**Adding PDFs to Wordpress**

1. Login to the Wordpress of the site the PDF needs to be added to
2. Select the **Media** tab located in the left-hand menu
3. Select **Add new** in the sub menu
4. Select the **Select files** button located in the center of the screen
5. Navigate to the location you saved the original
6. Select the file
7. Click open
8. The file will immediately begin uploading
9. You’re done.