



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.

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 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 interface includes the following sections:

- Introduction** (selected)
- Details** (selected)
- Guide Steps**
- Approval Process**

Time estimate (In minutes)

From: To:

Difficulty estimate

Prerequisite guides

Tools

[Add a tool](#)

Parts

[Add a part](#)

Conclusion

Attached documents [Add New](#)

Featured

Feature a document to embed it in a guide

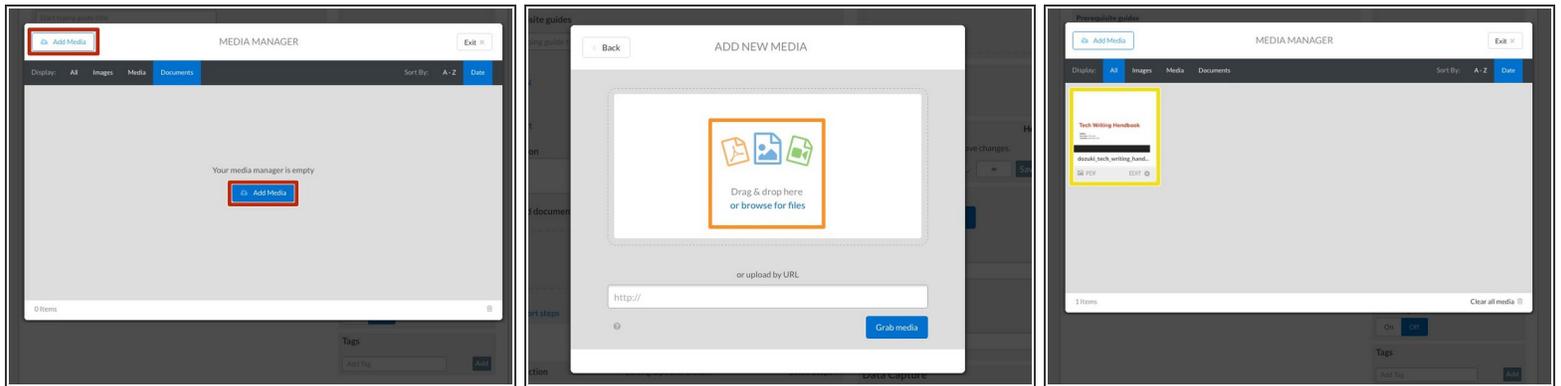
[Bulk-import steps](#)

[Save](#)

« Introduction Editing Optional Details Guide Steps »

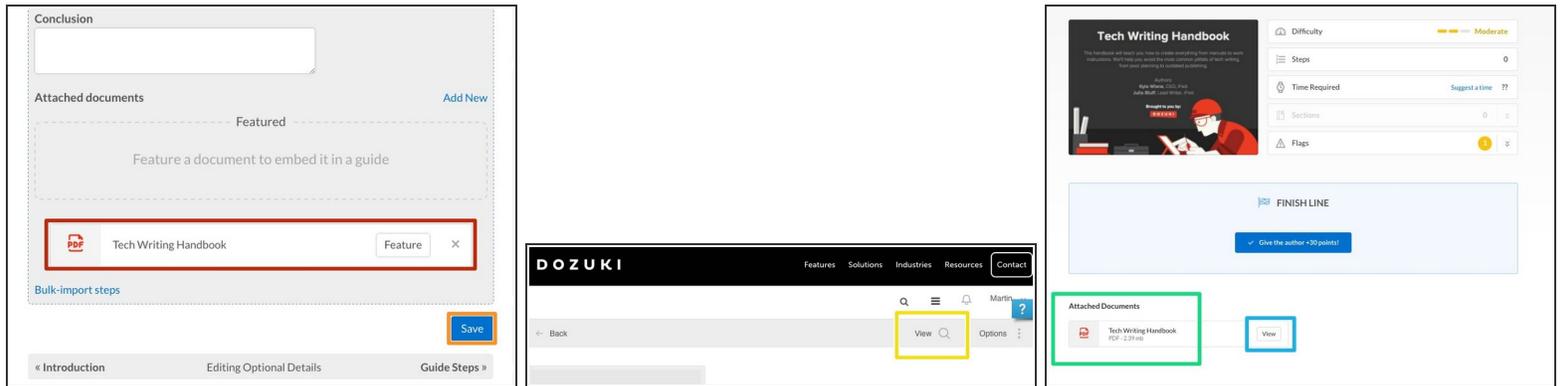
- Click on the **Details** tab to edit the guide.
- Scroll down to the bottom of the **Details** tab page to the **Attached Documents** section on the left beneath the **Conclusion** field.
- Click on the **Add New** button on the right-side of the page, beneath the **Conclusion** field.

Step 2 — Upload a PDF Document



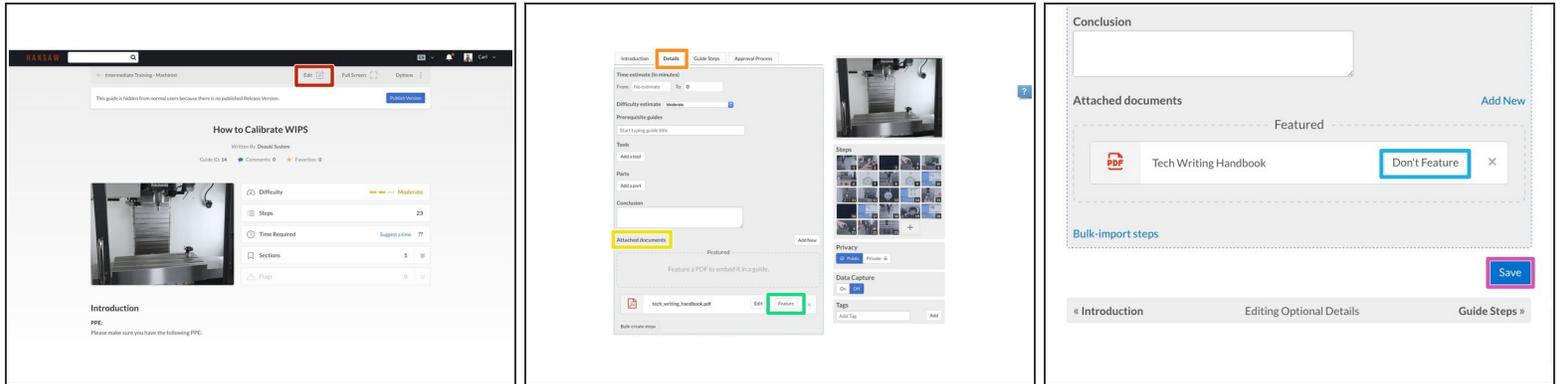
- The **Media Manager** will launch. Click on the **Add Media** button, in the upper-left corner of the page or in the center of the page.
- **Drag & drop** the PDF into the drag/drop field, or click on the **browse for files** link to add the PDF from a file.
- When the PDF loads, it will appear in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

Step 3 — Save and View the Attached Document



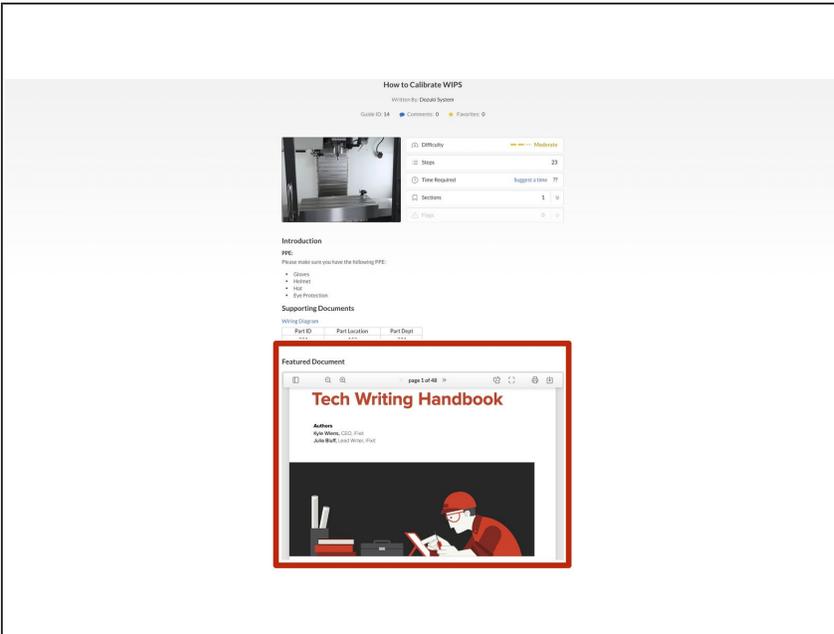
- To confirm that the PDF is attached, view it in the **Attached Documents** section at the bottom of the Details page.
- To save the changes, click **Save** in the bottom-right of the page.
- To view the attached document, click on the **View** button in the top-right of the site header.
- Scroll to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

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 on the **Save** button to save the changes.

Step 5



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