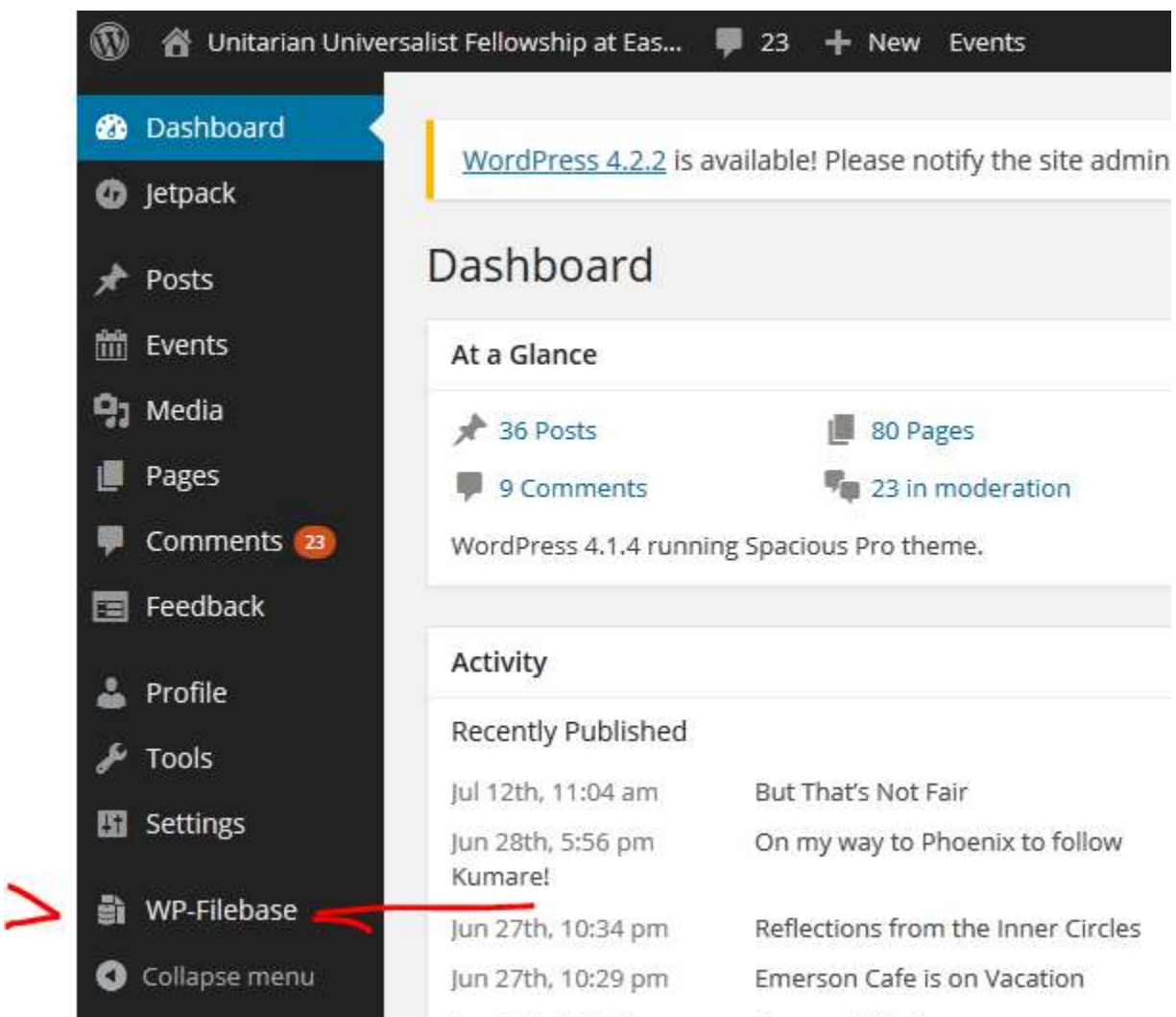


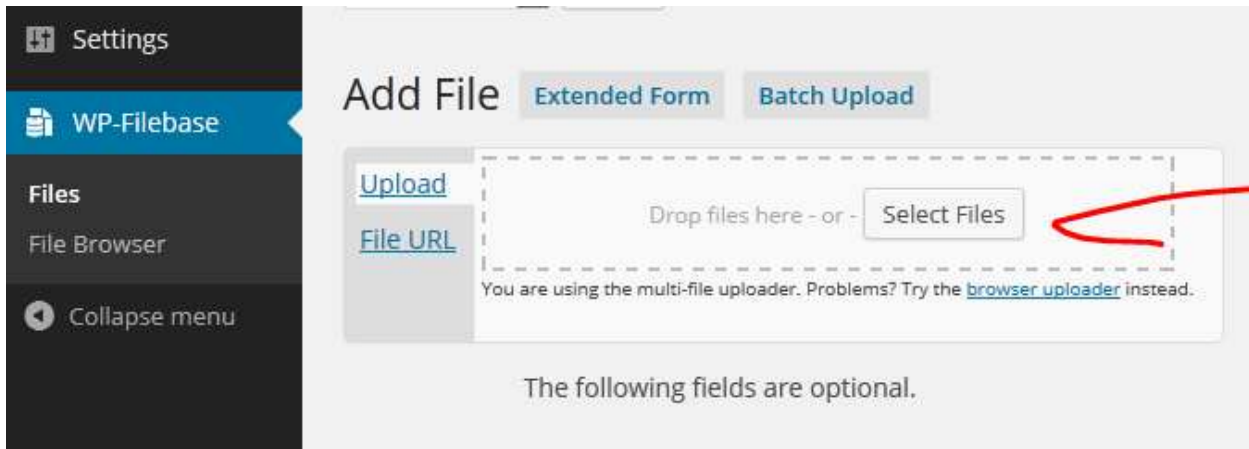
How to Add Word, Excel, PDF, and Other Documents to the UUFE Web File Archives

For more information or help, contact the Communications Team, web@uufeaston.org.

1. Log in to the UUFE web site. (If you're not a Page Author, contact the Communications Team to request a username and password.)
2. When logged in, your Dashboard appears. Click **Filebase**.



3. Click **Select Files** and browse your computer to find the files.



4. Choose the Category for your file (usually your committee name). Add optional (recommended) Author, Description, and Tags for searching. Then click Add File.

