How to Attach a PDF Documents to a Guide

This guide demonstrates how to attach PDF documents to your guide page.

Written By: Dozuki System

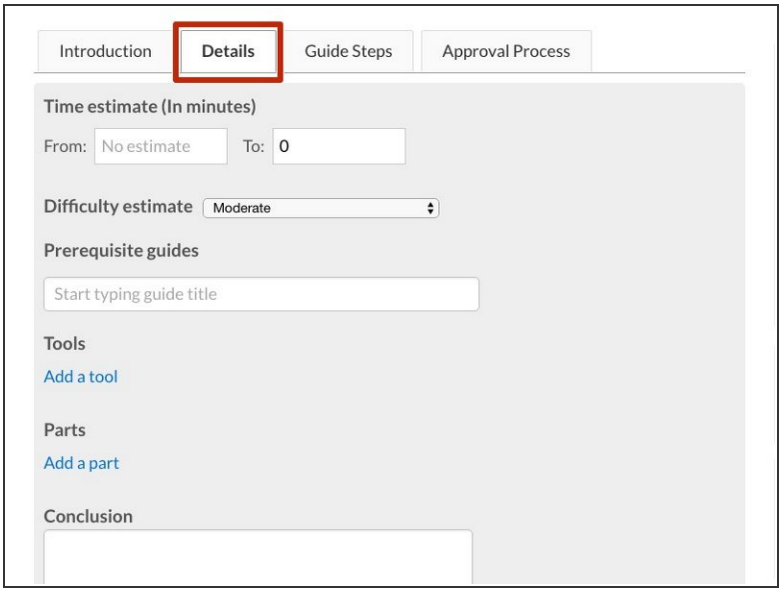


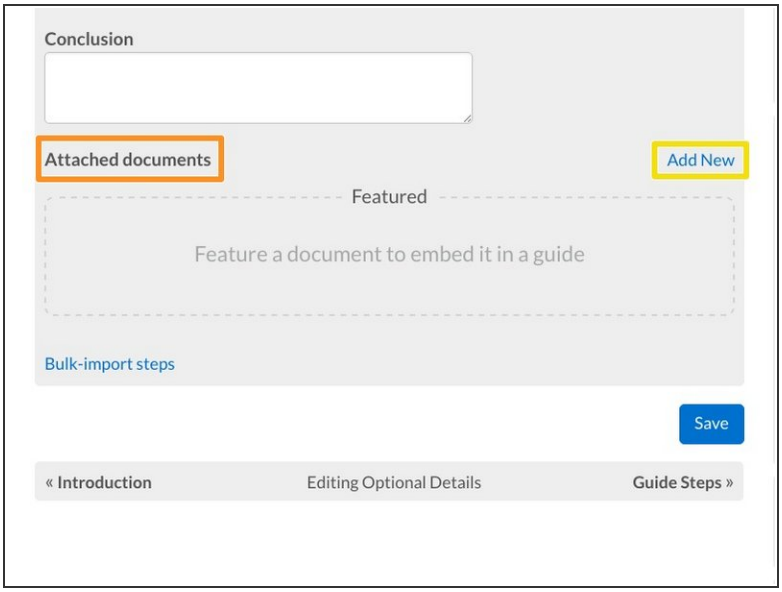
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INTRODUCTION

This guide demonstrates how to attach PDF documents to your guide page.

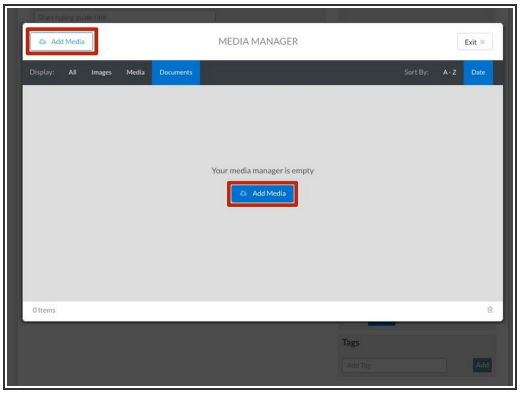
Step 1 — Edit the Guide Details

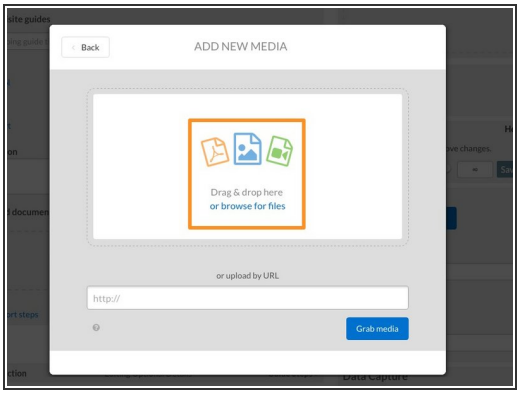


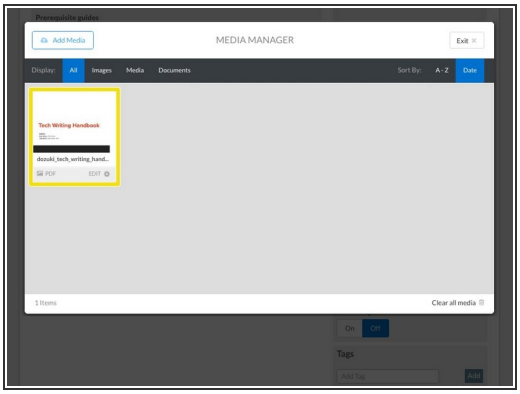


- Click on the **Details** tab to edit the guide.
- Scroll down to the bottom of the **Details** tab page to the **Attached Documents** section on the left, beneath the **Conclusion** field.
- Click on the **Add New** button on the right-side of the page, beneath the **Conclusion** field.

Step 2 — Upload a PDF Document



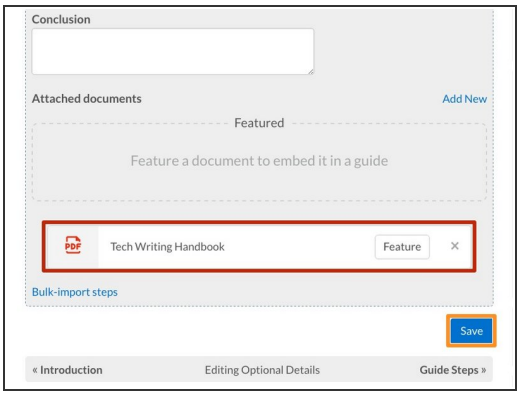


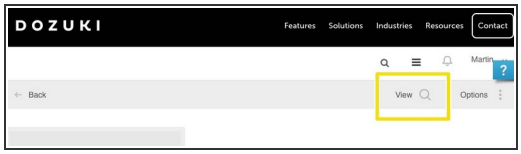


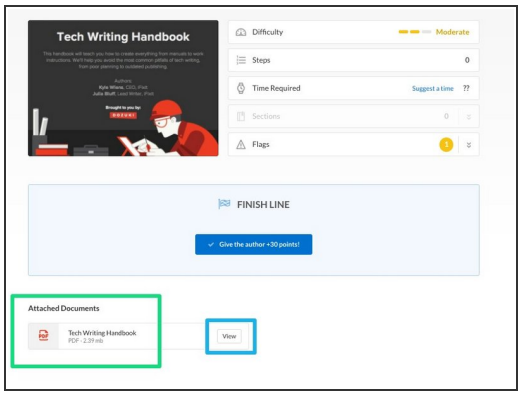
- The **Media Manager** will launch. Click on the **Add Media** button, in the upper-left corner of the page or in the center of the page.
- **Drag & drop** the PDF into the drag/drop field, or click on the **browse for files** link to add the PDF from a file.
- When the PDF loads, it will appear in the **Media Manager**. Click on the PDF to add the document to the guide page.

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Step 3 — Save and View the Attached Document







- To confirm that the PDF is attached, view it in the **Attached Documents** section at the bottom of the Details page.
- To save the changes, click **Save** in the bottom-right of the page.
- To view the attached document, click on the **View** button in the top-right of the site header.
- Scroll to the bottom of the guide. Beneath the **FINISH LINE**, the PDF will be listed under **Attached Documents**.
- Click on the **View** button to open the PDF as a final verification.