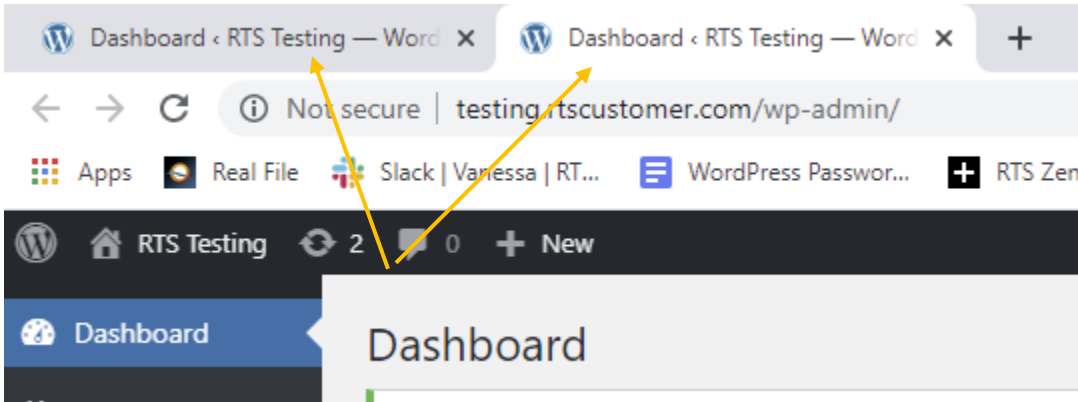


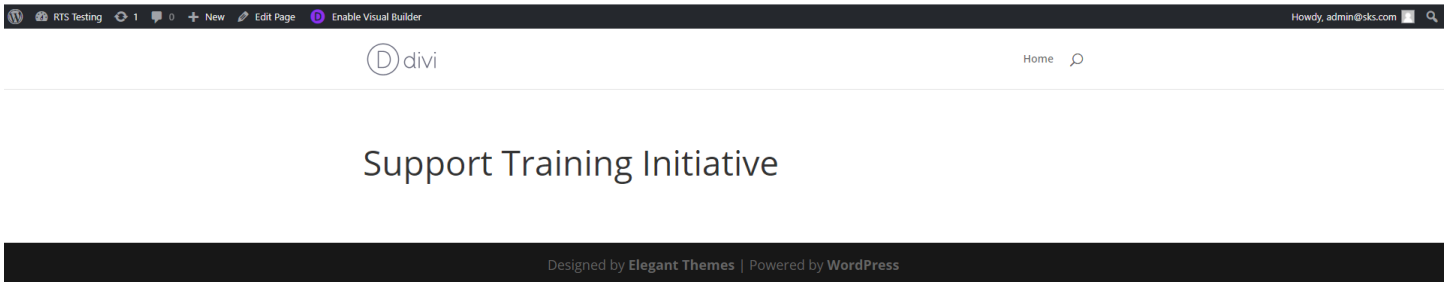


Document Attachment Training

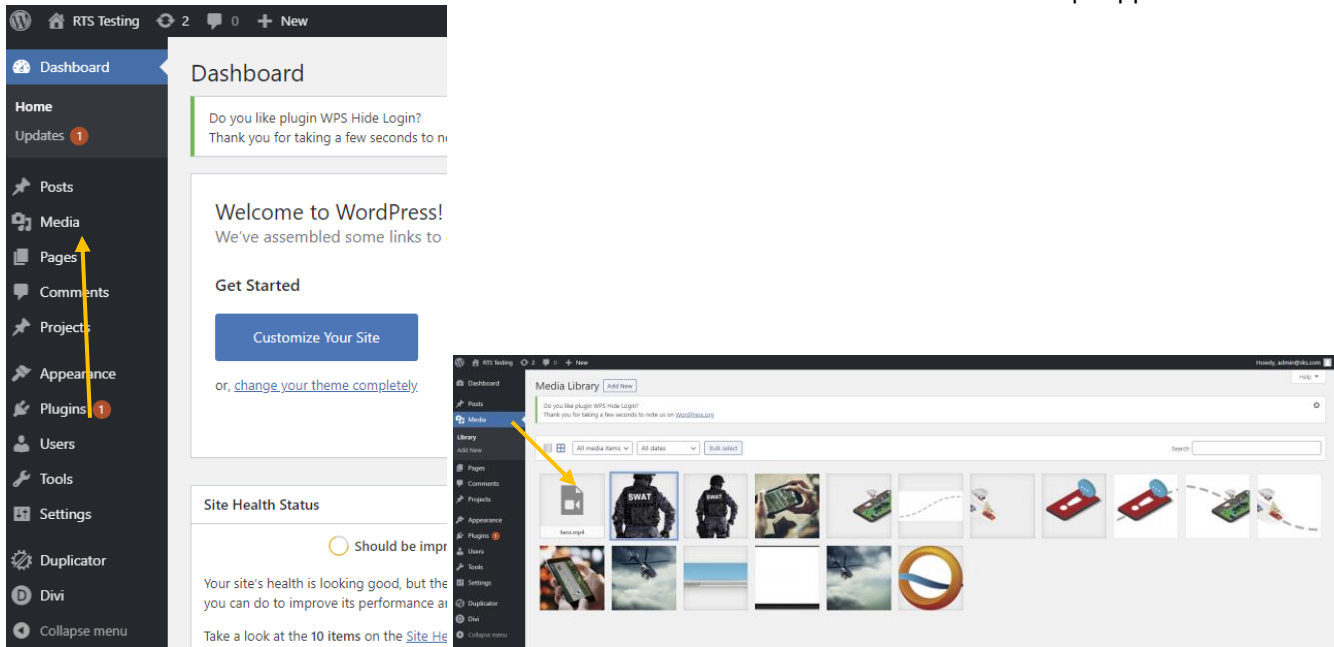
1. Open 2 windows both logged into the back end of your website.



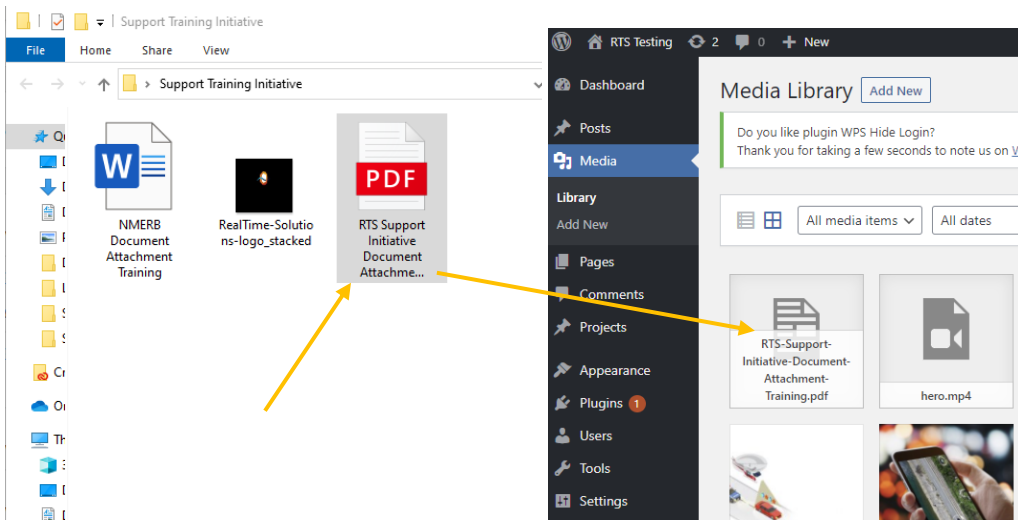
2. In one window navigate to the page where you would like to upload the document. For the purposes of this tutorial I created a Support Training Initiative page to illustrate these steps on.



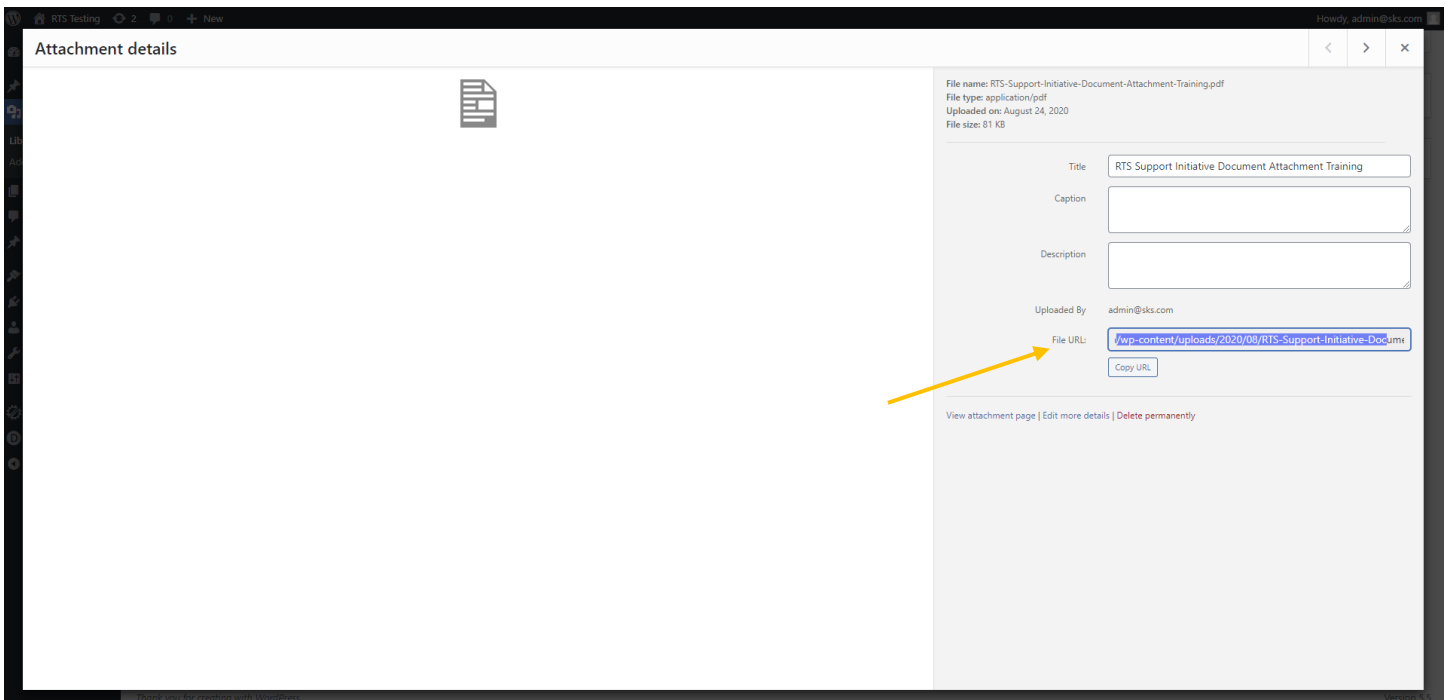
3. On the 2nd tab you have open navigate to the **Media Library** by clicking on the **Media** tab.



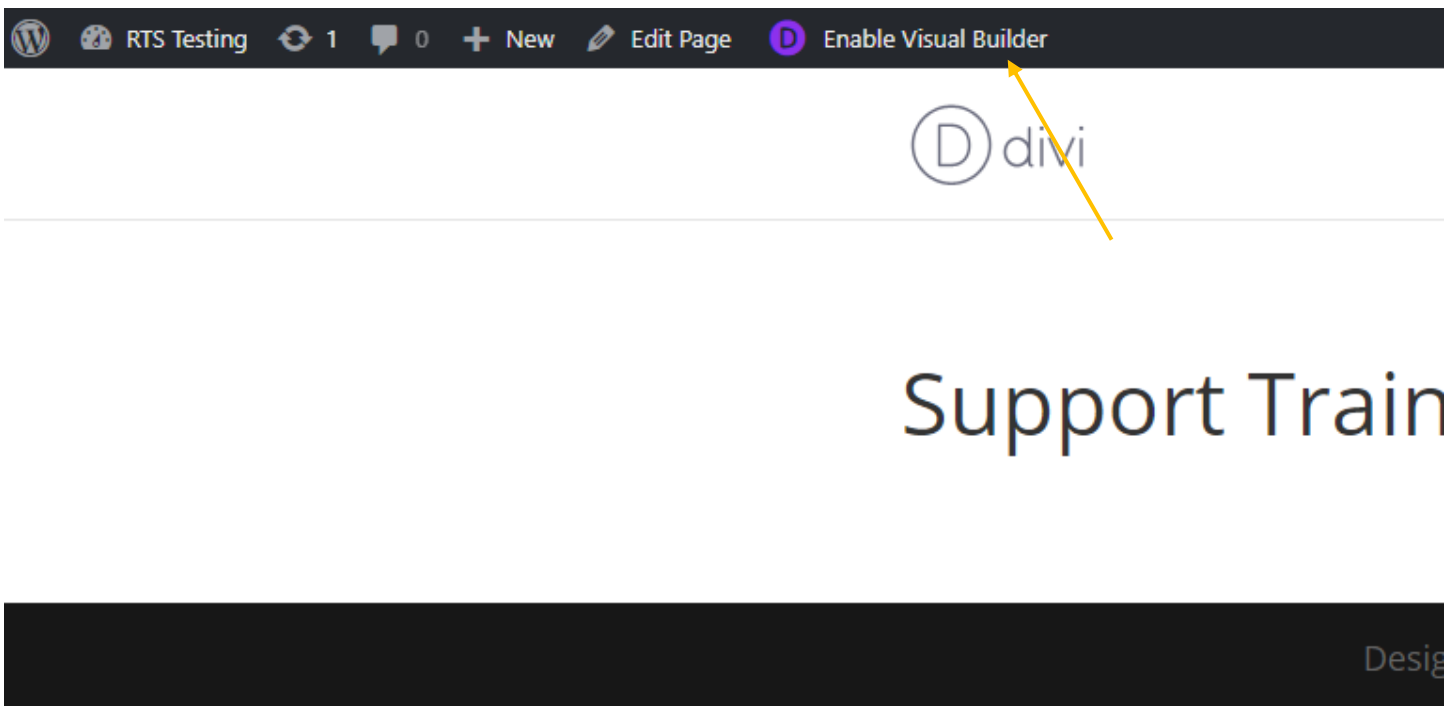
4. Now locate the File that you would like to attach to your website, then drag and drop that file into the Media Library. For these purposes I will be attaching this document onto the Test Content Page so that it can be accessed easily through our Support page in the future.



5. Now click on the newly uploaded document in the Media Library and copy the **File URL**, everything after & including the /wp-content/

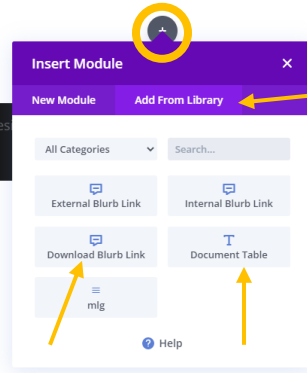


6. Go back to the other tab with the page open and select **“Enable Visual Builder”**. This will allow you to make modifications to the page.



7. Now you will choose which module you will use to link the document on to your page. You can use the Document Table or the Blurb Link – Download. To access these modules click the Black + sign, then click Add From Library and choose which module you’d like to use...

Support Training Initiative



- 8. We'll start with the Document table which has three columns TITLE DESCRIPTION and FORMAT. Click on the Gear Icon to open the settings for the table and fill out the columns accordingly...



Document Table		
Title	Description	File Type

Text Settings

Content Design Advanced

Document Table

Title	Description	File Type
Document Attachment Training	RTS Support Initiative	PDF

Link

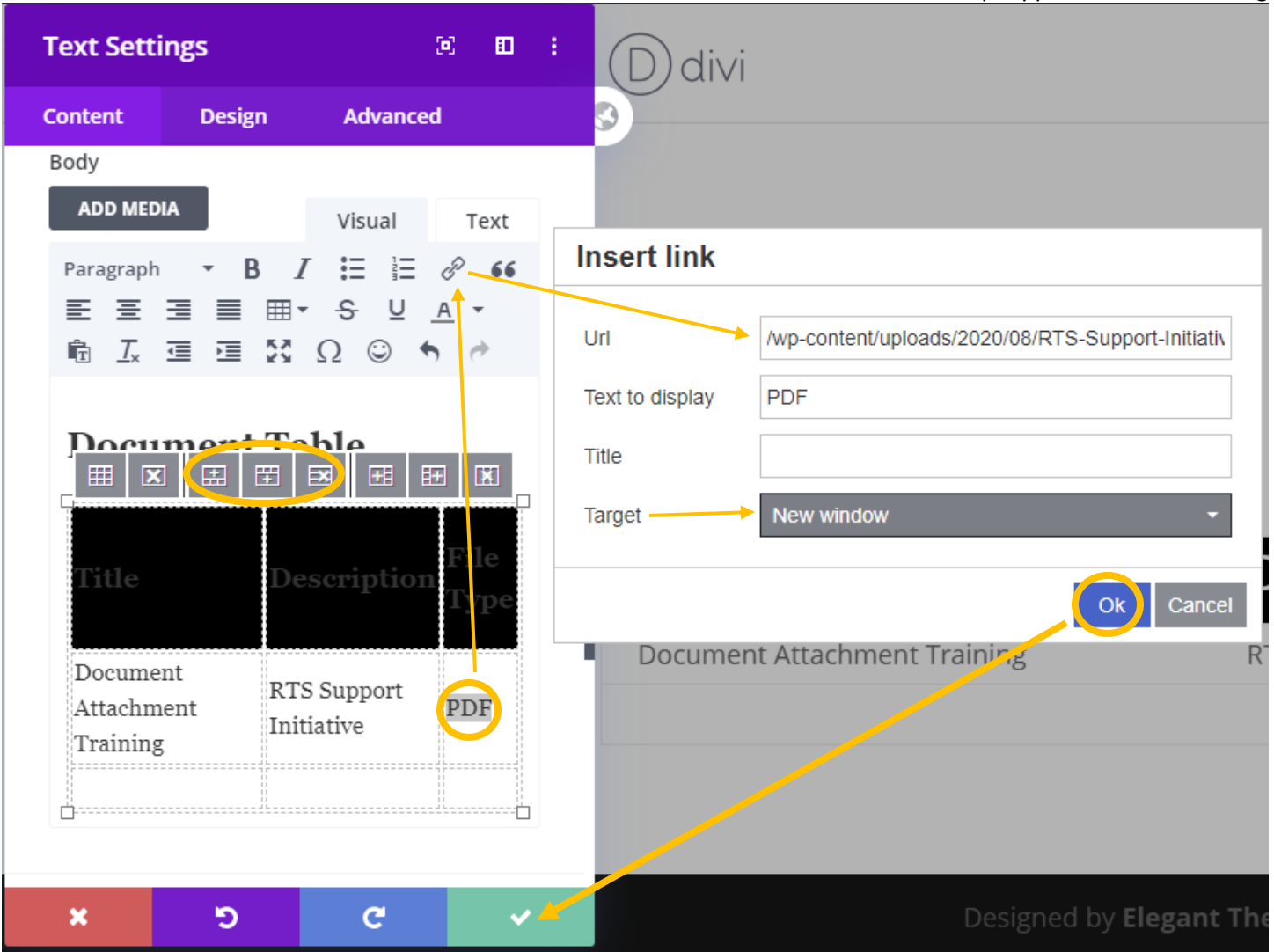
Background

Support Training Initiative

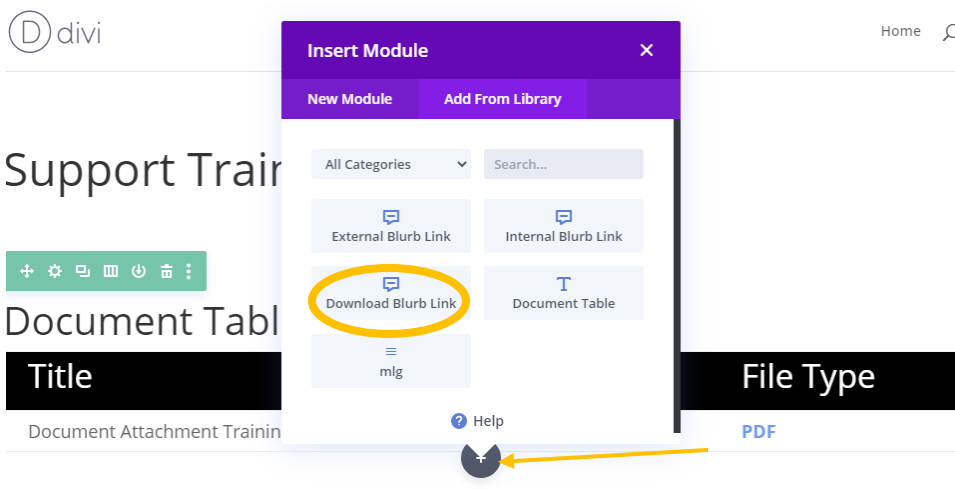
Title	Description	File Type
Document Attachment Training	RTS Support Initiative	PDF

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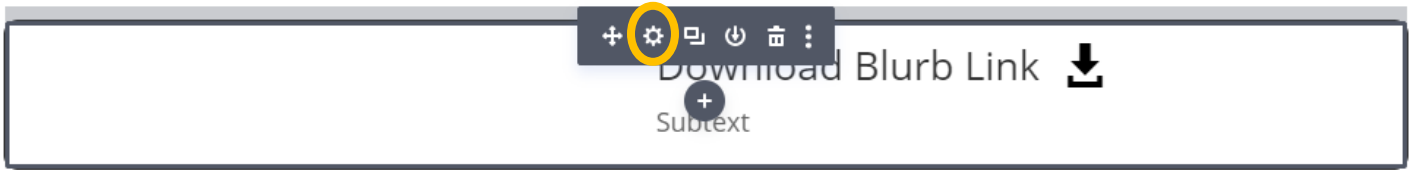
- Now that the table is filled out Highlight the format text and select the link icon and Paste the File URL into the Url box, select “New window” as the target and select Ok. Now the document is attached in the table and you can click the green check mark to exit and save your progress in the table. (Also Note: to add and remove rows use the icons that appear above or below the table)



10. Now repeat step 7 but this time choose the other module Blurb Link – Download.



11. Select the gear icon on the blurb link to access the settings.



12. Fill out the Title, and description accordingly, then click the Link section

Blurb Settings

Content Design Advanced

Search Options + Filter

Text

Title
Document Attachment Training

Body

ADD MEDIA Visual Text

Paragraph B I [List Icons] [Quote Icon]

RTS Support Initiative

Image & Icon

Link

divi Home

Support Training Initiative

Document Table

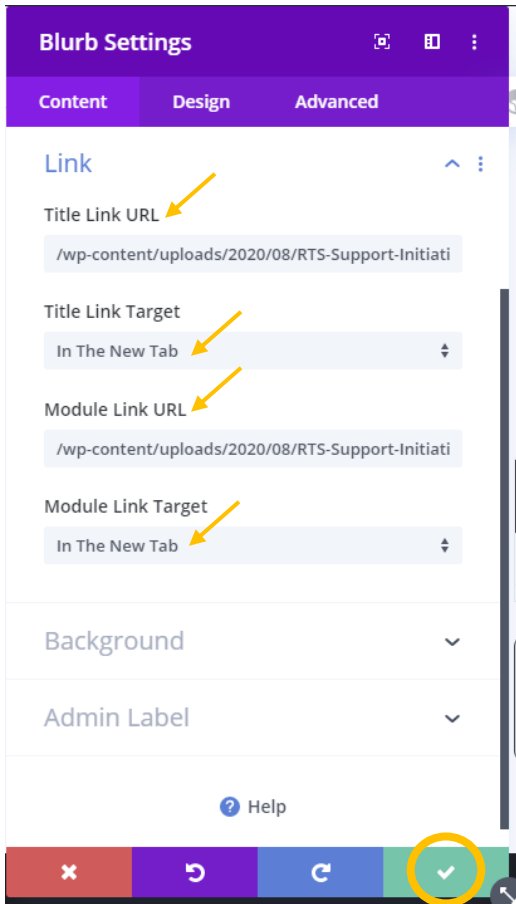
Title	Description	File Type
Document Attachment Training	RTS Support Initiative	PDF

Document Attachment Training

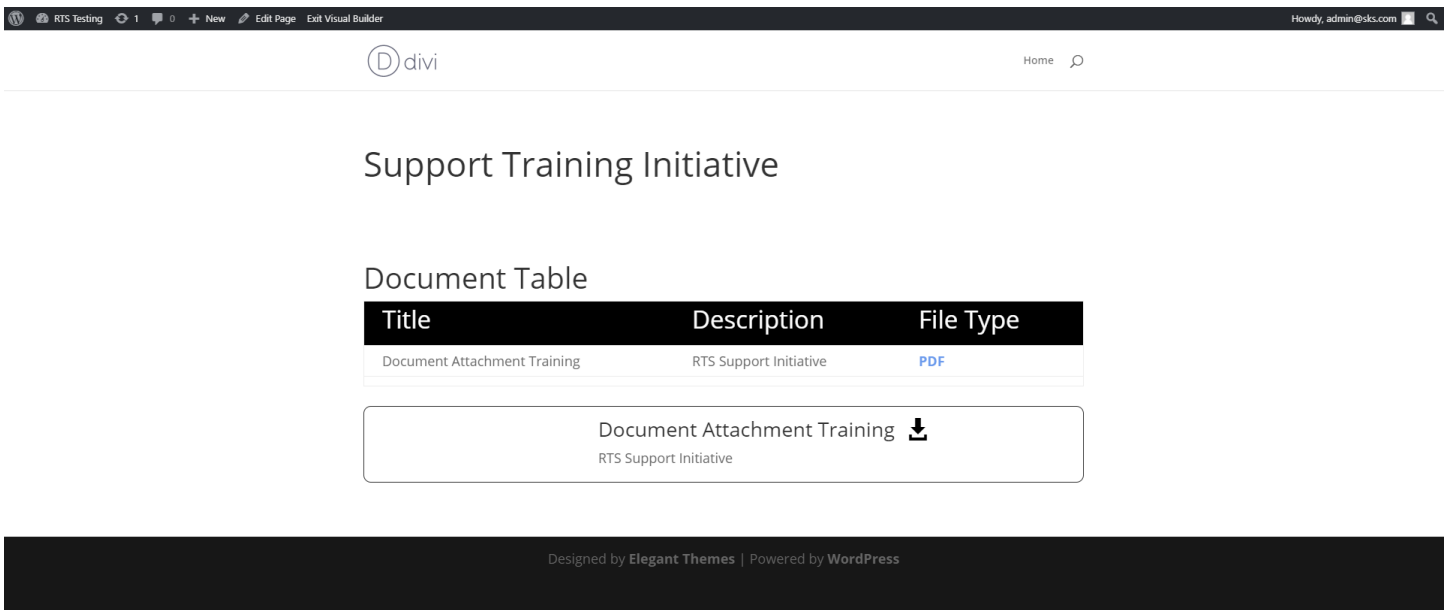
RTS Support Initiative

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13. Paste the File URL into the Title Link URL and the Module Link URL and in both Module Link Target sections select "In The New Tab". Then select the green check mark to save your changes to the module.



14. Now to save the changes to the page overall click the purple circle with the “...” icon at the bottom of the page, and click the SAVE button. Save at least five times to be sure all of the content was saved then click “Exit Visual Builder” to view your page as it would appear on the live site.





Home

Support Training Initiative

Document Table

Title	Description	File Type
Document Attachment Training	RTS Support Initiative	PDF

Document Attachment Training 
RTS Support Initiative

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


Home

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Document Table

Title	Description	File Type
Document Attachment Training	RTS Support Initiative	PDF

Document Attachment Training 
RTS Support Initiative

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<http://testing.rtscustomer.com/support-training-initiative/>