

Site Manager

Saving and publishing a file:

1. Open your file, (newsletter, etc) on your workstation
2. Save as PDF (in InDesign, File, Export, Save, select PDF)
3. Login to Site Manager
4. Go to Files on the purple bar
5. Click on the purple up arrow
6. Browse to the PDF on your workstation
7. Submit
8. Copy the link ([Http://weber.edu/wsuiimages/](http://weber.edu/wsuiimages/) . . .
9. Click on Pages on the purple bar
10. Open the page you want to add the link to or
11. Create a New External Link
12. Paste the link in the URL field and fill out the remaining information