

# Adding Documents to Document Library

Last Modified on 22/02/2017 9:37 am AEDT

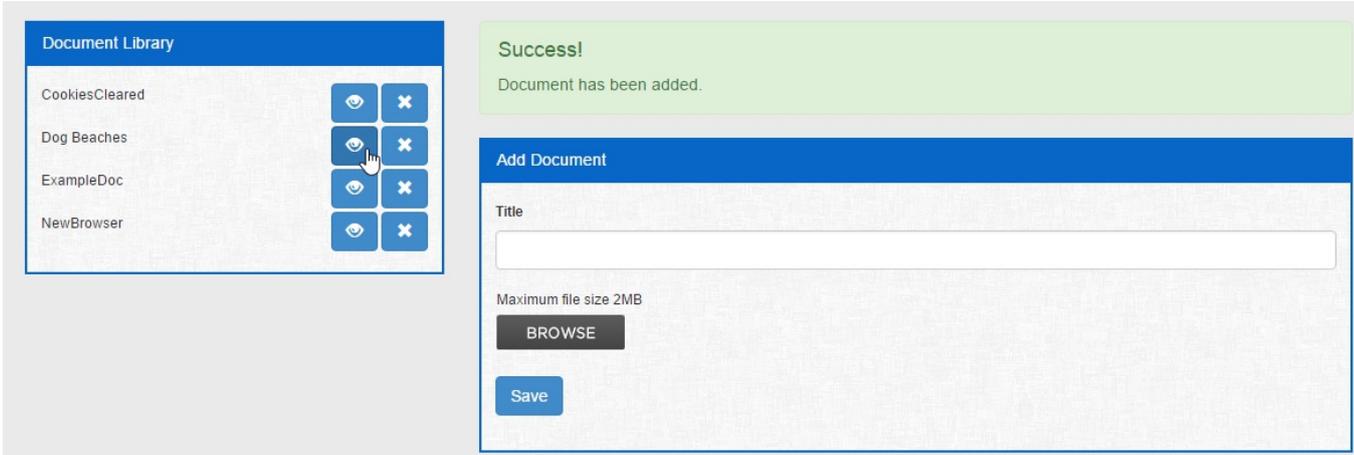
*PLEASE*This article relates to Site 2.0

## Document Library

The document library is where you can save .PDF documents for your website.

MODULES > DOCUMENT LIBRARY > Add Title > BROWSE > OPEN > SAVE

To view the document click on VIEW



The screenshot displays the 'Document Library' interface. On the left, a table lists documents: 'CookiesCleared', 'Dog Beaches', 'ExampleDoc', and 'NewBrowser'. Each document has a 'VIEW' icon (eye) and a 'DELETE' icon (X). A mouse cursor is hovering over the 'VIEW' icon for 'Dog Beaches'. On the right, a green success message reads 'Success! Document has been added.' Below this is the 'Add Document' form, which includes a 'Title' input field, a 'Maximum file size 2MB' note, a 'BROWSE' button, and a 'Save' button. At the bottom left, the copyright notice 'Copyright © 2017 - All Rights Reserved - Rachel Test Website' is visible. At the bottom right, it says 'Website powered by SportsTG'.

To insert a document on the page go to MODULES > DOCUMENT LIBRARY > VIEW (next to the document) > Copy the URL > Click on the page you would like to insert the document in > Click EDIT on the Element > Type in the text example 'Click here to View' > Highlight the text > Click on the chain link button > paste the URL box save > SAVE

If so, here are the best 24-hour, off-lead dog beaches in Victoria, for puppies that are too cool for pool.

## MELBOURNE



Sunset Sandringham Beach. Picture: Chris Eastman  
Sandown Street Beach (AKA Brighton Dog Beach), **Brighton**

Sandringham Harbour, **Sandringham**

Ricketts Point Marine Sanctuary, **Beaumaris**

**Mentone Beach**, Charman Road to Plummer Road

**Port Melbourne** Beach between Bay Street and Lagoon Pier

### Add Element

Element Type: HTML Content

Element Design: Border

Start Date:

End Date:

Title:

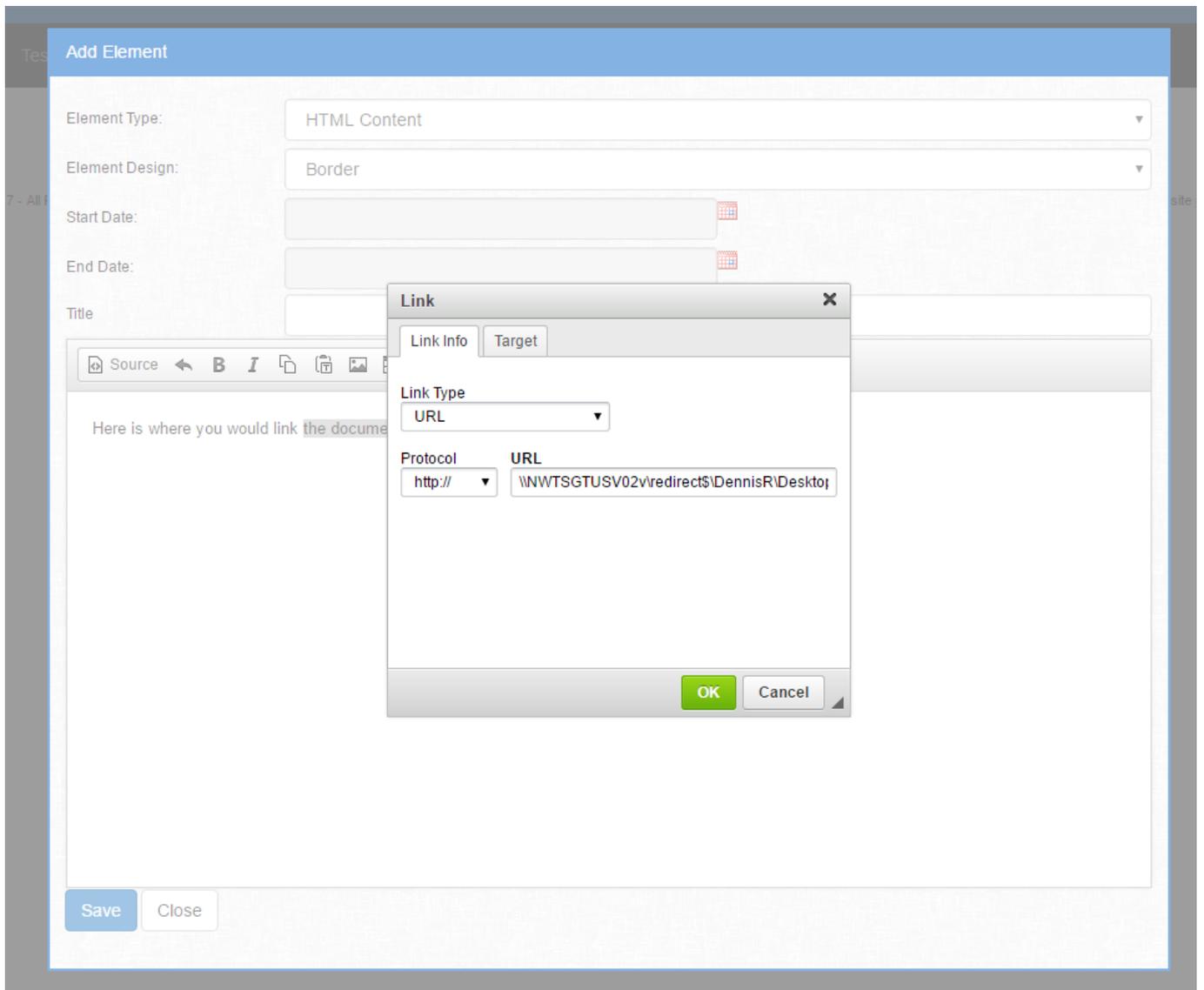
Source Normal

Here is where you would link [the document](#)

Link

Save

Close



**Please Note:** You will not be able to view the link while in edit mode. In order to see that your link has come across properly you will need to log out of the website editor and view the page as it normally appears online

## Related Articles

[template("related")]