

Instructions for adding link to Dixie JROTC webpage

1. Re-format document into PDF by opening the document. Click "Print" and change printer to Cute PDF Writer. Click "OK".
2. "Save As" screen pops up. Change the "Save In" location to gwhicker shared drive (or other location) and rename as required. Click "Save". The document you saved will be automatically converted to PDF.
3. Log into Webs.com using dixiehigh.org login and password. Click on green button called "Edit this site".

http://www.webs.com/?utm_source=House&utm_medium=Email&utm_content=Header&utm_campaign=WelcomeGroup

3. Click on "File Manager". Click on "Single File Uploader". Browse to location of saved document. Then click on pull down arrow to choose upload directory. Put in Web Files (or wherever you want). Click "Upload File".
5. Click on "Site Manager" and click on History of Aviation 2Q – edit (or wherever). Highlight text to be linked and click on blue box called "Link".
6. Click on "My Files" on left side. Click on drop down arrow and select "Web Files" (or wherever you saved it in Step 3). Select document that was converted to PDF. Click on "Open in new window". Click on "Insert Link".
7. Click on green button called "Publish", and then on next screen, click "Publish all pages".
8. Open up JROTC webpage and test link.
9. Log out of Webs.