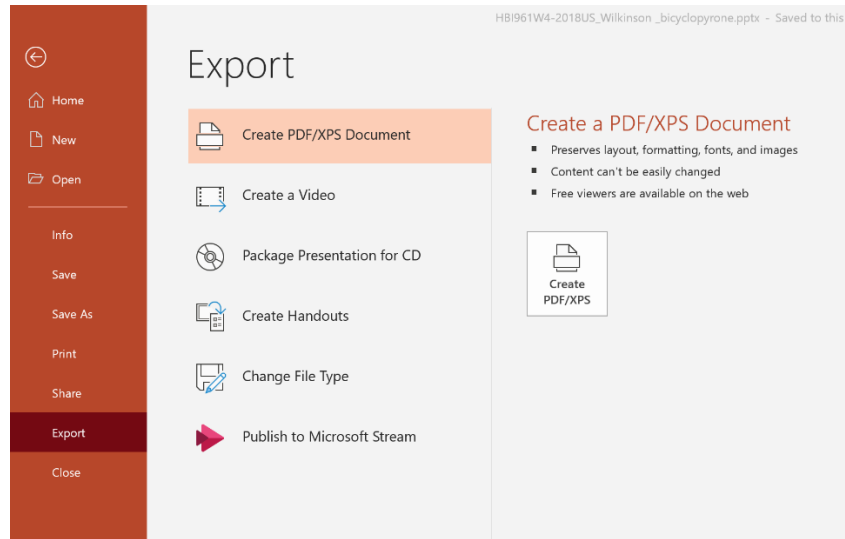# Publishing Content to CPFD Resource Center

1. **Convert Powerpoint (.pptx) or Word (.docx) file to .pdf**
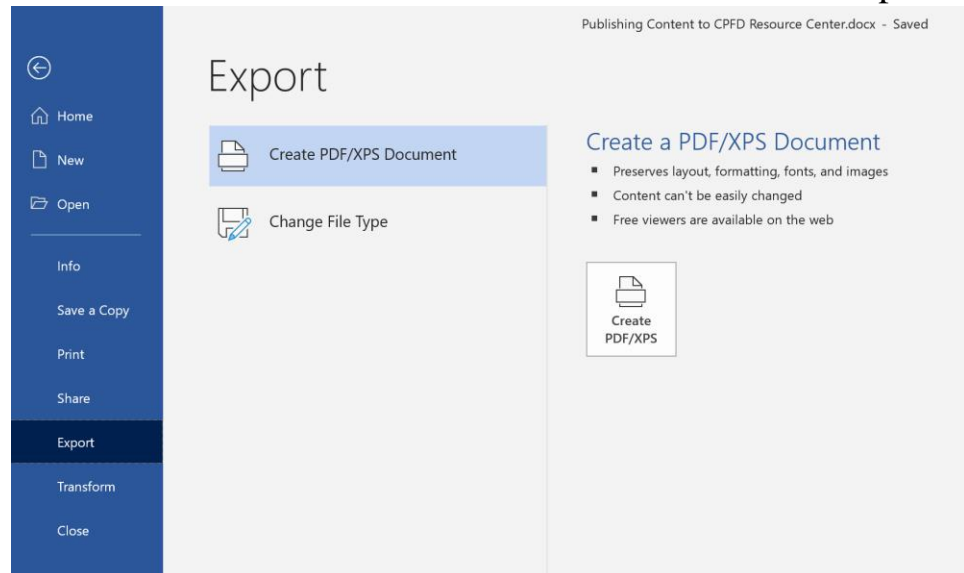   a. **.pptx to .pdf**
      i. Open the file you would like to upload in Powerpoint.
      ii. Navigate to the '**File**' tab, and select '**Export**'
      iii. Select '**Create PDF/XPS Document**' and '**Publish**' the .pdf

   b. **.docx to .pdf**
      i. Open the file you would like to upload in Microsoft Word.
      ii. Navigate to the '**File**' tab, and select '**Export**'
      iii. Select '**Create PDF/XPS Document**' and '**Publish**' the .pdf

2. **Upload Methodology file to the CPFD Resource Center**
    a. Go to: http://172.20.57.135:88/
    b. Under the '**Admin**' tab select '**Tags.**' Tags are used to categorize the content on the Methodology page. If your upload fits one of the tags, you can continue to next step. If not select '**Add New Tag**' type the title of the new tag and click submit. The tag will now be available to select on the Methodology upload page.
    c. Under the '**Admin**' tab select '**Methodology.**' On this page, click the yellow '**Add New File**' button. Type the title, choose the file, and select any relevant tags for the file. A file can be associated with multiple tags, which will make it appear in each tag's content section of the '**Methodology**' page.
    d. Hit '**Upload.**' The file is now accessible on the main '**Methodology**' page.