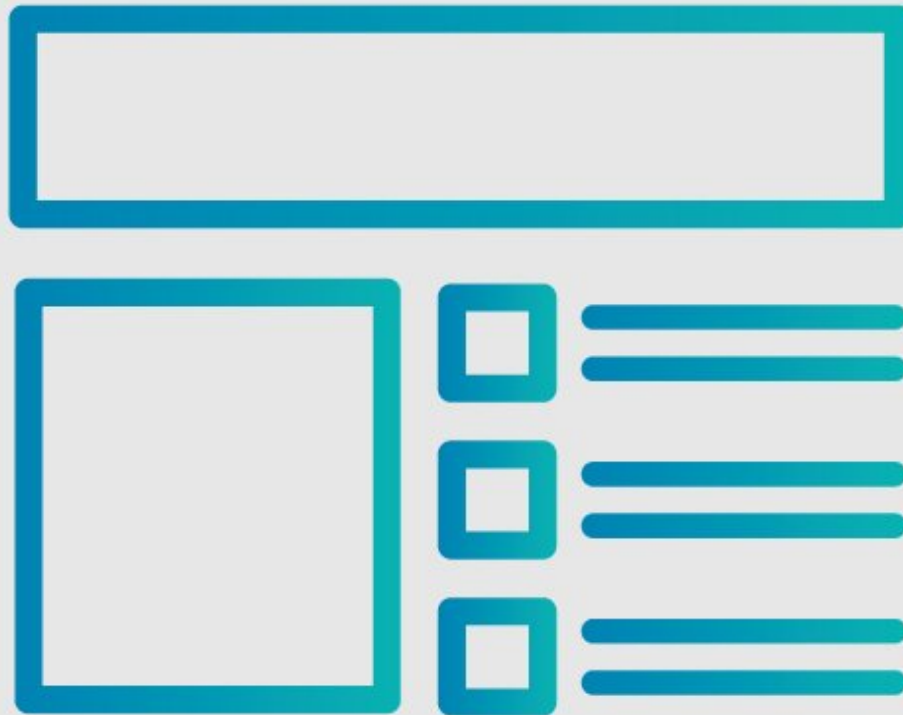




# How to Upload a PDF and Link to It

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.

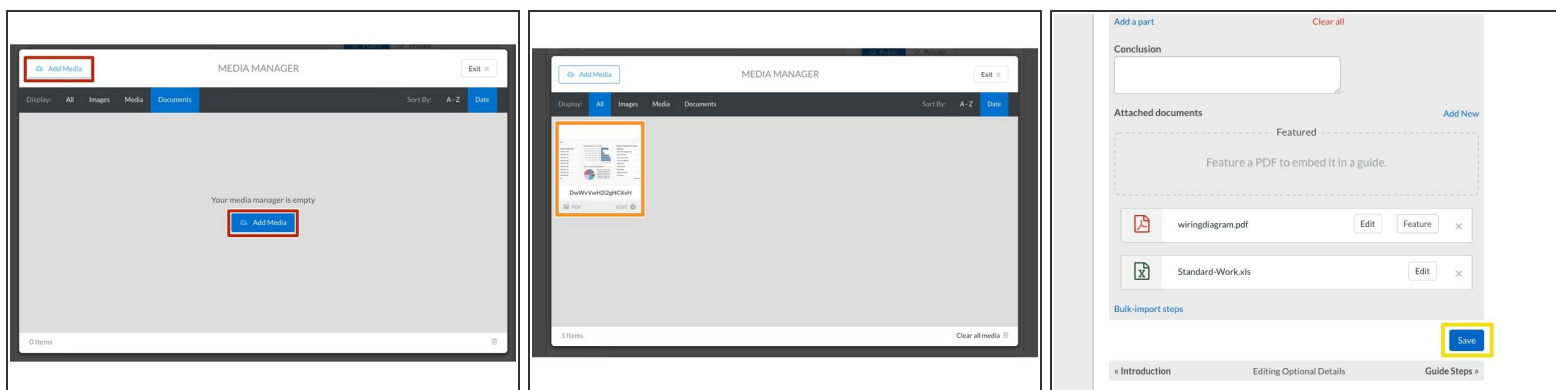
Written By: Dozuki System



## **INTRODUCTION**

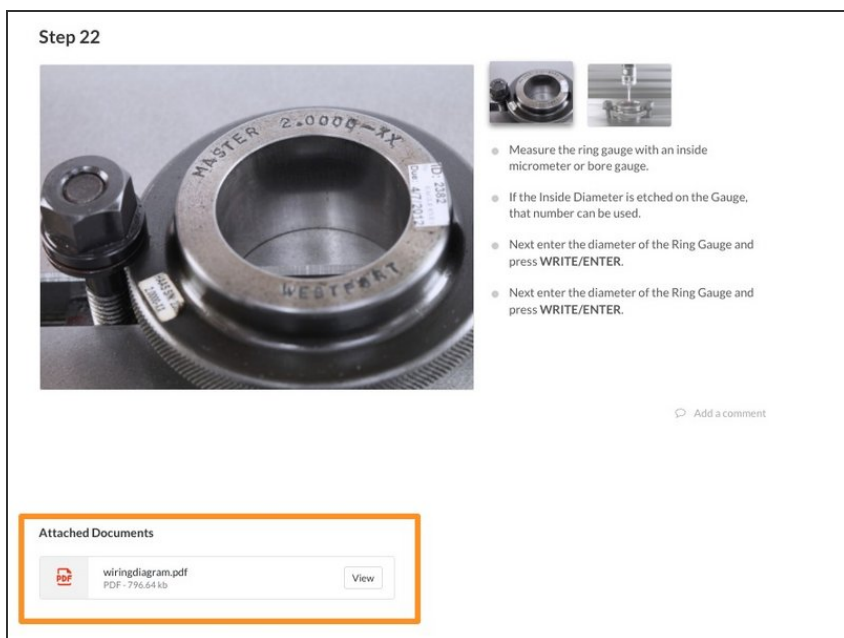
This guide demonstrates how to upload a PDF document and link to it from within the steps of a guide or any other page on your site.

## Step 1 — Upload Documents



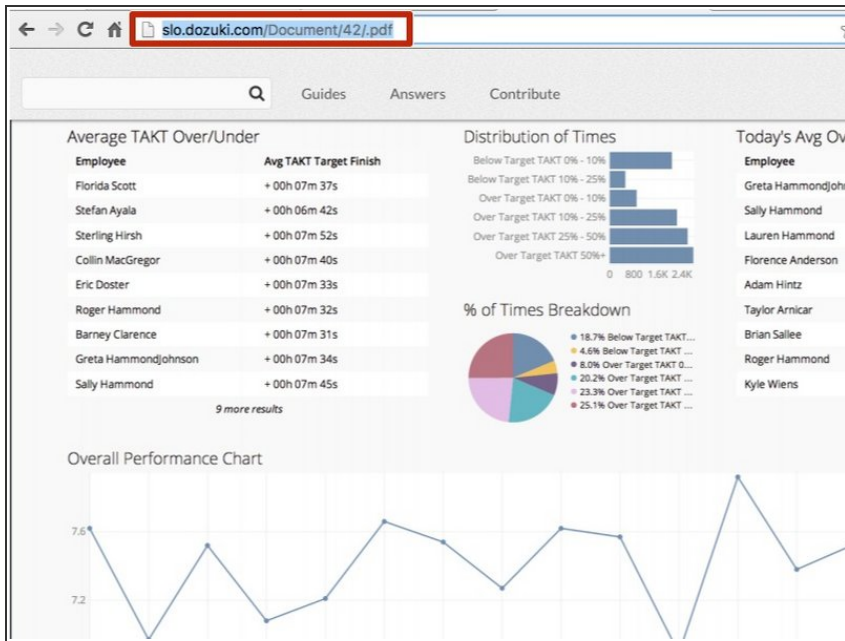
- Open a guide and find the **Attached Documents** section at the bottom of the **Details** tab and click **Add new**.
- The Media Manager will open. Click the **Add Media** button to select your document from your device.
- Once your document is uploaded, **click on the document** to add to your guide.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

## Step 2 — View Attached Document



- In the new guide layout, attached files are at the bottom of the guide page.
- ⓘ Click on the PDF link and the PDF will open in the same window.

## Step 3 — Copy PDF URL



- Once the PDF is open, you can copy the URL for the PDF.
- ⓘ This is the URL you can use to link to this document from anywhere on your site. View the [How to Create a Link Guide](#) to add a link to your PDF within a guide or on another page of your site.