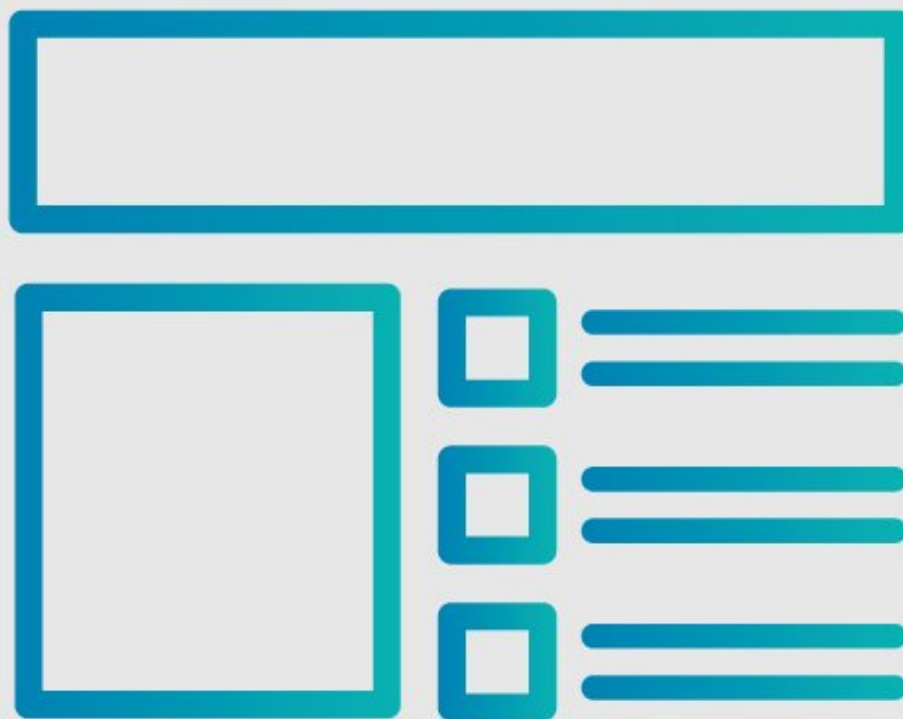




# How to Feature a PDF on a Guide

This guide demonstrates how to feature a PDF document at the beginning of a guide page.

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## INTRODUCTION

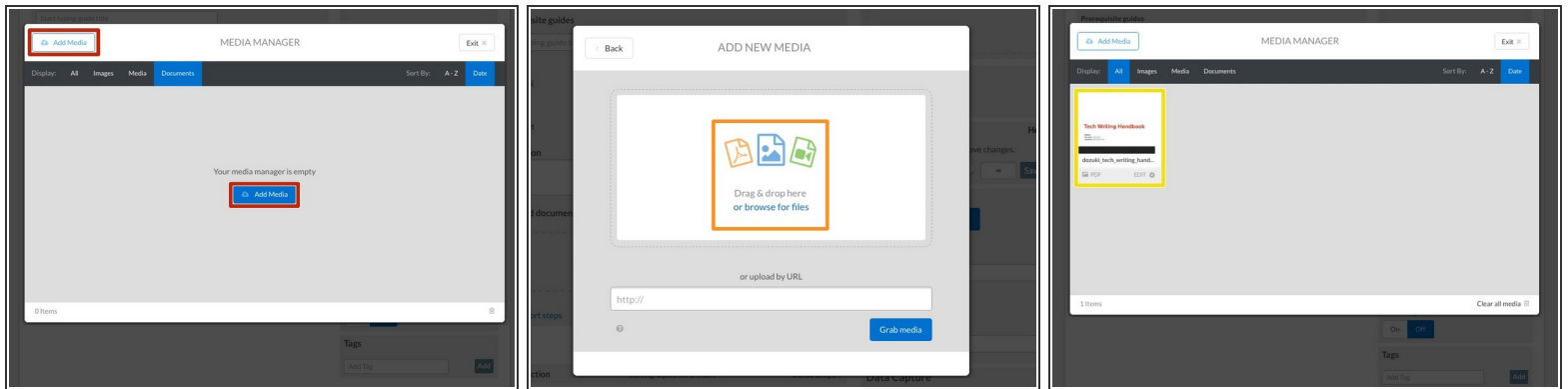
This guide demonstrates how to feature a PDF document at the beginning of a guide page.

## Step 1 — Edit the Guide Details

The screenshot displays the 'Edit the Guide Details' interface. The left panel shows the 'Details' tab selected, with fields for Time estimate, Difficulty estimate, Prerequisite guides, Tools, Parts, and Conclusion. The right panel shows the 'Attached documents' section with an 'Add New' button and a 'Featured' document area. A 'Save' button is at the bottom right.

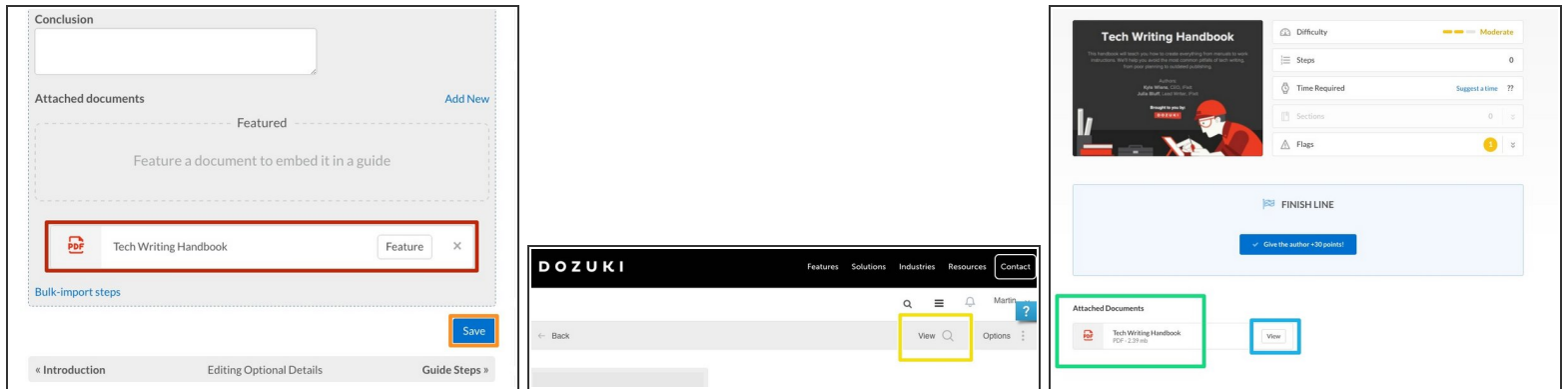
- Click on the **Details** tab to edit the guide.
- Scroll down to the bottom of the **Details** tab page to the **Attached Documents** section on the left, beneath the **Conclusion** field.
- Click on the **Add New** button on the right-side of the page, beneath the **Conclusion** field.

## Step 2 — Upload a PDF Document



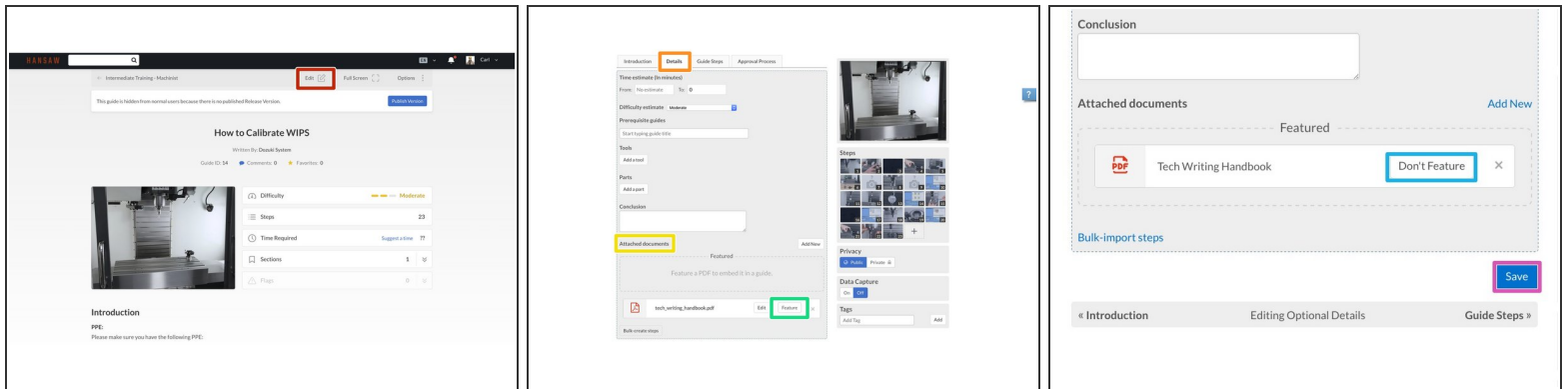
- The **Media Manager** will launch. Click on the **Add Media** button, in the upper-left corner of the page or in the center of the page.
- **Drag & drop** the PDF into the drag/drop field, or click on the **browse for files** link to add the PDF from a file.
- When the PDF loads, it will appear in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

## Step 3 — Save and View the Attached Document



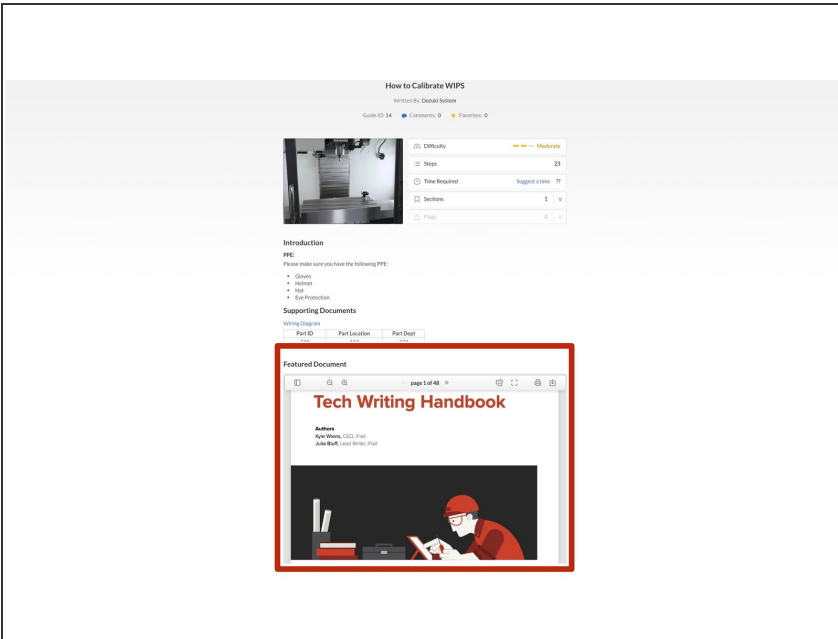
- To confirm that the PDF is attached, view it in the **Attached Documents** section at the bottom of the Details page.
- To save the changes, click **Save** in the bottom-right of the page.
- To view the attached document, click on the **View** button in the top-right of the site header.
- Scroll to 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.

## Step 4 — Feature the PDF Document



- Open the guide with the PDF to be featured.
- Click on the **Edit** button in the top-right of the page, just beneath the site header.
- Click on the **Details** tab at the top of the page.
- Scroll down to the **Attached Documents** section.
- Click on the **Feature** button on the listed PDF.
  - To remove an existing **Featured PDF**, click on the **Don't Feature** button on the PDF listed in the **Featured** section.
- Click **Save** to save the changes.

## Step 5



- **View the Featured PDF** on your guide page, just below the guide introduction.