



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.

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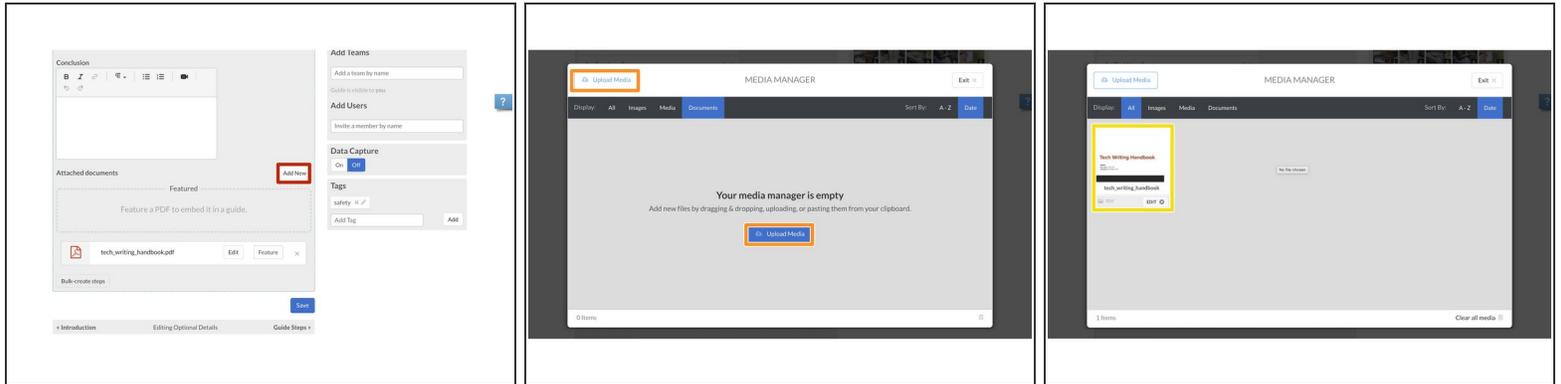
INTRODUCTION

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.

Reminder

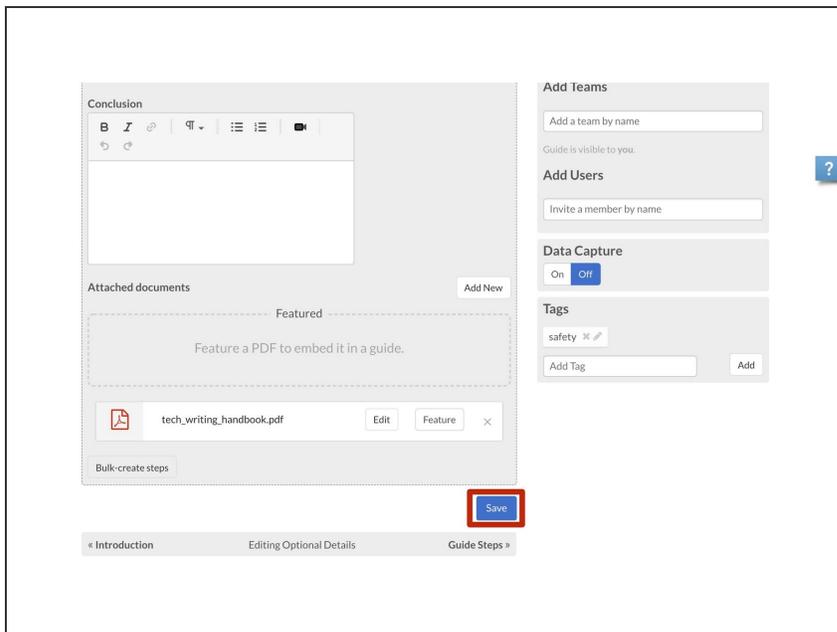
Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

Step 1 — Upload Documents



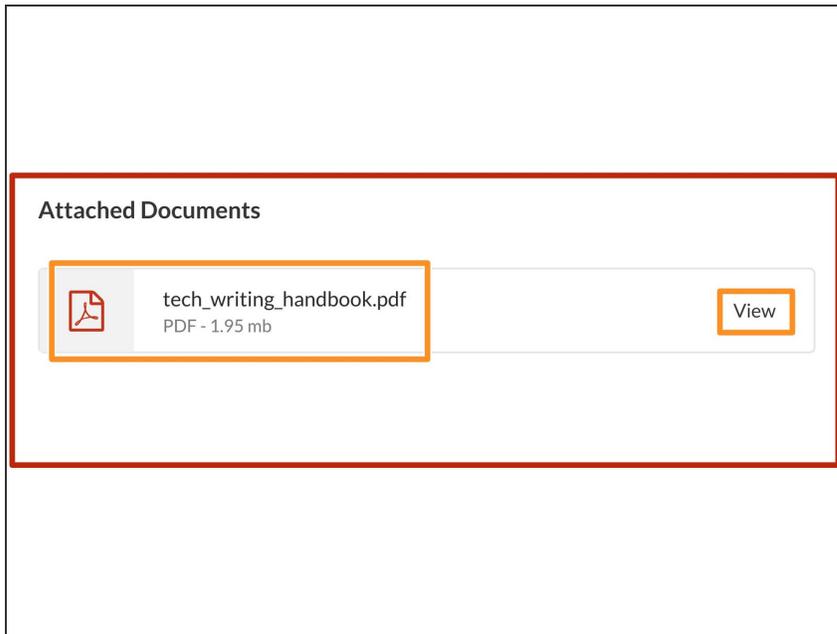
- Open a guide and find the **Attached Documents** section at the bottom of the **Details** tab.
- Click **Add New**.
- The Media Manager will open. Click on the **Upload Media** button to select your document from your device.
- Once your document is uploaded, **click on the document** to add it to your guide.

Step 2



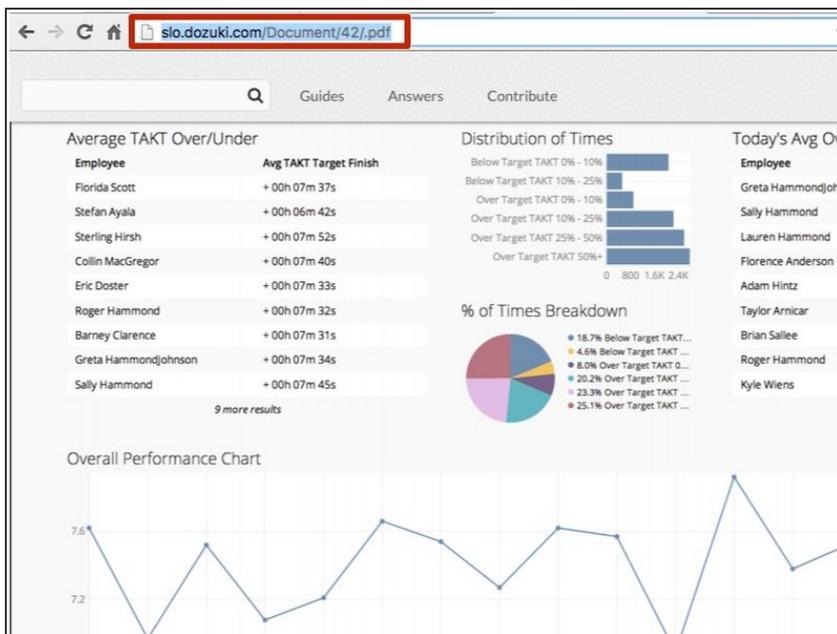
- Click **Save** to finalize the addition of the document to your guide.

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.
- ① 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](#).