

# Documents

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There may be times when you want to have a document on the website that you can link to from webpages or other materials. Though it is common to use documents in your everyday work, it is important to be conservative about your use of documents on the website. Most information is better published in the format of web content, rather than external documents such as **.PDF**, **.DOC**, or **.XLS** files.

In certain instances, however, uploading a document to the website may be advantageous for the nuances within your workflow or the intended usage for end users. Once you have identified a clear and specific need for a document on your page, you are ready to learn how to upload a document and update it for changes.

icon for best view.

## How to Upload a New Document

### 1. Identify the Need for a Document

Given the known disadvantages of documents on websites, it is worth pausing to ensure that you can justify your need to host a document online. Consider this opportunity to reimagine an old process: make your static document's content more effective by transferring it into a webpage format that can successfully engage your digital-first audience.

For multiple reasons, it is typically best to convert the information from an old document into nicely designed content on a webpage (or multiple webpages) to use moving forward. Reimagining information as web content enhances the following aspects of user experience, as compared to storing it in a document:

- *usability*: web content is more natural to consume on a screen than documents
- *searchability*: web content is easier to parse with search tools (i.e., Google) than documents
- *navigation*: web content offers more robust navigation menus and links than documents
- *accessibility*: web content adapts to tools that help people with disabilities more than documents
- *responsiveness*: web content displays information on different screen sizes better than documents

Though there are many points in favor of web content over documents, there are a few instances when a document is advantageous. If the information in your document meets *one or more* of the following criteria, it may be justifiable to keep in its document format:

1. The information is intended to be *downloaded and printed* in a specific format by the end user (e.g., formal documents such as CVs, or contracts such as those that require signatures by hand).
2. The information is designed to be *downloaded and edited/interacted with* by the end user (e.g., presentation slides, fillable spreadsheets and text documents, or visual assets).
3. The information is *frequently updated in its original document format*, and it would not be realistic to

manually convert into a webpage on a regular basis (e.g., course syllabi or academic planning files).

4. The information is *exceptionally long*, and it would require too much upfront time to manually convert into a webpage, although this could be a good future project (e.g., handbooks, manuals, or brochures).

PRO TIP: Calendars, charts, or applications that currently exist in the format of a document are usually best provided as web content. Consider the [Snippets](#) for **Data Table** or **Columns** to reimagine a calendar or chart, or request an online form via [Web Support](#) to replace a PDF application.

## 2. Add the Document

If your need for a document meets the necessary criteria to proceed, the next step is to upload the document to the CalLutheran.edu website.

While you are [Editing a Page](#), click the

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