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How to Upload a Document to a Category

PDF Word Excel Powerpoint Document
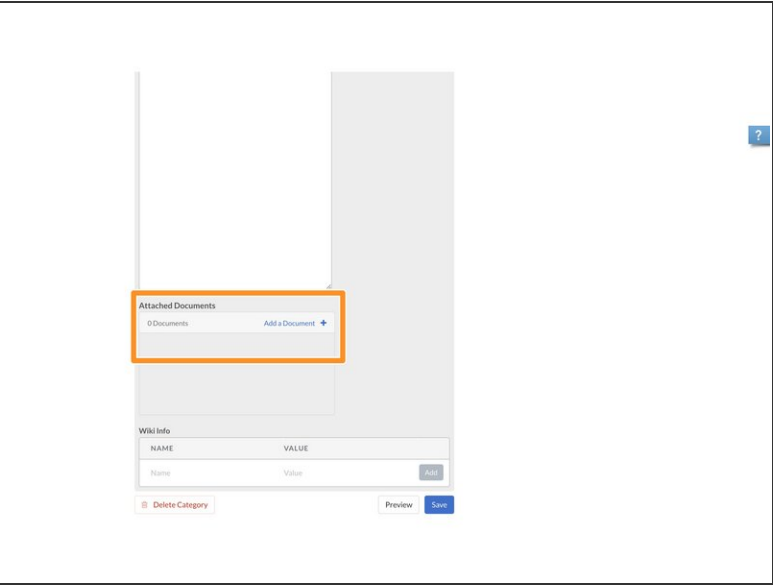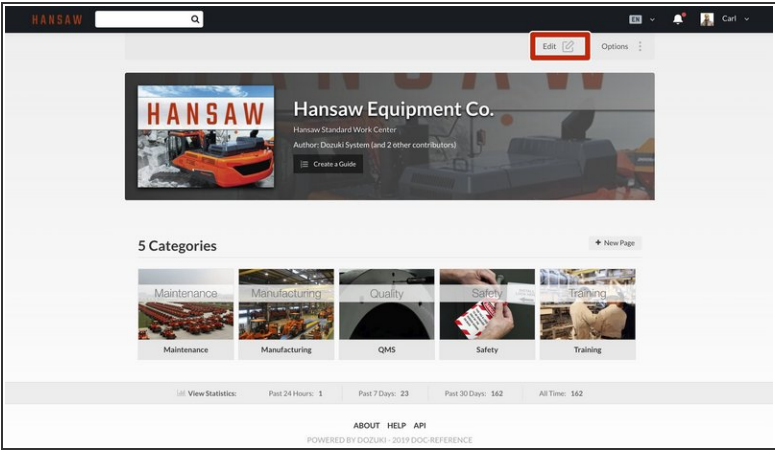
Written By: Kristen Sowatsky

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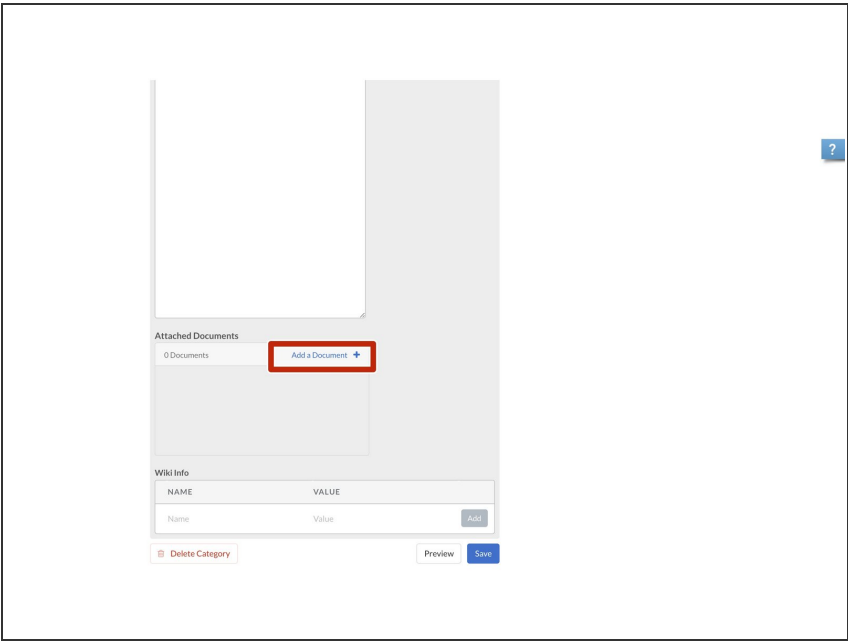
INTRODUCTION

This guide demonstrates how to upload a document to a category.

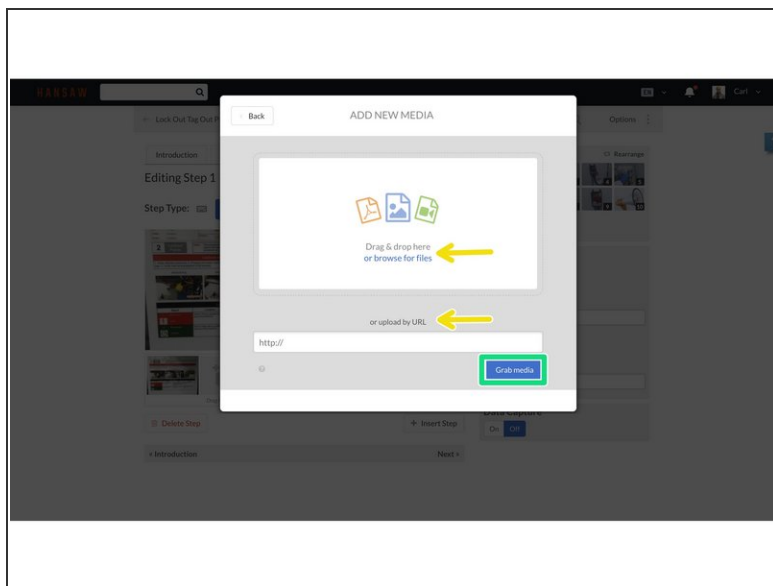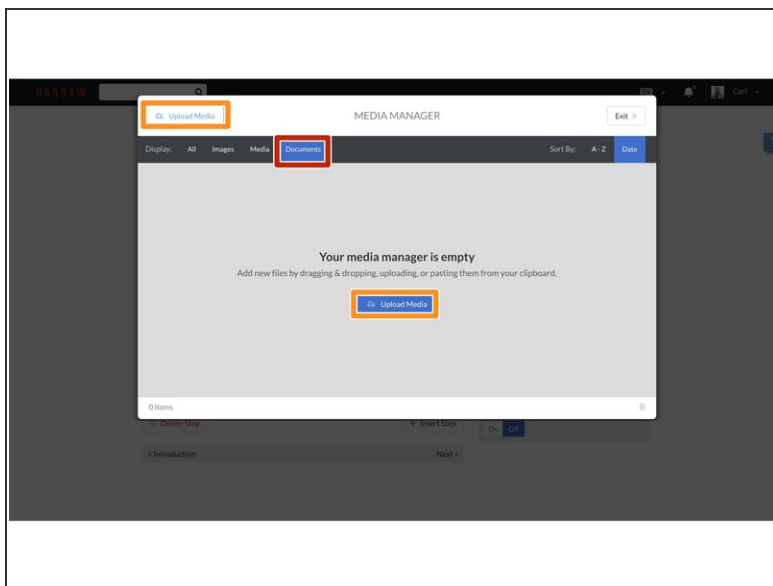## Step 1 — How to Upload a Document to a Category

- Click on the **Edit** button in the upper-right of the page, beneath the site-header.

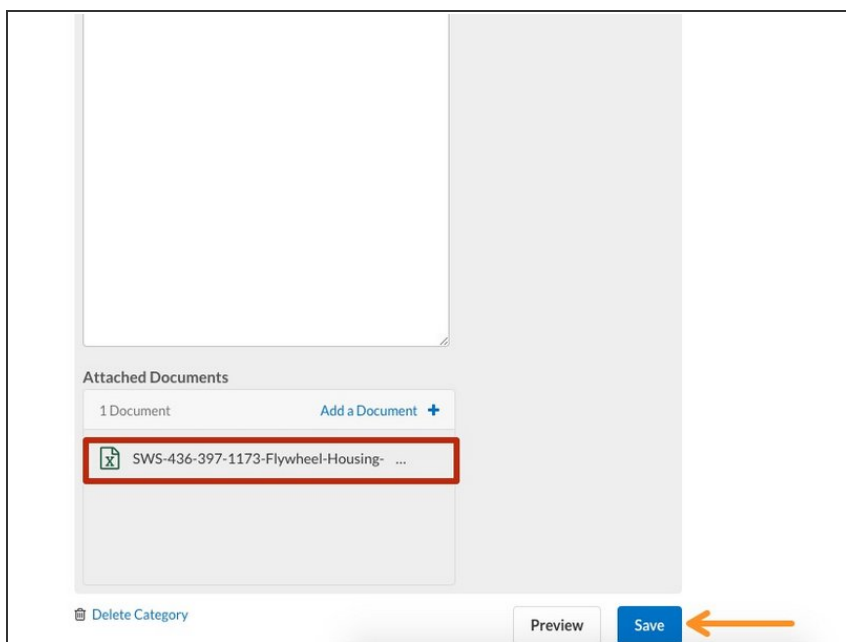- Scroll down to the **Attached Documents** section.

Step 2

- Click on **Add a Document**.

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Step 3 — Upload to the Media Manager

- Upload your document to the **Media Manager**.

- Click on **Documents**.

- Click on the **Upload Media button**.
  - ⓘ On the **Media Manager** page, use either the **Upload Media** button in the upper-left corner or the **Upload Media** button in the center of the page.

  - ⓘ The **ADD NEW MEDIA** page will open.

- On the **ADD NEW MEDIA** page, you may use one of three options: drag and drop files, browse for files, or upload a URL.

- To load a URL, type or paste the URL in the URL field and click on the **Grab Media** button in bottom-right of the page.

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Step 4 — Save the Attached Document

- To save your document to the category, scroll down to **Attached Documents**.

- Select the document.

- Click **Save** in the bottom-right of the page.