

How to Upload Your Annotated Bibliography and Summary Statement Form to Your Web Site

Chicago Metro History Fair web site participants must upload their Summary Statement Form (SSF) and Annotated Bibliography (Bib) to their web site. The files should be uploaded to your web site under a separate tab called “References” on your navigational menu. The documents should be saved as PDF files to avoid viewing problems.

Step One: If you do not already have the software to convert a document to a PDF, you can download a free converter at <http://www.cutepdf.com/>

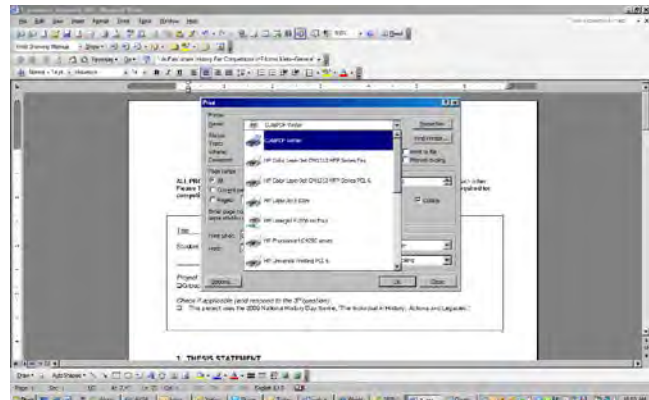
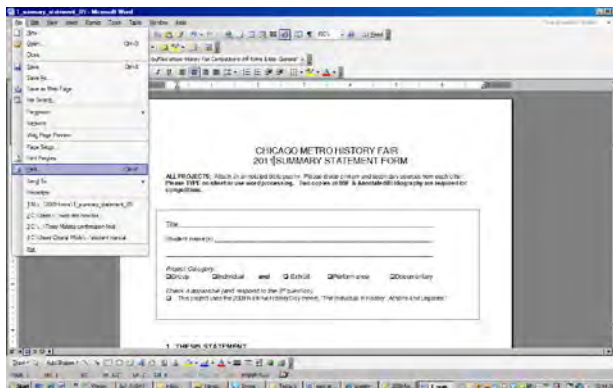


Step Two: Complete your Summary Statement Form and Annotated Bibliography and save them. The Summary Statement Form is available as a Word file at: <http://www.chicagohistoryfair.org/history-fair/summary-statement-forms.html>

Step Three: When you have finished your SSF and Bib, convert the open document to PDF:

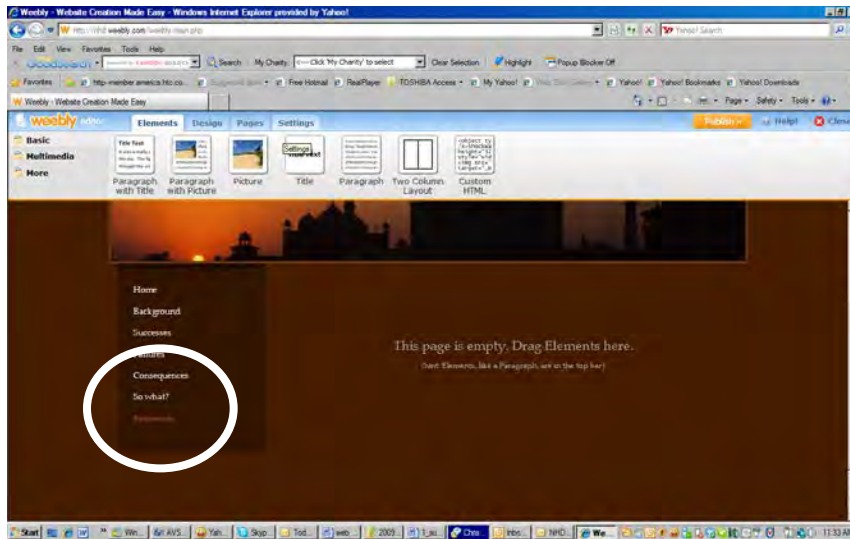
Select “Print” =>

Choose “Cute PDF Writer” =>

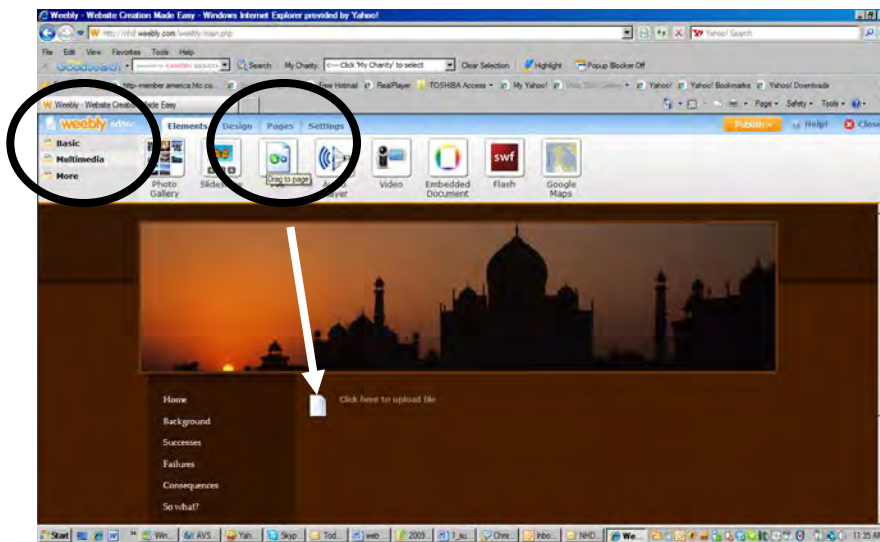


Save the file as a PDF.

Step Four: Add a page to your navigational menu called "References."



Step Five: Click on multimedia; add file; drag to the page.



Step Six: Upload the file(s) and you are DONE!