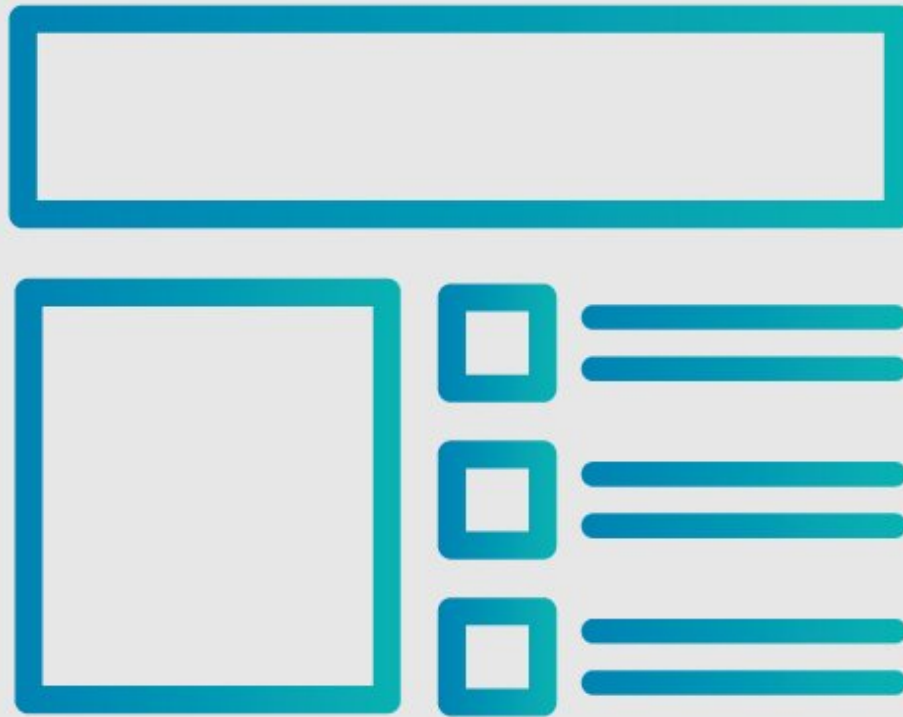# DOZUKI

How to Upload a PDF and Link to It

This guide demonstrates how to upload a PDF document and link to it from within the steps of a guide or any other page on your site.
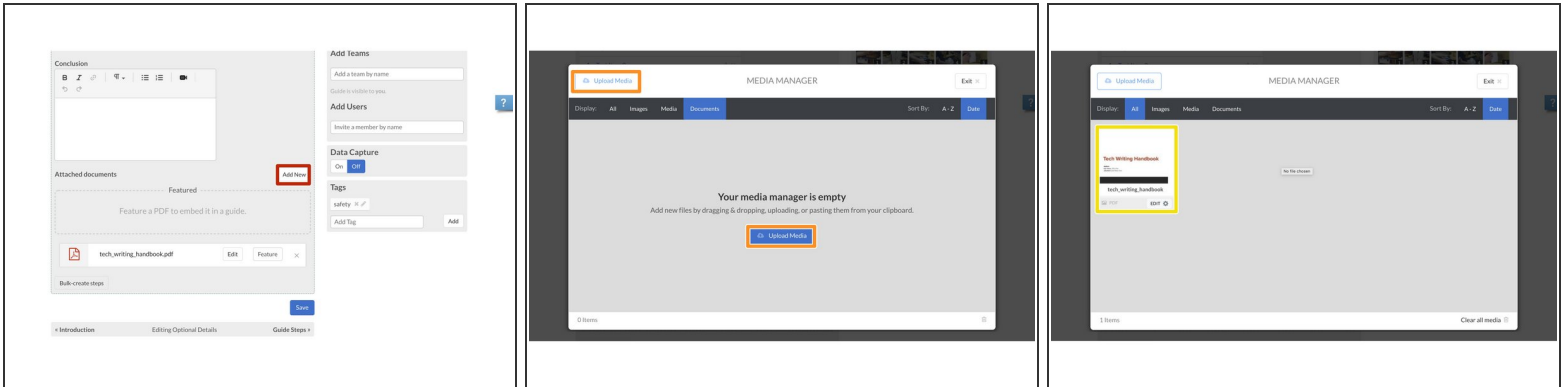
Written By: Dozuki System

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INTRODUCTION

This guide demonstrates how to upload a PDF document and link to it from within the steps of a guide or any other page on your site.

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Step 1 — Upload Documents

- Open a guide and find the **Attached Documents** section at the bottom of the **Details** tab.

- Click **Add New**.

- The Media Manager will open. Click on the **Upload Media** button to select your document from your device.

- Once your document is uploaded, **click on the document** to add it to your guide.
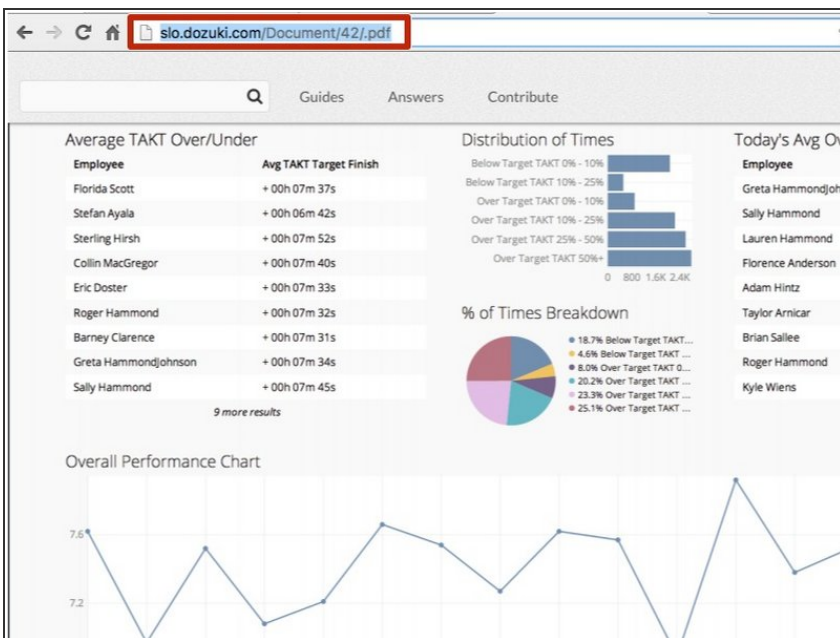
Step 2
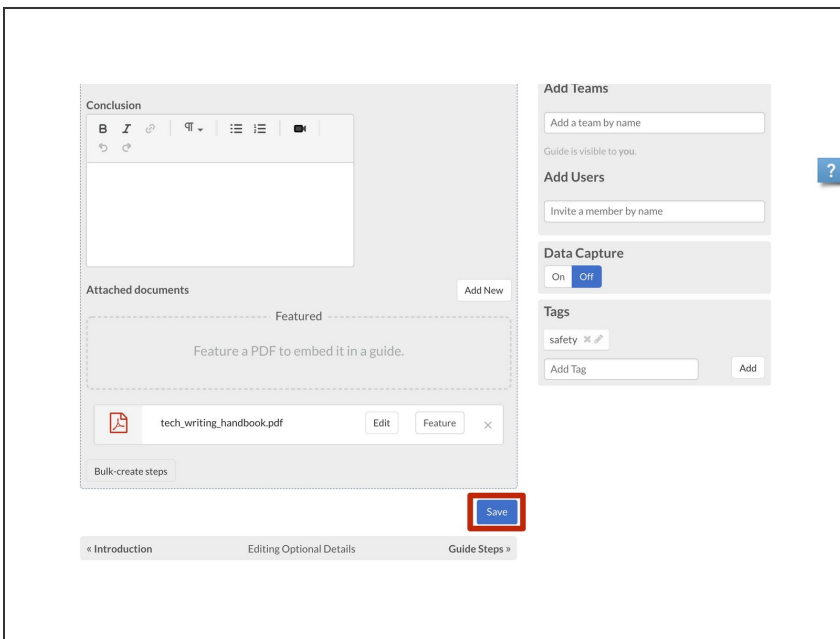
- Click **Save** to finalize the addition of the document to your guide.

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Step 3 — View Attached Document
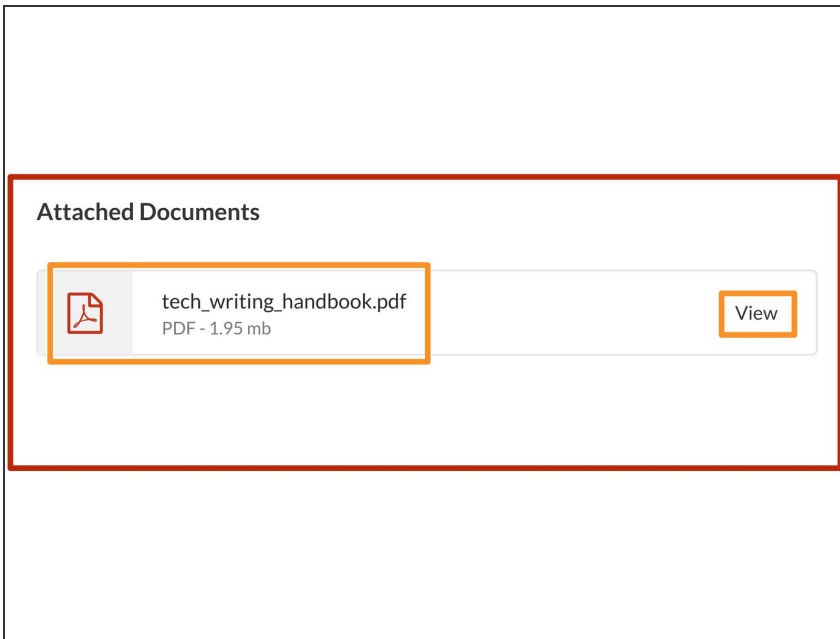
- In the new guide layout, attached files are at the bottom of the guide page, in the **Attached Documents** section.
  - To open the PDF, click on the PDF link or click **View**.

Step 4 — Copy PDF URL

- Once the PDF is open, you can copy the URL for the PDF.
  - ⓘ This is the URL that you can use to link to this document from anywhere on your site. To add a link to your PDF within a guide or on another page of your site, view the How to Create a Link Guide.

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