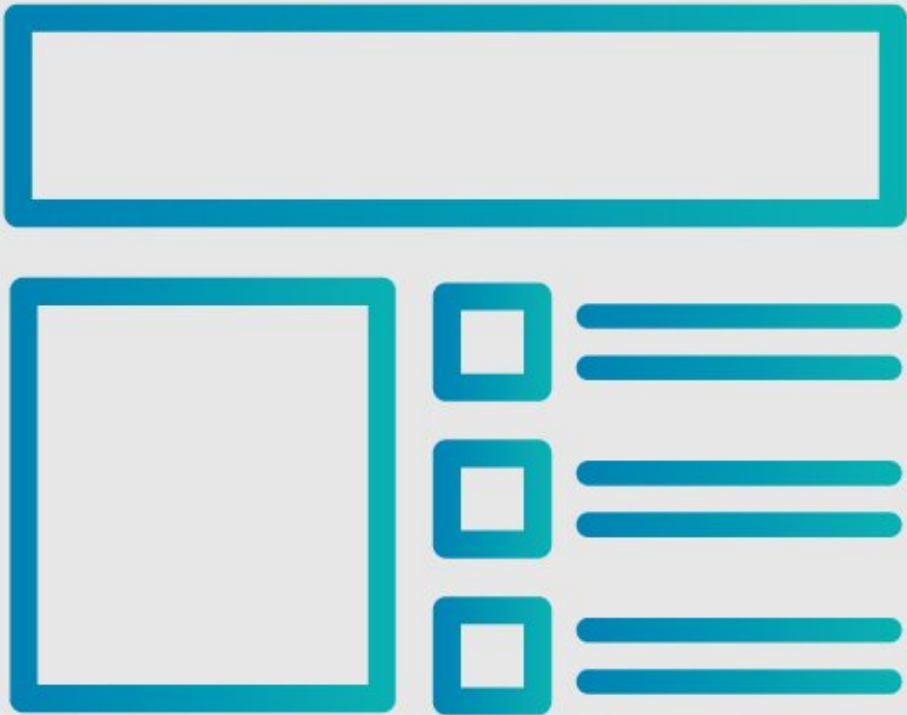




# How to Attach a PDF Document to a Guide

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

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## INTRODUCTION

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

### 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 — Edit the Guide Details

The screenshot shows the 'Edit the Guide Details' interface. The 'Details' tab is selected and highlighted with a red box. The 'Attached documents' section is highlighted with an orange box, and the 'Add New' button is highlighted with a yellow box. The 'Conclusion' field is visible at the bottom of the left panel.

**Details Tab:**

- Introduction
- Details**
- Guide Steps
- Approval Process

**Time estimate (In minutes)**

From: No estimate To: 0

**Difficulty estimate** Moderate

**Prerequisite guides**

Start typing guide title

**Tools**

[Add a tool](#)

**Parts**

[Add a part](#)

**Conclusion**

**Attached documents:**

Featured

Feature a document to embed it in a guide

[Bulk-import steps](#)

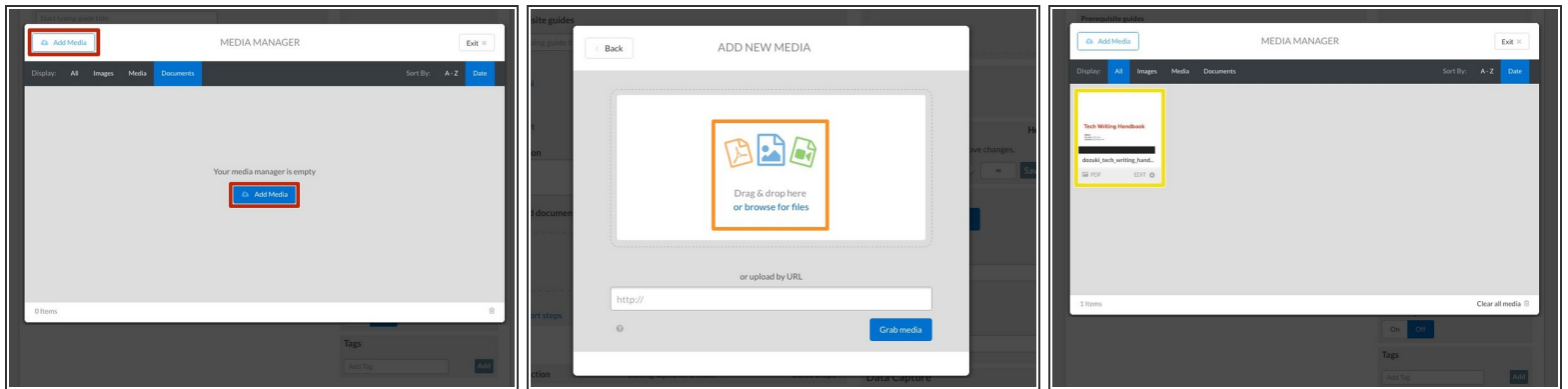
[Add New](#)

[Save](#)

« Introduction Editing Optional Details Guide Steps »

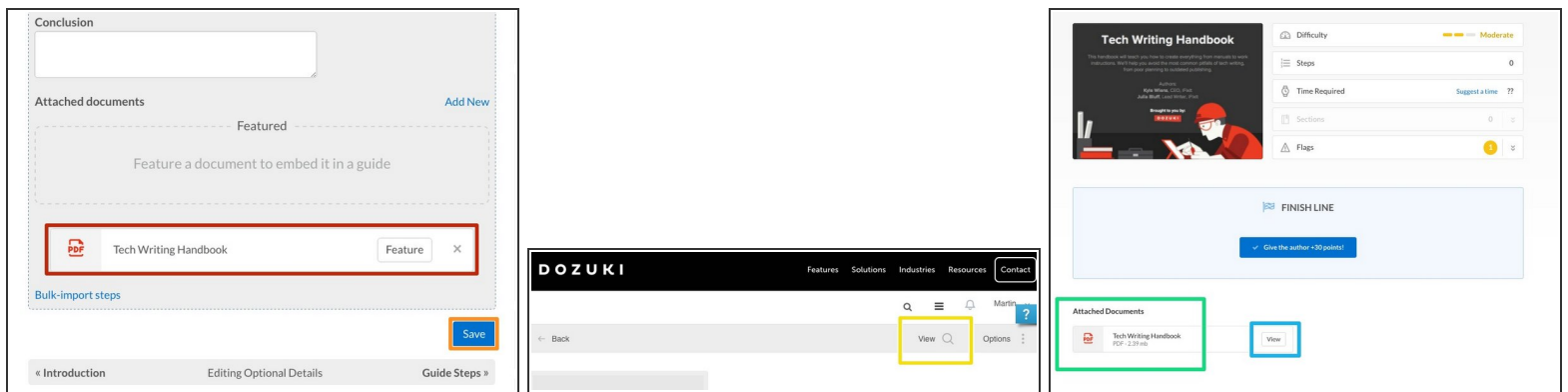
- Click on the **Details** tab to edit the guide.
- Scroll down to the bottom of the **Details** tab page to the **Attached Documents** section on the left beneath the **Conclusion** field.
- Click on the **Add New** button on the right-side of the page, beneath the **Conclusion** field.

## 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.