**Send Document via Linda Attoe’s Website**

1. Go to “Contact Me” section of website (upper right). Click once.
2. Choose document to download. Click once
3. Go to the “Download” icon of your computer. (On a Mac this is a down arrow in a circle and it’s located beside the search bar/box.) Click on the icon which will bring up the download list. Double click on the download.
4. Complete the form. Go to “File” and click on “Save”.  Identify the area of your computer where you wish to save this file (otherwise it will be saved to “Downloads” and will replace the original download).This form will then be saved to your computer in the area of your choice.
5. Return to my website and the “Contact Me” section. Click on the paper clip to attach a document.
6. You will be asked to choose a file to upload. On the current page of your computer, go into the search box to find where you stored your document. If the area is not listed there, take your cursor to the left and click on of the choices there (Dropbox, Recents, Documents, Downloads, etc., on a Mac)
7. Find the document you wish to upload, click once to highlight, click on lower right “Upload”.
8. The file will appear on my website as an upload. You can repeat this for any documents you wish to send me. Put your cursor in the email box, click once,  then click on my email address. Then click “Send”.
9. This process is similar if using your phone or another device.