


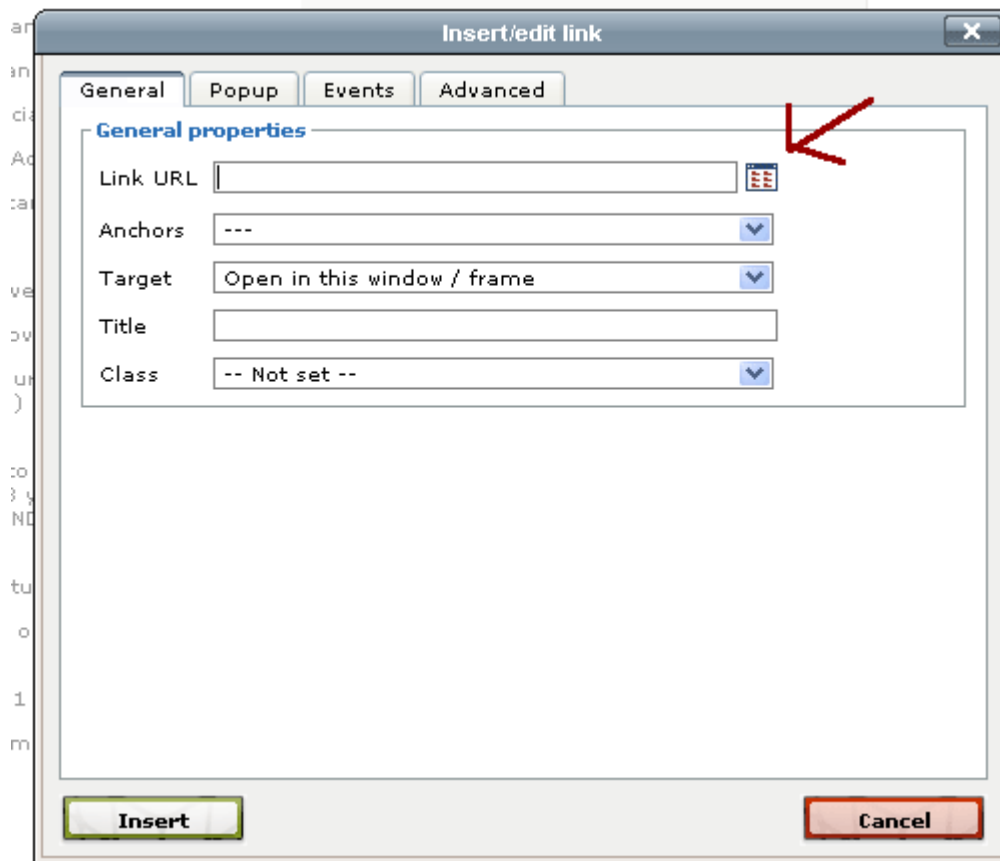


## Adding a PDF document to your web page

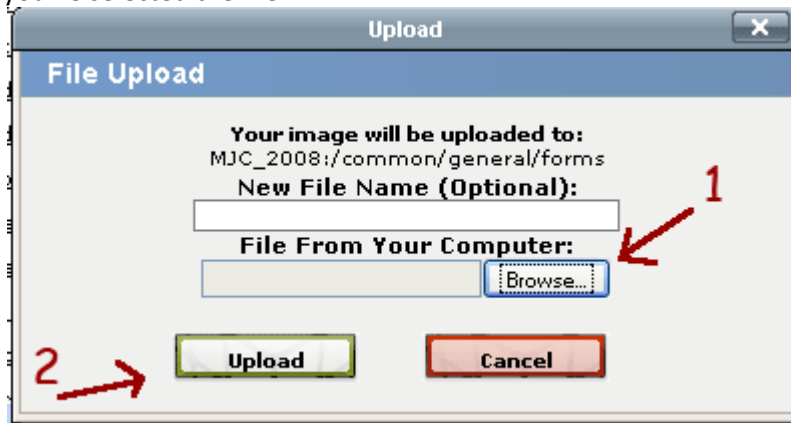
- 1) Find the page you want to edit from mjc.edu
- 2) Login with “last updated” link on bottom of page
- 3) Click on button to edit content, probably this one if it’s common content:  
 or this edit button if it’s not: 
- 4) Type up the phrase that will become a hyperlink to your PDF document and highlight with your mouse. Such as:  
Carol’s Form (pdf)
- 5) Click on the insert/edit link icon 
- 6) In the next window, click the browse button



7) Another window prompt will come up. Click on the Upload File button.

**Upload File**

8) In the next window, upload your PDF file using the Browse button (1) then click Upload (2) once you've selected the file.



9) Choose Select File **Select File** in the next window

10) Be sure to change the "target" location to "Open in new window (\_blank)"

11) Select Insert **Insert** to finish adding the hyperlink to your PDF document.

12) Save & Publish the web page.