ADDING PDFS TO THE WEBSITE

1. Edit the word document with the changes that you want to make and save it.
2. Either open the document in Acrobat or upload the document to http://www.pdfonline.com/convert-pdf/
3. In Acrobat, you can choose "Save as…" and change the file extension to PDF.
4. With the online converter, the PDF will be emailed to the email you provided and you should download and save it to the computer.
5. Go to https://webedit2.hunter.cuny.edu/login_form and log in.
6. Choose "International Students."
7. Click the "Contents" tab.
8. Click "Repository."
9. Click "Files."
10. Select "Add new… file" from the tabs.
11. Browse to the location of the saved PDF; give it a title and hit "save."
12. Change the state to "Externally Published" in the right most tab.
13. Navigate to the page you want to add a link to.
14. Click "actions: check out."
15. Click the edit tab.
16. Add the text you want. Highlight the text you want to act as a link.
17. Click the "insert/edit link" button.
18. Navigate through repository/files to the name of the file you want to link to.
19. Press "save."
20. Hit "action: check in" and then check in again.