

Document Attachment Training

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

🝈 Dashboard < RTS Testi	ng — Word 🗙 🐧 Dashboard « RTS Testing — Word 🗙 🕂
\leftrightarrow \rightarrow C \odot No	secure testing/tscustomer.com/wp-admin/
Apps 💿 Real File	Slack Vanessa RT 🚍 WordPress Passwor 🕂 RTS Zen
🚯 🖀 RTS Testing 🔇	🗲 2 📕 0 🕂 New
② Dashboard	Dashboard

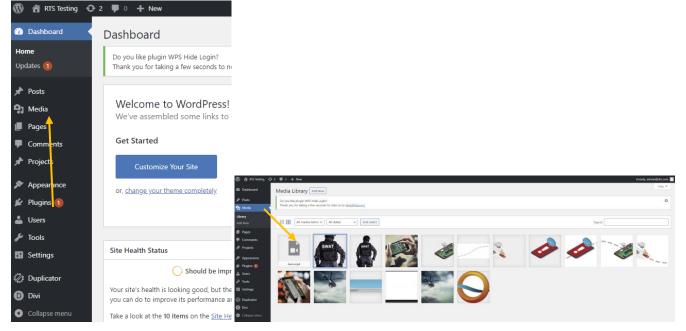
2. In one window navigate to the page where you would like to upload the document. For the purposes of this tutorial I created a Support Training Initiative page to illustrate these steps on.

Howdy, admin@sks.com 🔲 🔍

Support Training Initiative

Designed by Elegant Themes | Powered by WordPress

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.

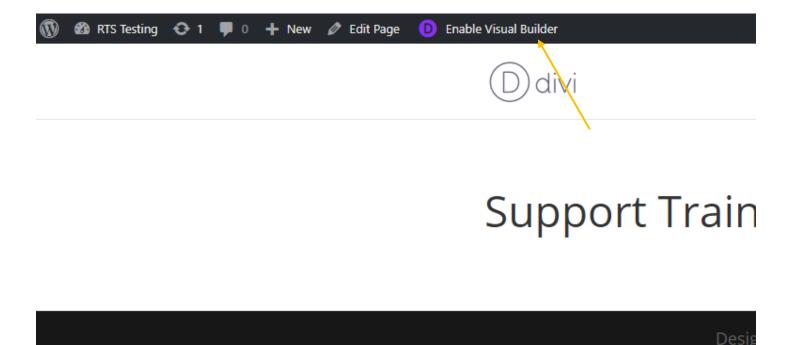
📙 🔄 📙 🗢 Support Training Initiative	
File Home Share View	🚯 🖀 RTS Testing 😋 2 👎 0 🕂 New
$\leftarrow \rightarrow \ \ \ $ $\land \ \ $ Support Training Initiative	~ Ø Dashboard Media Library Add New
	Posts Do you like plugin WPS Hide Login? Thank you for taking a few seconds to note us on W(
NMERB RealTime-Solutio RTS Support	Library Add New All media items V All dates
Document ns-logo_stacked Initiative Attachment Document Training Attachme	Pages
	Projects
	Appearance Attachment- Attachment- Attachment- hero.mp4
Tr	▲ Users
■ t	
A t	I Settings

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

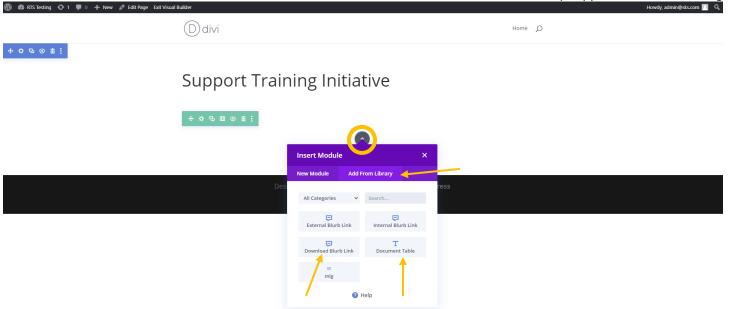
Real Time Solutions | Support Initiative Training

				sks.com 📔
Attachment details			< >	×
	File name: RTS-Support-Initiative-Docu File type: application/pdf Uploaded on: August 24, 2020 File size: 81 KB	ment-Attachment-Training.pdf		
	Title	RTS Support Initiative Document Attachmen	nt Training	
	Caption			
	Description			
	Uploaded By	admin@sks.com		
	File URL:	/wp-content/uploads/2020/08/RTS-Suppor	t-Initiative-Doc	ume
				_
	View attachment page Edit more deta	ils Delete permanently		
Thank you for creating with WordPress.			V	ersion 5.5

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.



 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...



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...

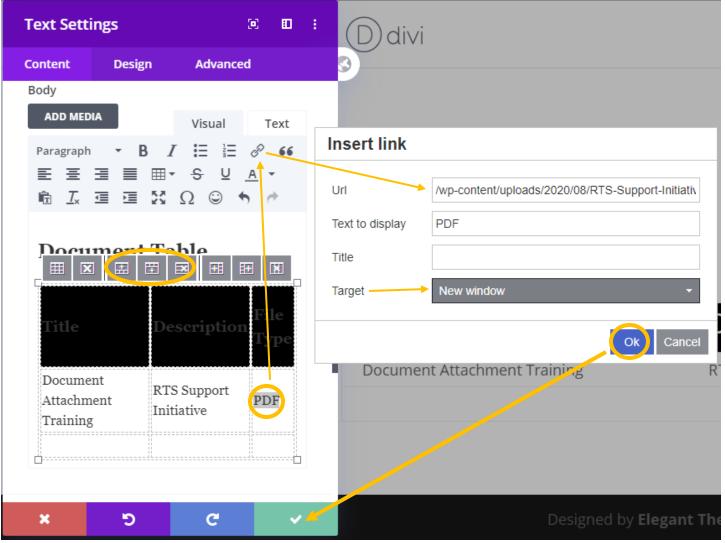
+ \$ 9 Ⅲ U i		
Documer	nt Table	
Title	Description	File Type
	•	

Real Time Solutions | Support Initiative Training

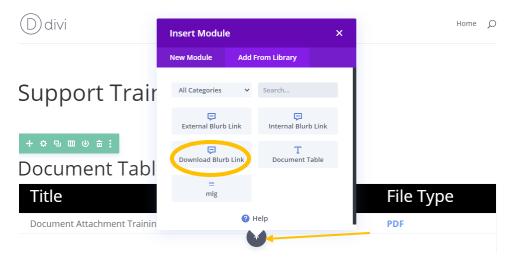
Text Settings	i.	: •• :	(D) divi		Home 🔎
EE3I	sign Advanced IIII ← S UA IIII Ω© M	-	3		
			Support Training	Initiative	
Title Document	Description	File Type	Document Table		
Attachment Training	Initiative	PDF	Title	Description	File Type
			Document Attachment Training	RTS Support Initiative	PDF
Link		~			
Background		~			
× v	c c	~	Designed by E	legant Themes Powered by WordP	ress

9. 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)

Real Time Solutions | Support Initiative Training



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	∞ ⊡ :	(D) divi		Home 🔎
Content Design Advance	ed	3		
Search Options	+ Filter			
Text Title Document Attachment Training	^ i	Support Training	Initiative	
	Text ∂ 66 <u>A</u> •	Document Table Title	Description	File Type
RTS Support Initiative		Document Attachment Training	RTS Support Initiative	PDF
Image & Icon	~		ument Attachment Traini upport Initiative	ing 🛓
א ט מי א	~	Designed by E	legant Themes Powered by WordP	Press

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.

Blurb Set	tings	e	Ð	:
Content	Design	Advanced		
Link			^	:
Title Link U	RL			
/wp-conter	nt/uploads/2020)/08/RTS-Support-Ir	nitiati	
Title Link Ta	arget			
In The New	v Tab		ŧ	
Module Lin	k URL			
/wp-conter	nt/uploads/2020)/08/RTS-Support-Ir	nitiati	
Module Lin	k Target			
In The New	v Tab		\$	
Backgro	und		~	
Admin L	abel		~	
	₍ 2) н	elp		
×	5	C	~	

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.



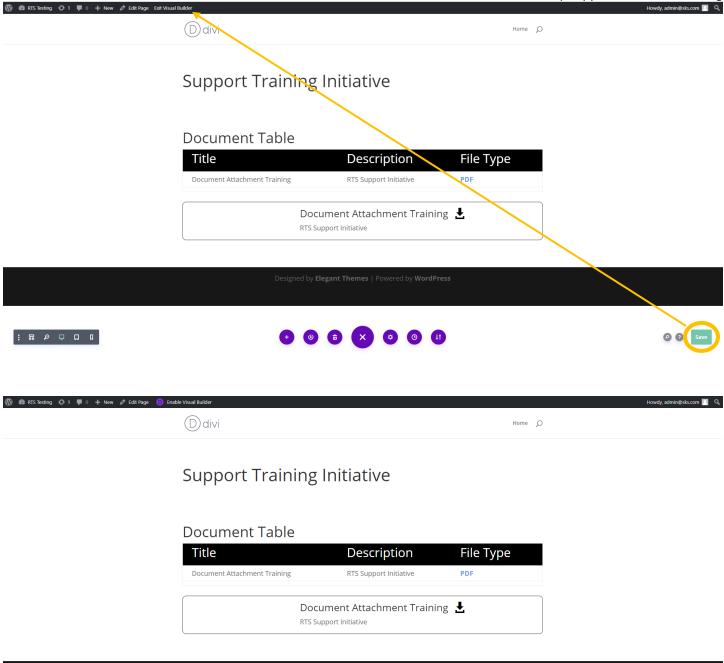
Support Training Initiative

Document Table

Title	Description	File Type
Document Attachment Training	RTS Support Initiative	PDF
	Document Attachment Trainir	ng 🛃
	RTS Support Initiative	

Designed by Elegant Themes | Powered by WordPress





Designed by Elegant Themes | Powered by WordPress

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