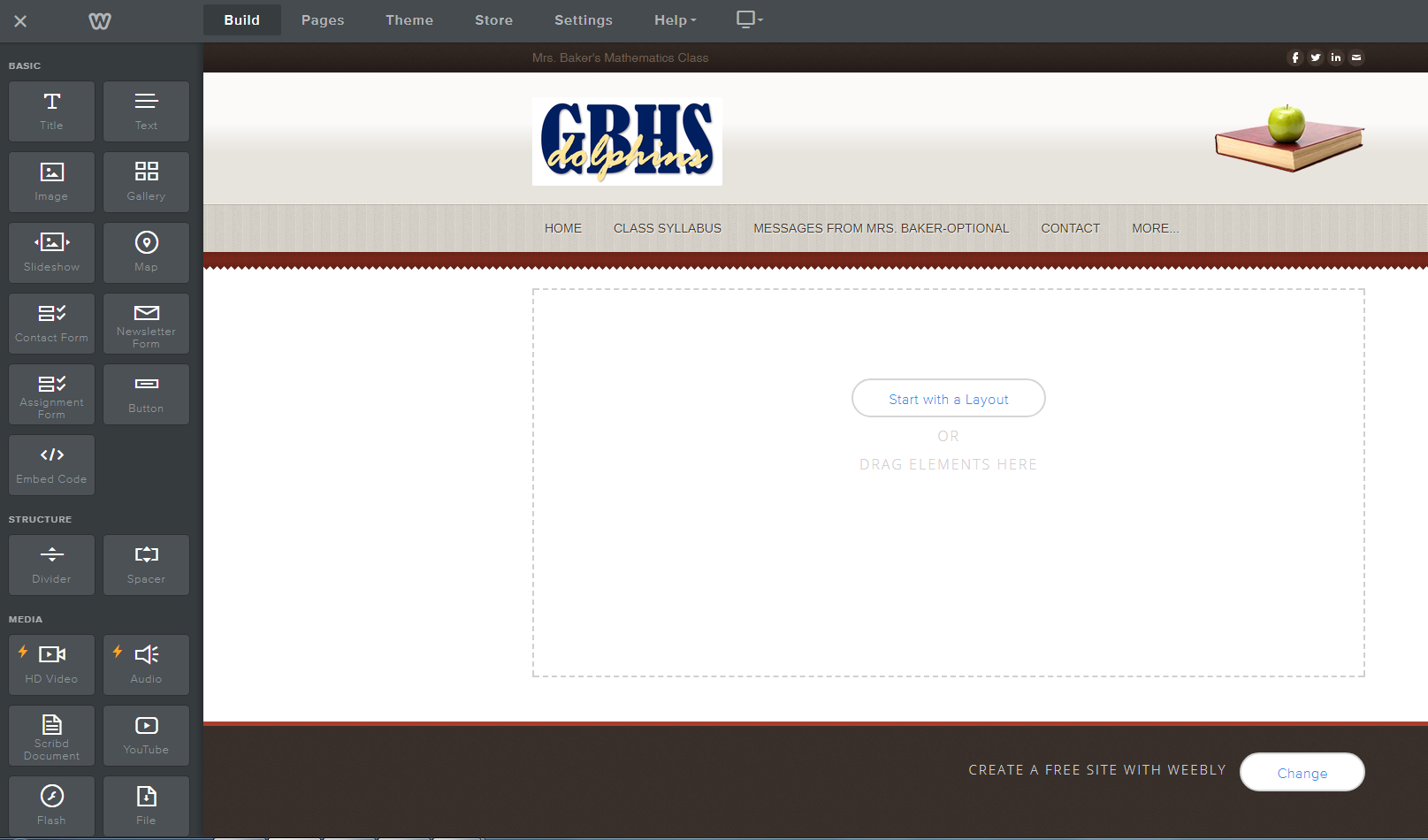
1. Choose a file and it will be downloadable.



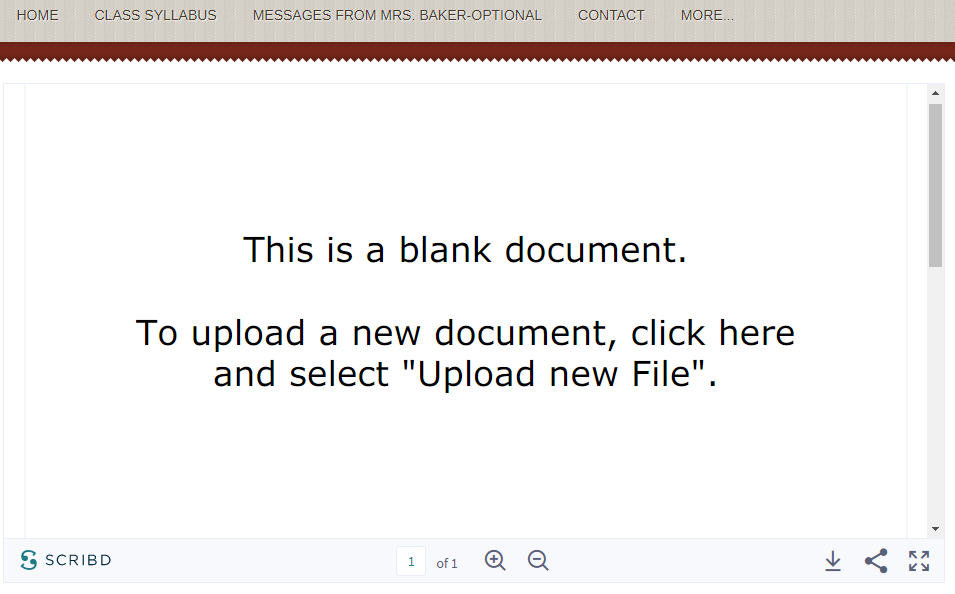
1. Publish!

Way 2- Viewable file that can also be downloaded

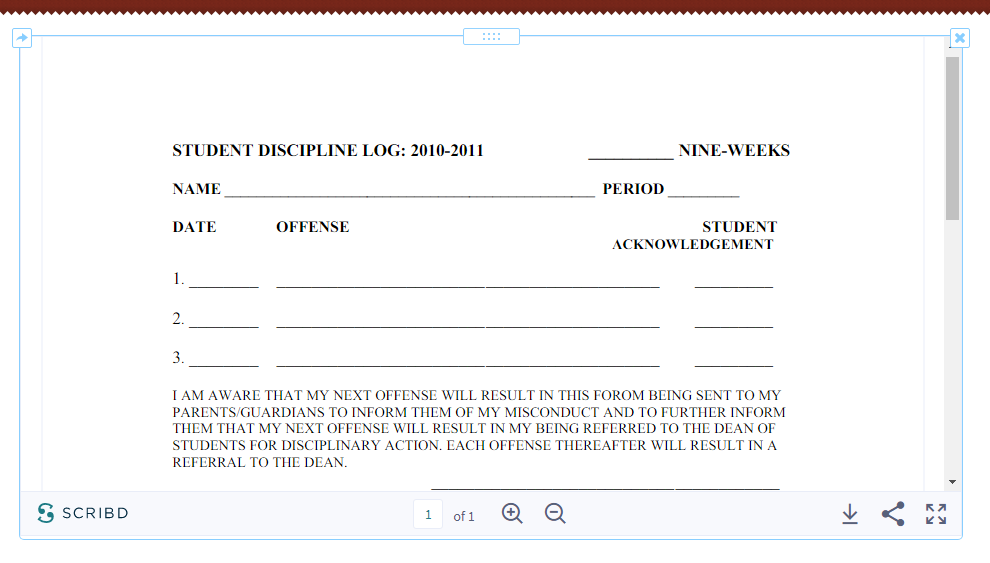
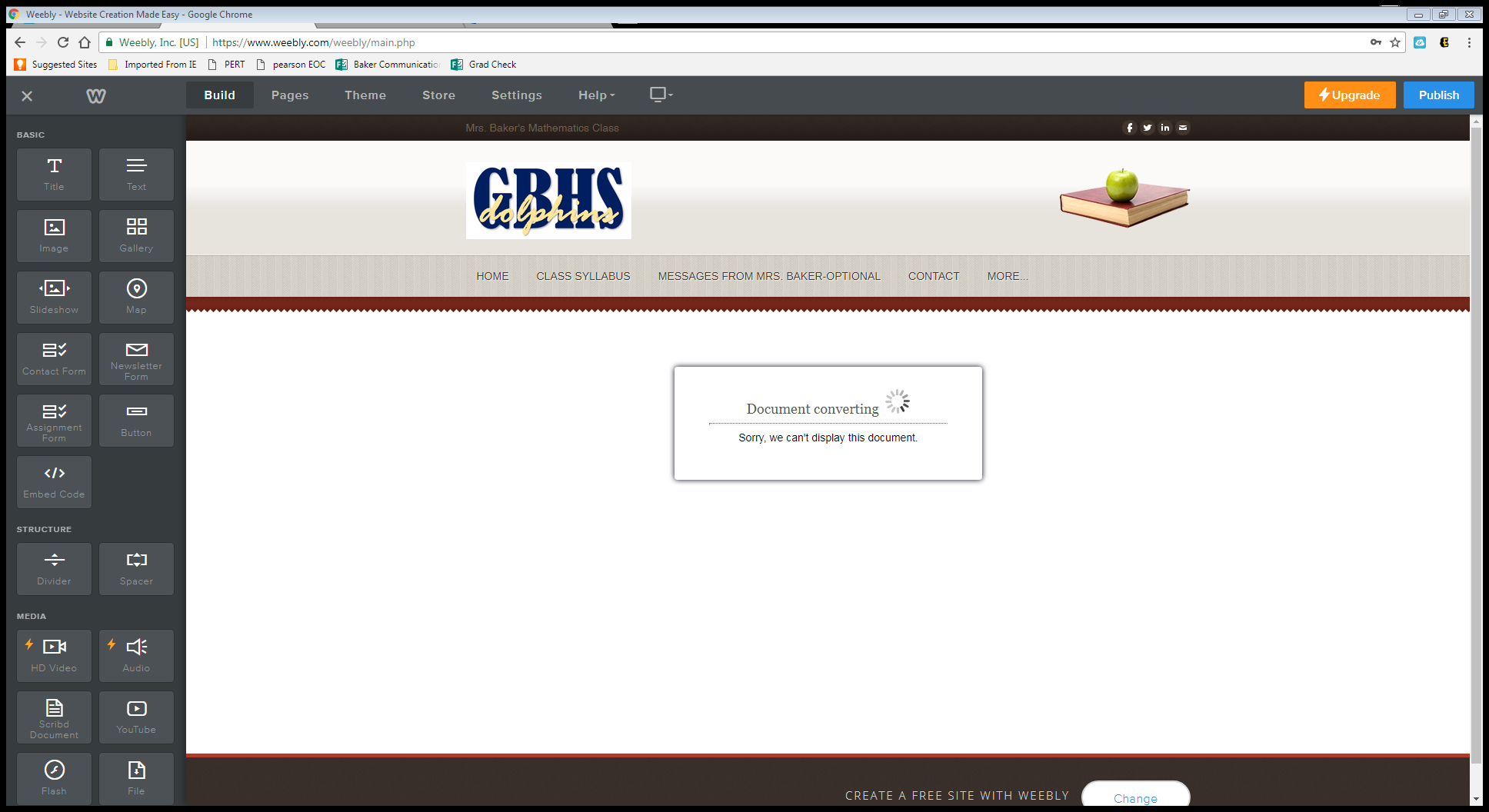
1. Go to the page where you want to add the document, Drag *Scribd Document* to the center of the page.



1. Choose your file and upload.



1. You will see the document converting screen (sometimes in lingers a long time- don’t worry, just publish and it will show up)



1. Publish!