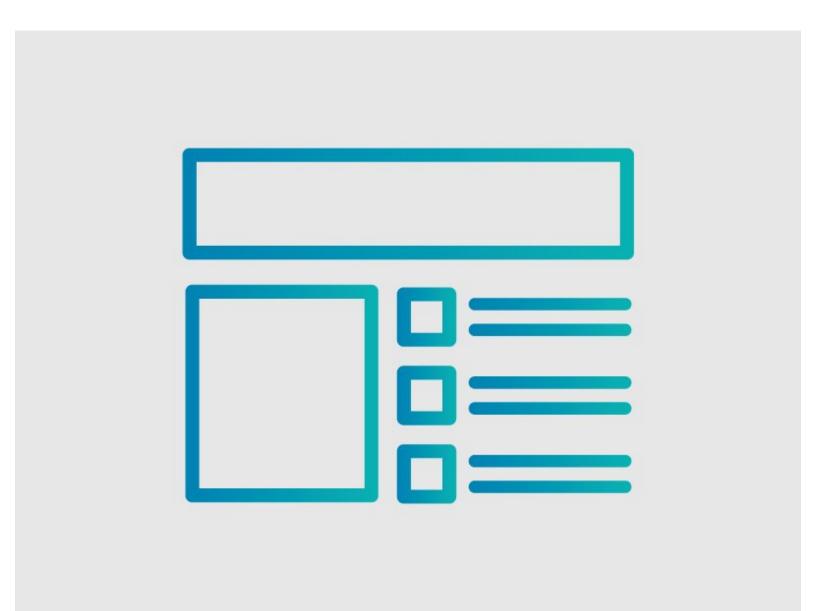
DOZUKI

How to Feature a PDF on a Guide

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

Written By: Dozuki System



How to Feature a PDF on a Guide

INTRODUCTION

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

Step 1 — Edit the Guide Details

| Introduction Details Guide Steps Approval Process | Conclusion |
|---|---|
| Time estimate (In minutes) | |
| From: No estimate To: 0 | Attached documents Add New |
| Difficulty estimate Moderate | Featured |
| Prerequisite guides | Feature a document to embed it in a guide |
| Start typing guide title | |
| Tools | Bulk-import steps |
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| Parts | Save |
| Add a part | « Introduction Editing Optional Details Guide Steps » |
| Conclusion | |
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- 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

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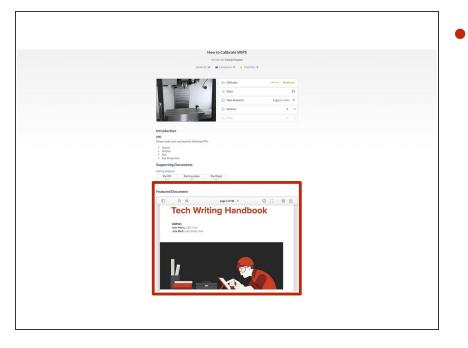
- To confirm that the PDF is attached, view it in the Attached Documents section at the bottom of the Details page.
- To save the changes, click **Save** in the bottom-right of the page.
- To view the attached document, click on the **View** button in the top-right of the site header.
- Scroll to the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

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- 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 exiiting **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.