## **Documents**



## **STEP ONE:**

The 'Documents' page can be edited by clicking the red button labelled 'Add a Document'. Much like the 'Photos' page, this will bring up a menu allowing you to choose the document you wish to add from your computer. Please note that all documents must be in .pdf format. For documents that need to be scanned before being uploaded, 400dpi is preferable.



## **STEP TWO:**

The document you have uploaded will appear on screen (circled in red). You will then need to give your document an appropriate name. This is the name that will appear on the profile and not the name of the document you have uploaded (e.g. the document may be called 'diary.pdf' but an appropriate name may be 'Ronald George Williams Diary Entries'). Click the red button labelled 'Save' to complete your work.