**Sample Document**

This is a sample Press Release/Newsletter uploaded as a .PDF file. Since many Press Releases and Newsletters are sent out this way, we wanted to allow offices the ability to upload Adobe Reader (.PDF) and Microsoft Word (.DOC and .DOCX) files onto their Umbraco sites.

The way to do so is by going into the Umbraco BackOffice for your site ([**https://yoursitename.cms.legis.wisconsin.gov/umbraco/**](https://yoursitename.cms.legis.wisconsin.gov/umbraco/)**)**, navigating to the **Media** tab on the left-side of the screen, and clicking on **Documents**. At this point, you can either simply click the **Click to upload** button and select the file from your computer or network drive, or simply drag-and-drop the file from your computer to the **Click to upload** button.

After the file is uploaded to the Documents section, you can click on the **Content** tab on the left-side of the screen, click the little arrow next to **Press Releases** or **Newsletters**, then click the 3-dots (**. . .**) button on the right of the selection, and then click on **Press Release Document** or **Newsletter Document** respectively. This starts the process of creating a new entry under the respective section.

The options are self-explanatory, but to ensure you select your new document that you’ve uploaded, look to the **File Upload** section and click the **+ Add** button. You’ll find that the only section you can select anything from is under **Documents**. Select the document you want to add, then click the **Select** button in the lower-right. Once you’ve finished with the rest of the details, click **Save and publish** to add it to your **Press Releases** or **Newsletters** sections of the website. If you’ve got the respective widgets added to your site, you’ll see them appear under the widgets as well.

If you have any questions, contact LTSB Technical Services Unit for assistance: (608) 267-9528.