

## Preparing your PDFs & how to add them to the Library

### IMPORTANT:

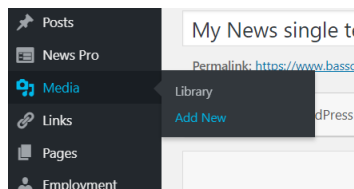
- All PDFs must be 'optimised' (compressed) before being uploaded to the Library. Go here: <https://smallpdf.com/compress-pdf> . After the file is compressed, rename it.
- All file names will be displayed so please rename your files (so that they are 'presentable') before uploading to the Library.

Not like this:

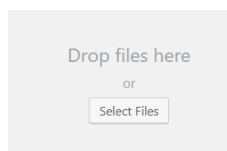
~~AR-ABC 2017-8 final-compressed.pdf~~

Like this:

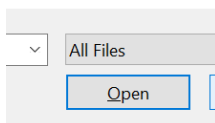
**ABC Annual Report 2017-18.pdf**



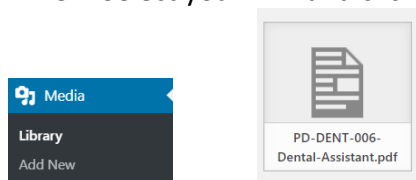
1. Media > Add New



2. Click on 'Select Files' button



3. Select your PDF and click on the 'Open' button



4. After your PDF has loaded, click on the 'Library' link to confirm your PDF is now in the Library and available to use.