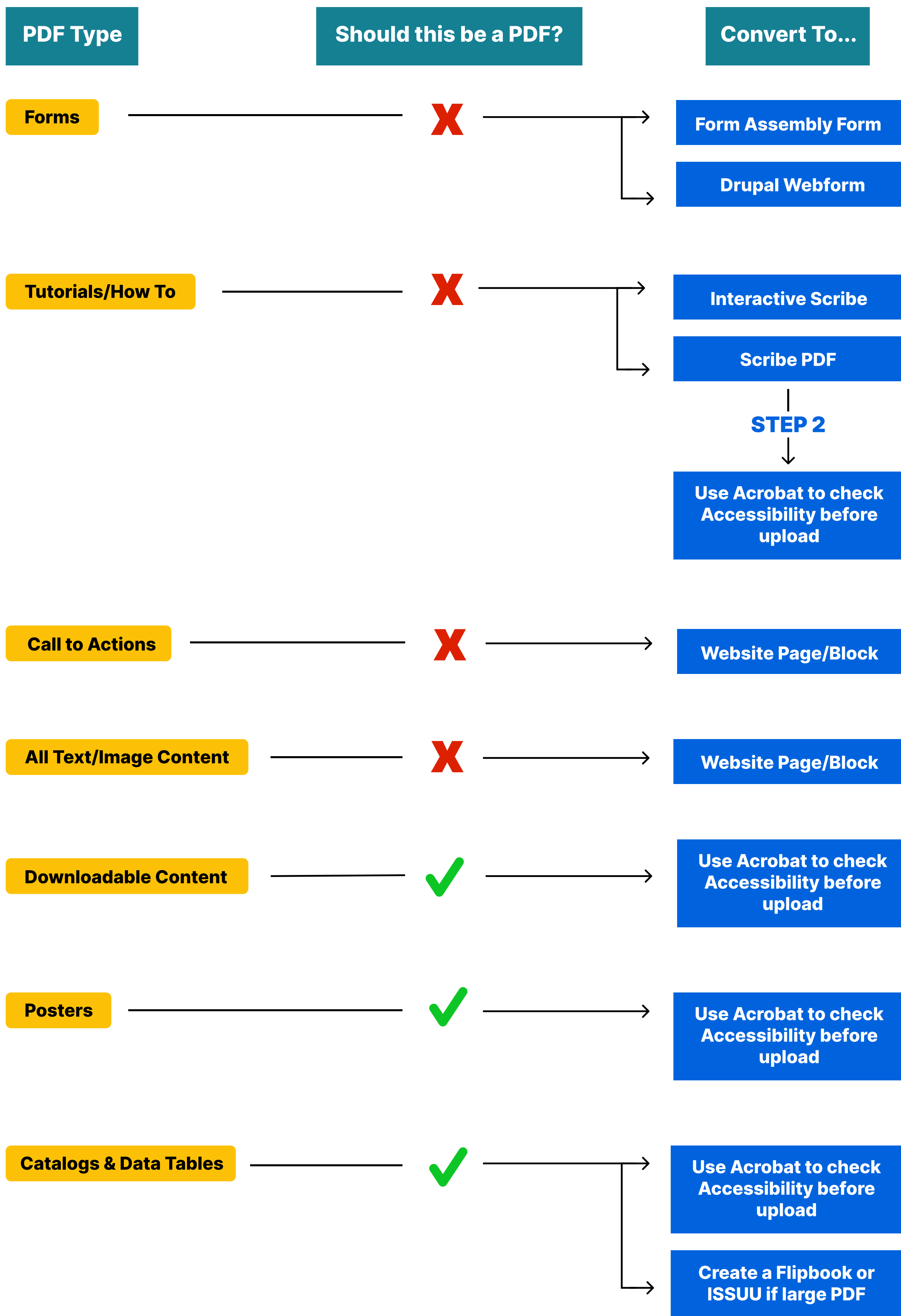


PDF Upload Guidelines

Managing PDF inventory and maintaining site accessibility through PDF organization.



Contact the HelpDesk for assistance with PDF conversions

Managing PDF Inventory

- ★ While logged in, Go to **Content > Files >** and search **"PDF"** to find complete list of PDFs in site storage.
- ★ PDFs listed as **filename_0, filename_1, etc,** are **duplicates**. Double check which version you would like to save and **delete all duplicates**.
- ★ Go to **Content > Files >** and **Search "pdf"** to find if the PDF already exists on the site before uploading. If it does and it is an old version, **click "Edit" and use "Replace" to replace the old version** to avoid multiple versions on site storage.
- ★ **Delete all PDFs that are no longer in use.**
- ★ **If the PDF can be converted, please use the above guideline to make those conversions and then delete the PDF. Please contact HelpDesk for any assistance in creating a form, Scribe, webpage, or using the Accessibility Checker.**