How to create a PDF

Use Word to create and layout your document

Click File > Print

In the list of printers select Microsoft PDF

Print

Name and Save the file

How to upload a PDF to JADU

Publishing > Downloads

Click New Download

Give the download a unique title

Assign a category

Write a small description

Click save

Click Actions and choose Upload File

Give the file a unique title

Click browse and find the file on your PC