

Below are step-by-step instructions for including links to documents in your CPR texts. These instructions can be used in combination with the other HTML guides to ensure that everything is formatted as it should be before the final submission of your text. But first, before you get started, a couple of important notes.

#### IMPORTANT NOTES:

Send questions to: [tscott@ucsd.edu](mailto:tscott@ucsd.edu)

A) Please make sure you use only the suggested method (via [www.zoho.com](http://www.zoho.com)) in order to upload your PDF documents in order to assure anonymity as well as facilitate troubleshooting of any problems that arise.

B) Included below the instructions for uploading the document is a guide for saving or converting your document to a PDF if you are not already familiar with the process.

And now, on to the fun part!

Steps:

- 1) Navigate to the following site: [www.viewer.zoho.com](http://www.viewer.zoho.com)
- 2) The "View" tab should be selected by default and you will see a prompt to select a file from your computer. Click on the choose file button.
- 3) Navigate to where the PDF you wish to upload is stored on your local hard drive and select it.
- 4) **MAKE SURE YOU CHECK THE "Publish This Document" BOX!** You will also need to select the amount of time before the file is deleted. We recommend that you choose **AT LEAST 1 month**.
- 5) Click on the "View" button. Your document will be uploaded and you will be taken to a screen where you can view the document you just uploaded.
- 6) At this point, you have two options for getting the link to your document. You can either copy and paste the link directly from the address bar, or you can click on the "Share" link at the top of the page and then copy and paste the link from the first line of the share box that shows up.
- 7) Paste the link into your CPR text and then preview the text. Make sure to click on the link to make sure that it redirects to your document correctly.
- 8) You are done!

If you need to convert your document to a PDF (which we are recommending for uniformity) then just follow the directions below:

- 1) Navigate to the following site: [www.viewer.zoho.com](http://www.viewer.zoho.com)
- 2) The "View" tab should be selected by default. Next to it, you will see a "Convert" tab. Click on this tab and you will be taken to the conversion page.
- 3) You will see a prompt to select a file from your computer. Click on the choose file button.
- 4) Navigate to where the file you wish to convert is stored on your local hard drive and select it.
- 5) Select PDF as the output format from the drop-down selector. And click the "Convert" button.
- 6) Save the file on your local hard drive.
- 7) Use the steps above to upload and share your PDF!