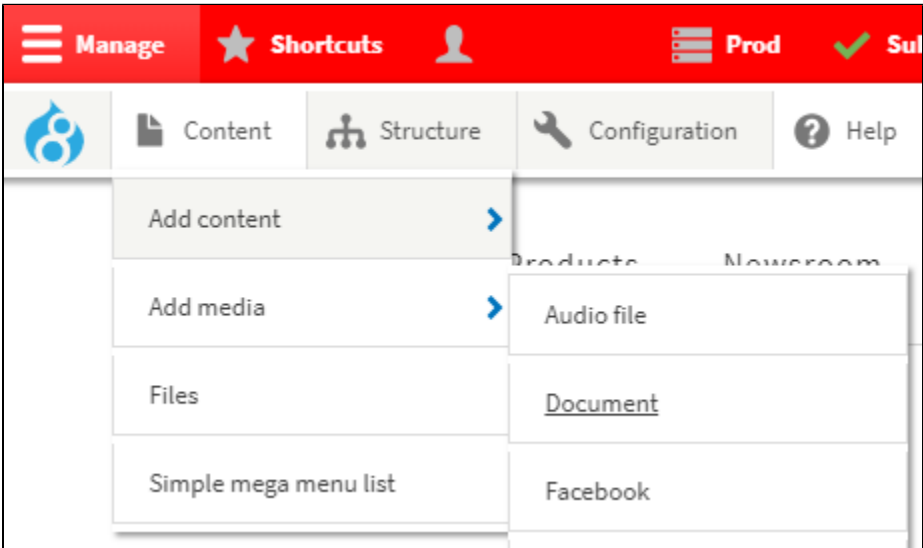


How to add Documents

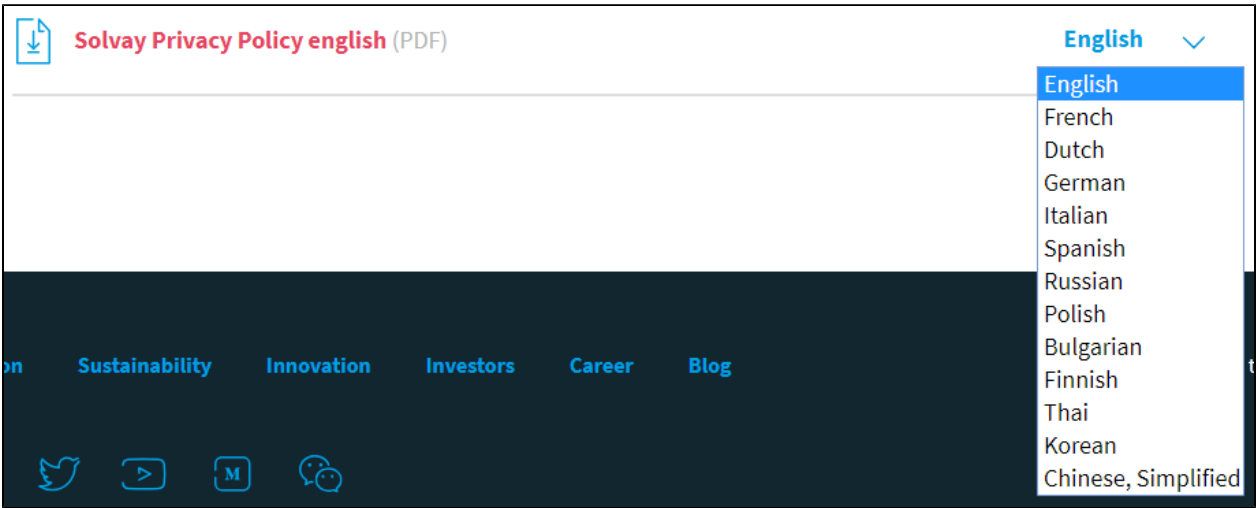
Step 1: Upload Document in Drupal

In order to add a document in a page first you need to upload it in the Drupal platform.
Note that this also allows the same document to be used in multiple pages.

Follow the path: **Content** **Add Media** **Document**



You can upload multiple files and apply different languages.
This will appear as a drop-down on your page.



The field "Name" will not be visible in your page, this is used to, in the back office, distinguish the different files.

The document's original name that you are uploading is the one that will show.
You must update it before uploading.

Add Document

[Home](#) » [Add media](#) » Add Document

Name *

Back Office Name

▼ DOCUMENTS

FILE INFORMATION	OPERATIONS
  Test Document.pdf Language English ▼ The language of this version of the file.	Remove

Add a new file

Choose Files No file chosen

Unlimited number of files can be uploaded to this field.
256 MB limit.
Allowed types: txt pdf doc docx xls zip.

Once done, click on the "Save" option.
Now the document will be available in the Library option, which can be used in any pages.

Step 2: Add the Document to a Page

Add the "Download list" paragraph, choose the Document and click "Place" at the very end of the library.

Add WYSIWYG
Add Accordion
Add Download list
Add Contact

▲ to Content

▼ DOWNLOADS *





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190205_Legacy-Medical-chooses-Solvay-Radel-PPSU-for-Sterilization Trays_DE (PDF)



For Press Release content type, use the "Files" field at the beginning of the Body tab to upload and display the documents.

Header* Body* Teaser

- Write an introduction paragraph with around 4
- Structure your content using headings - Do not
- Use lists and tables when possible.
- When possible, create internal links (to produc

► FILES

Summary*

Also, keep in mind that published documents will be indexed by search engines even if the press release itself is not yet published. We strongly recommend not to publish documents in advance.