

How to upload a document to the website

Step #1

Make the Document into a PDF

- With document open go to up to print in the windows icon in upper left corner.
 - Change Printer to Adobe PDF – Press ok
 - Will ask you where to save it- If you're just going to put on the website you can just save it in the Website folder (found in the Shared Network)

Step #2

Open up utahtrucking.com

- Login
 - Go to Admin at bottom of webpage
 - User name: UTA
Password: utahtruck1ng
 - Go to where you want to upload document
 - Exp: A seminar form HOS/LOG
 - Click on Seminars- HOS/LOG
 - On right hand side click ADD A FILE
 - In Name Section- Put what you want the Document to called
 - Then click Browse- Then select the PDF document you made. (IF you put in the Website folder then it will be there with what ever name you saved as)
 - MAKE SURE IT'S THE PDF VERSION OF YOUR DOCUMENT
 - Then click Submit File
 - Then click EDIT on left Center of the webpage
 - Then Logout and see if you can open your uploaded document

Step #3

Link uploaded document to home page of utahtrucking.com

- After logging into the admin, type whatever text you want.

- Example: Click here to for Registration
- Highlight that text and click the (Insert/Edit Link) on top right on edit box
 - Have the uploaded PDF Document open and copy the link and paste in the Link URL. And press Insert.
 - Logout, and check that it all worked