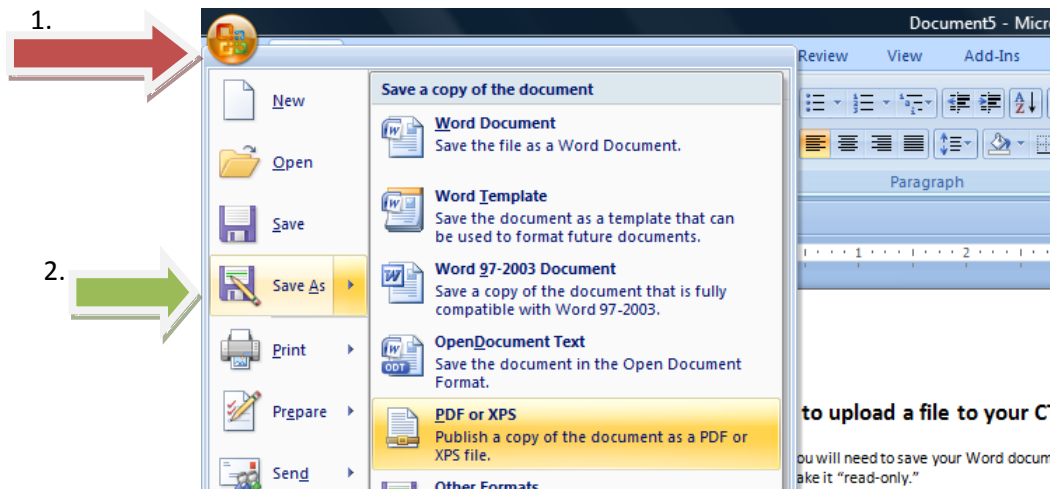
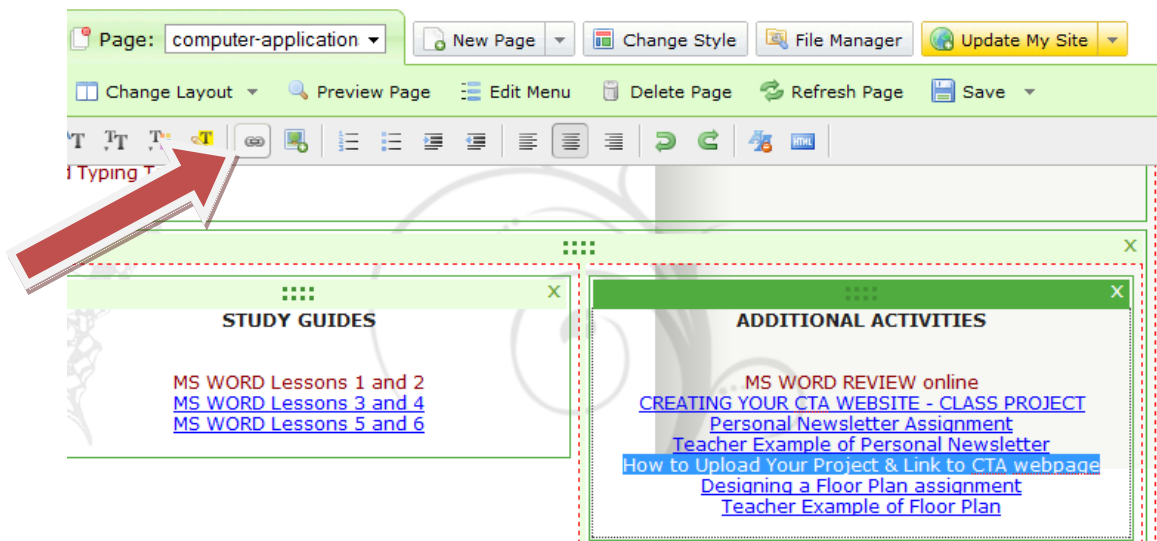


How to upload a file to your CTA website and link it:

- **First**, you will need to save your Word document to a PDF file which will protect your document and make it “read-only.”
- Go to the Office Button and select “Save As” to PDF or XPS:



- Save this document to your “U” drive.
- Open Internet Explorer. Type www.yola.com and login to access your CTA website.
- Open the page you want to post the document to and type text that describes the document you want to link.
- Highlight the text and select “Insert Link” icon:



- Select “File” and browse for document. It will have a PDF file extension. Select Upload and “okay.”
- Save Website and then select “Upload My Site.” Check website and link by opening website through class website.