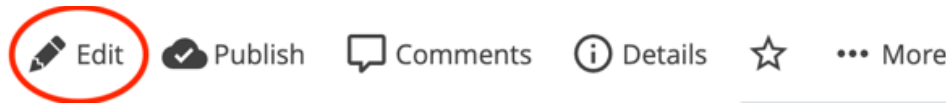
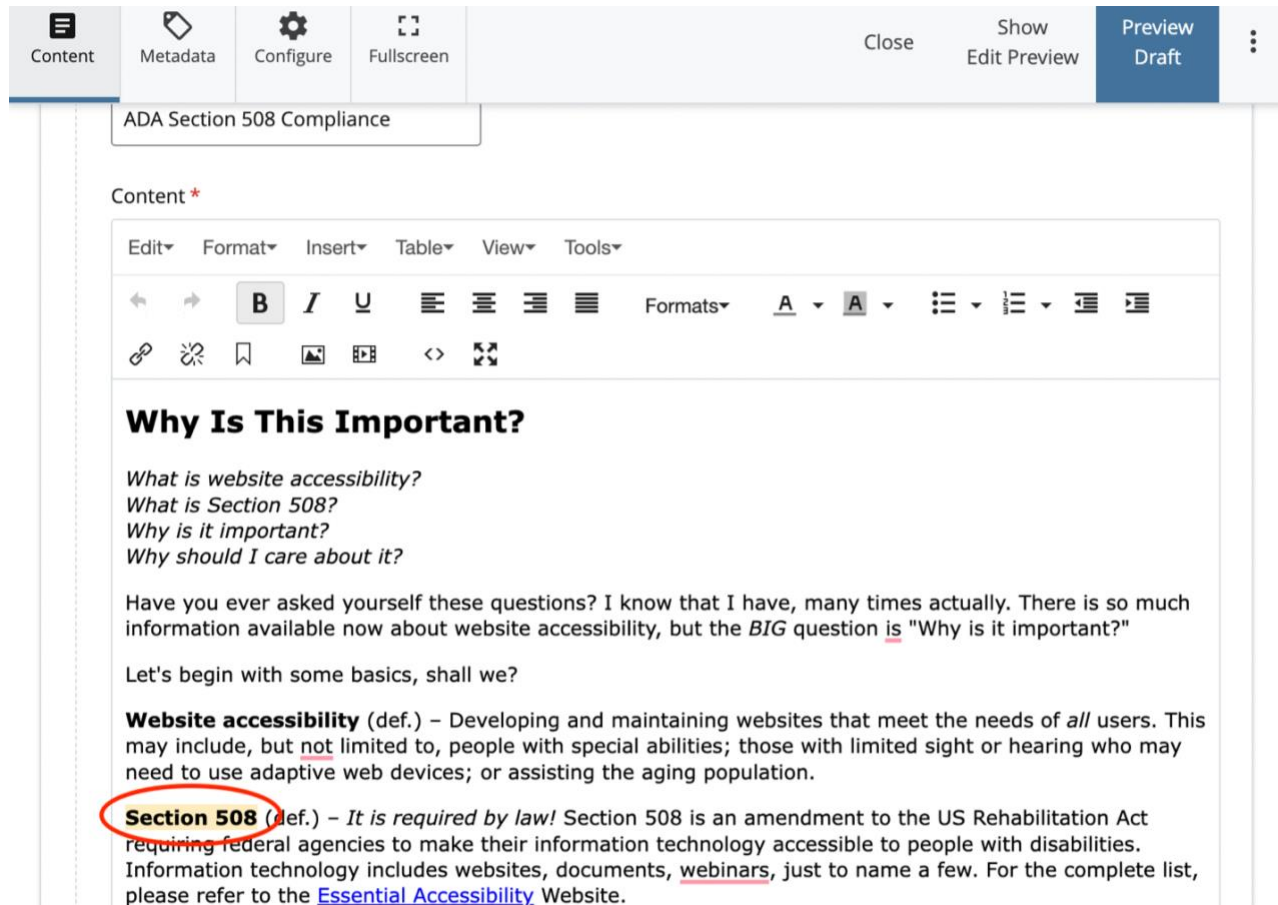


How to Add a PDF to Your Webpage

1. Make sure to click the “Edit” button at the top of your webpage to bring up the WYSIWYG editor.



2. Go to the section where you’d like to add the PDF. Make sure to highlight the text if are attaching it to text.



The screenshot shows the WYSIWYG editor interface. At the top, there are tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. On the right, there are buttons for 'Close', 'Show Edit Preview', and 'Preview Draft'. The main content area is titled 'ADA Section 508 Compliance' and contains the following text:

Why Is This Important?

*What is website accessibility?
 What is Section 508?
 Why is it important?
 Why should I care about it?*

Have you ever asked yourself these questions? I know that I have, many times actually. There is so much information available now about website accessibility, but the *BIG* question is "Why is it important?"

Let's begin with some basics, shall we?

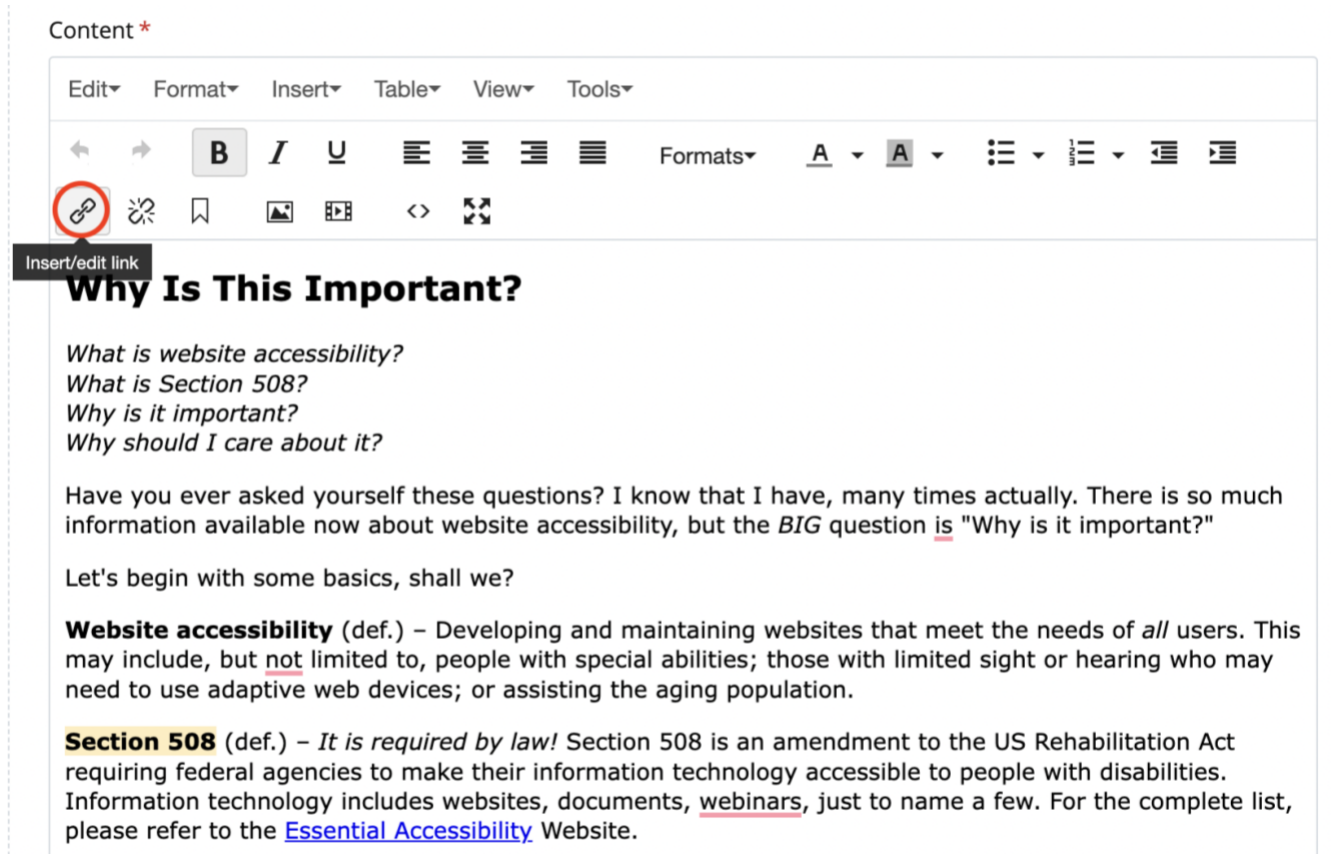
Website accessibility (def.) – Developing and maintaining websites that meet the needs of *all* users. This may include, but *not* limited to, people with special abilities; those with limited sight or hearing who may need to use adaptive web devices; or assisting the aging population.

Section 508 (def.) – *It is required by law!* Section 508 is an amendment to the US Rehabilitation Act requiring federal agencies to make their information technology accessible to people with disabilities. Information technology includes websites, documents, webinars, just to name a few. For the complete list, please refer to the [Essential Accessibility](#) Website.

Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.

- Now, you'll go to the top navigation of WYSIWYG editor, and click on the "Insert/edit Link" button on the left.

Content *



Why Is This Important?

What is website accessibility?
What is Section 508?
Why is it important?
Why should I care about it?

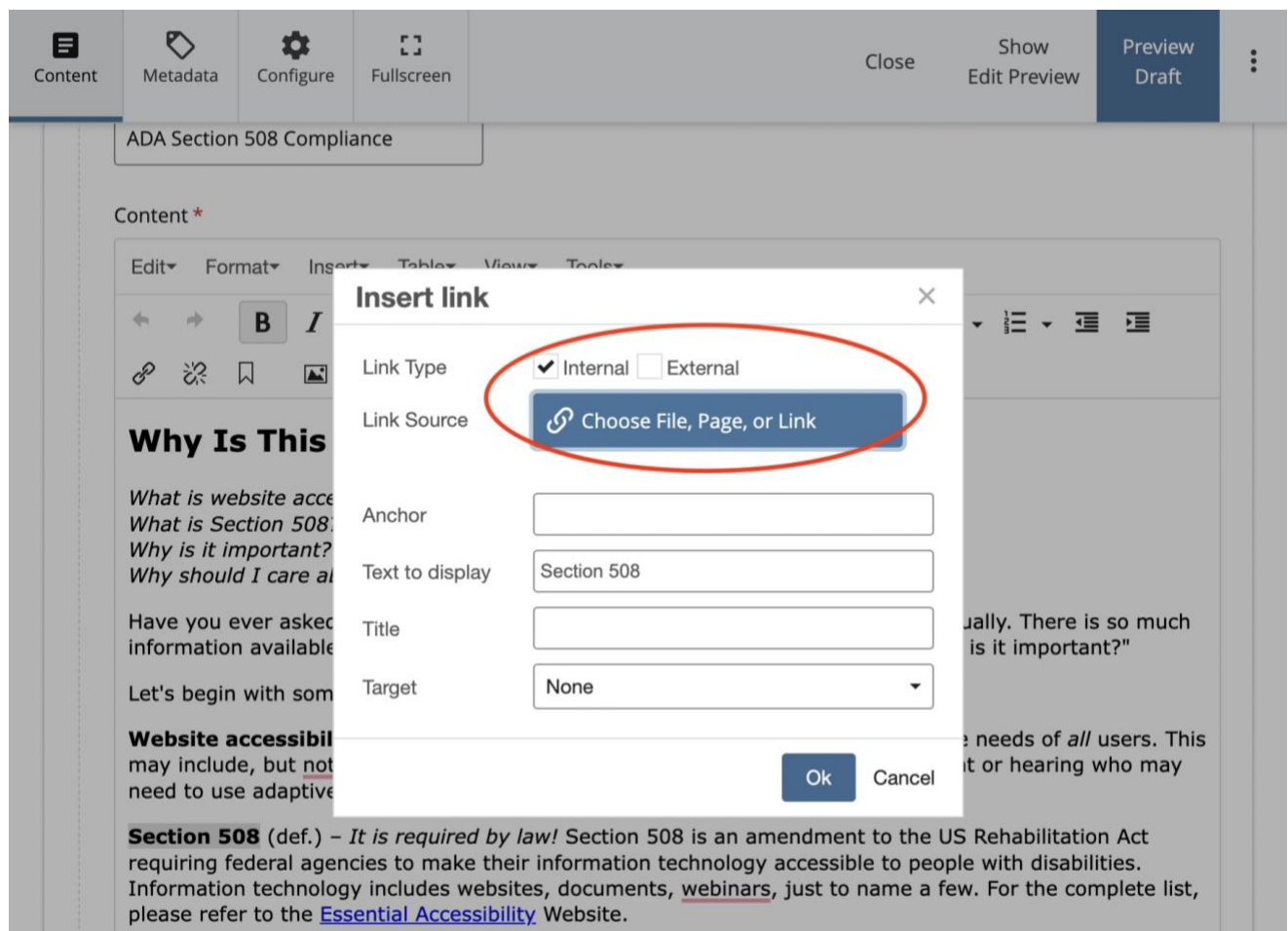
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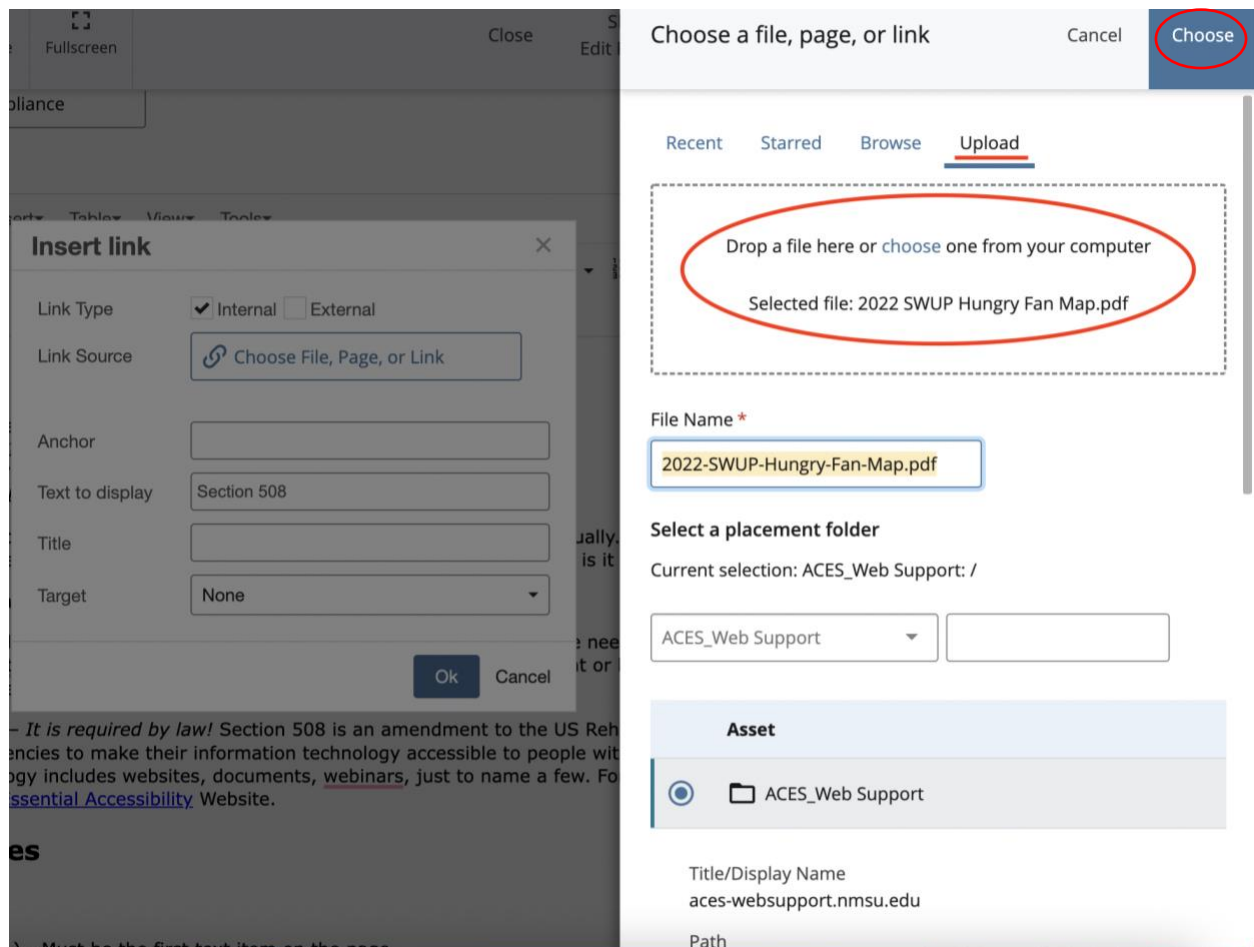
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4. A new feature will pop-up, where you will get an option to add an “internal” or “external” link. The “external” link option will allow you to add a link to another site by entering the full URL. The “internal” link will allow you to link to another page within your website (such as the index/homepage) or a PDF file.
 - a. To add a PDF file, click on the “Link Source” button.

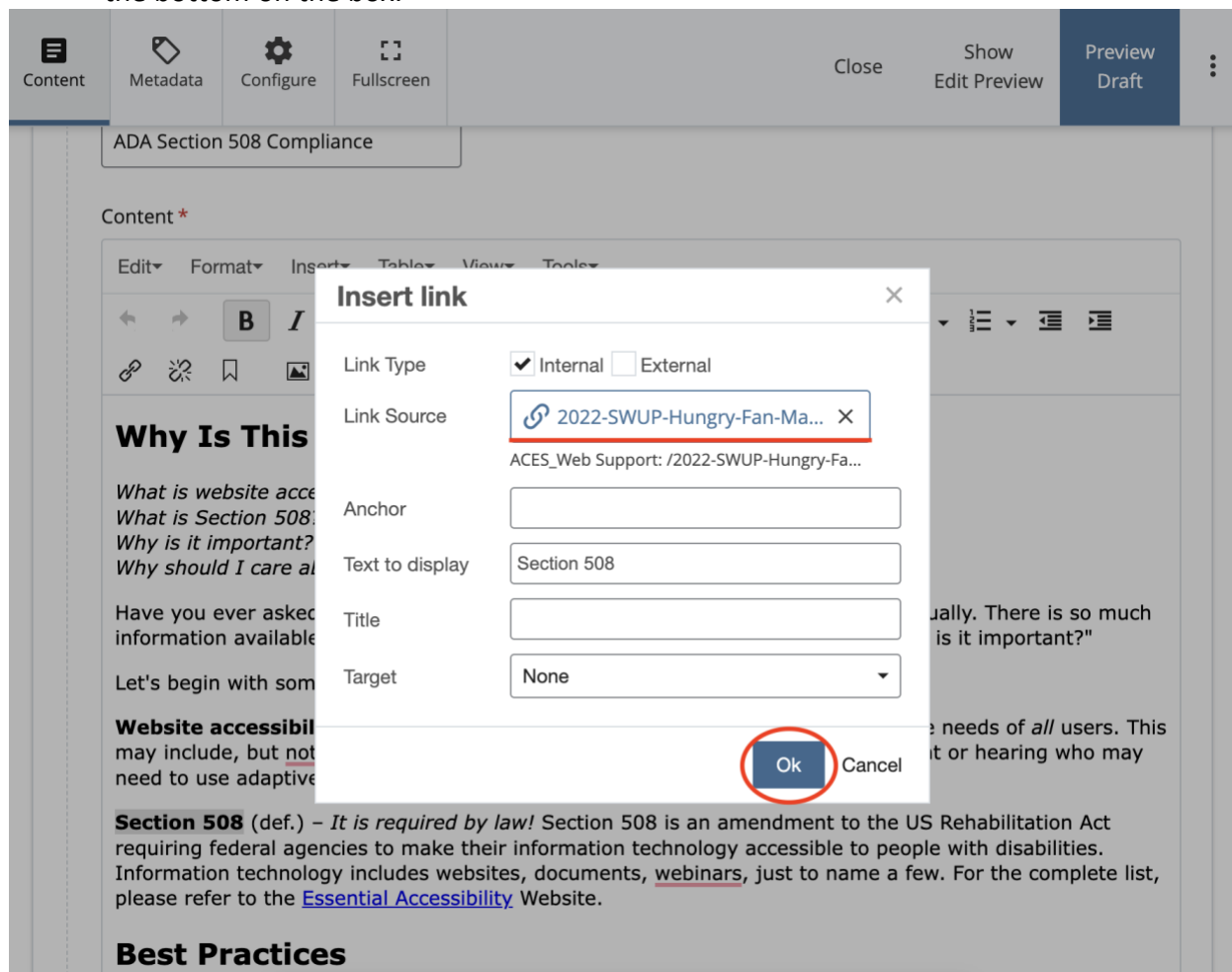


5. This will allow you the option to upload a new PDF file. Make sure that you approve the name of the file and choose the placement folder. Remember, it is recommended that you place all images and PDF files in the “Documents” folder in your CMS.
 - a. Once you complete these tasks, make sure to click “Choose” on the top right.

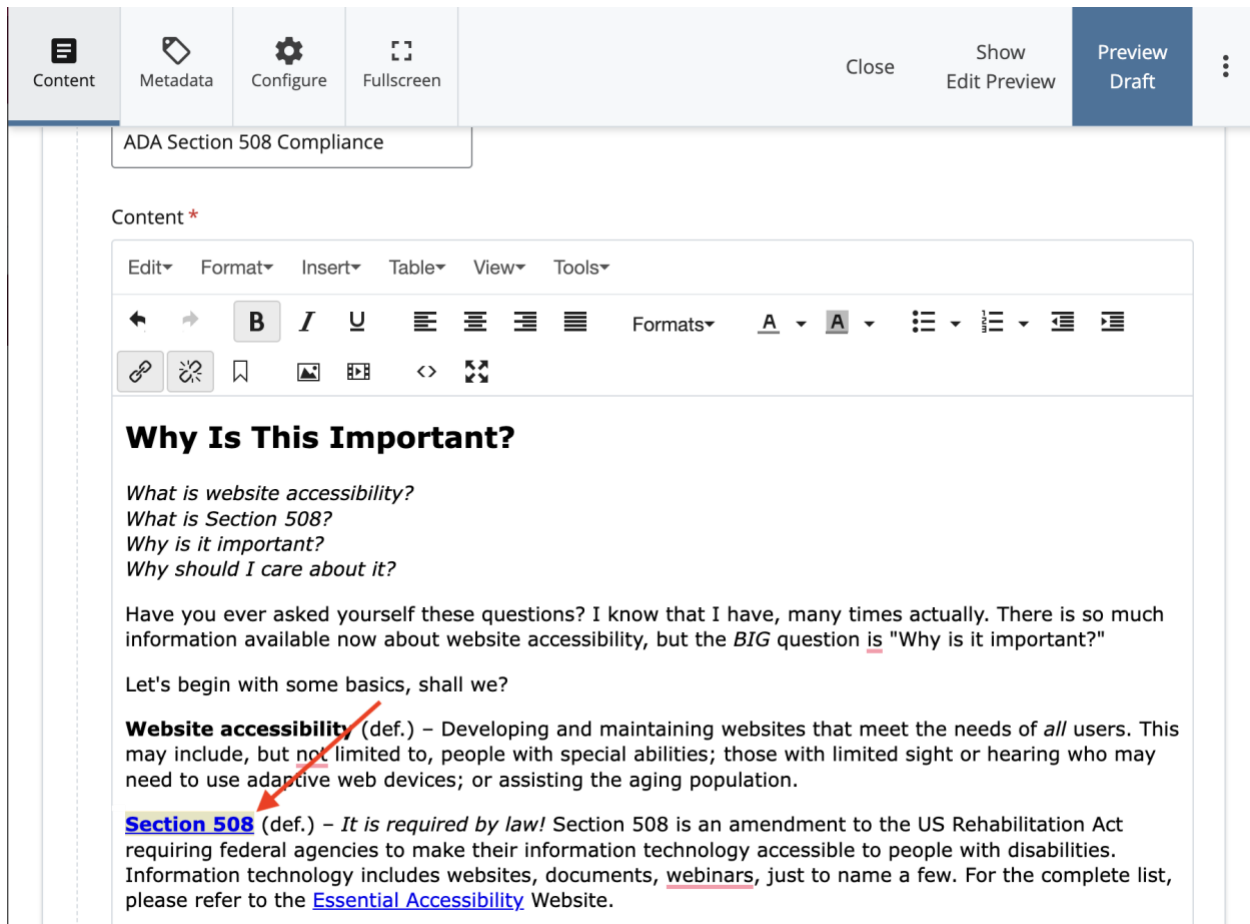


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- Now, you should be brought back to this pop-up screen. Make sure to click the “Ok” at the bottom on the box.



7. Now, you should see the text you highlighted active. You can make changes to this link by going back into the "Insert/edit Link" option.
 - a. Make sure to "Submit" and "Publish" the page to make the page live for other people to view.



Content

Metadata

Configure

Fullscreen

Close

Show Edit Preview

Preview Draft

ADA Section 508 Compliance

Content *

Edit Format Insert Table View Tools

← → B I U [List Icons] Formats A A [List Icons]

[Link Icon] [Image Icon] [Table Icon] [Code Icon]

Why Is This Important?

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