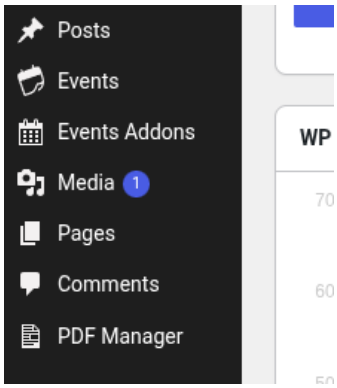
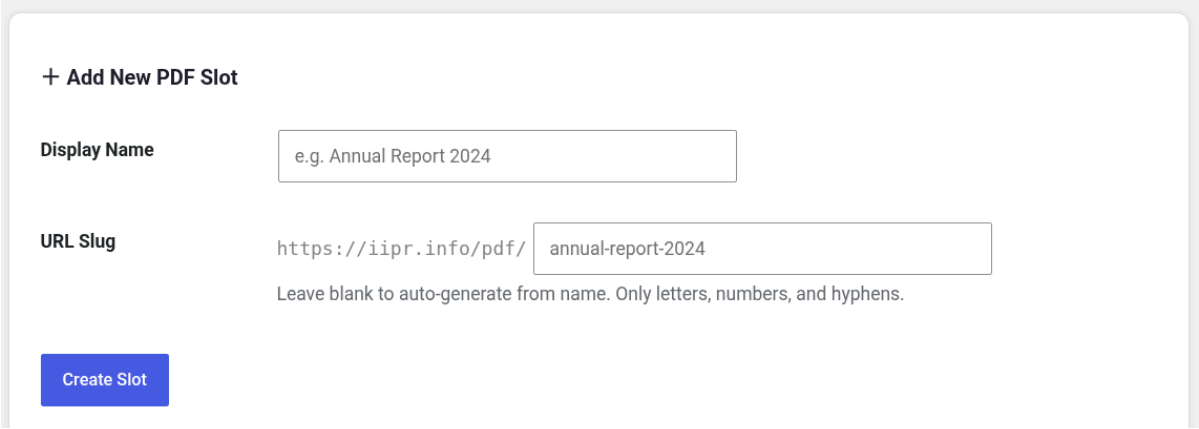
This document exists to guide you through adding PDF documents to the IIPR.info site:



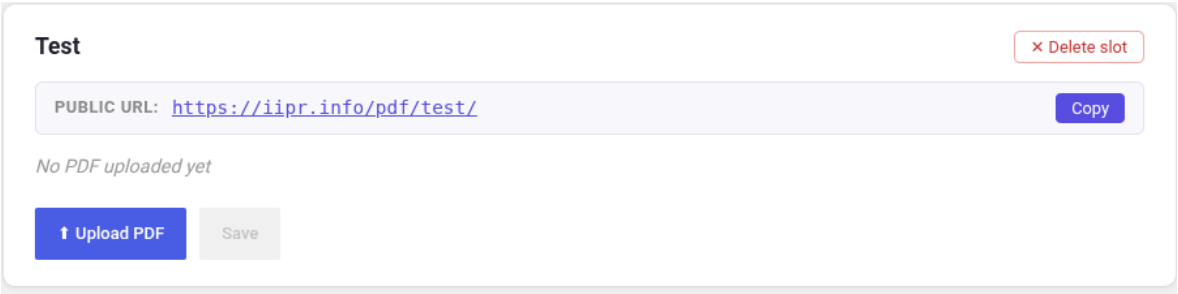
- Click “PDF Manager” on the sidebar of the wordpress admin portal.

<u>Find this at the bottom of the page:</u>



- Under the “+ Add New PDF Slot” section, provide an appropriate name to describe the PDF (the URl Slug will fill in automatically, you can change it if you wish).
- Click on the “Create Slot” button, this will create the slot where you can add a PDF (in other words, this creates the page that will the pdf will be shown on)

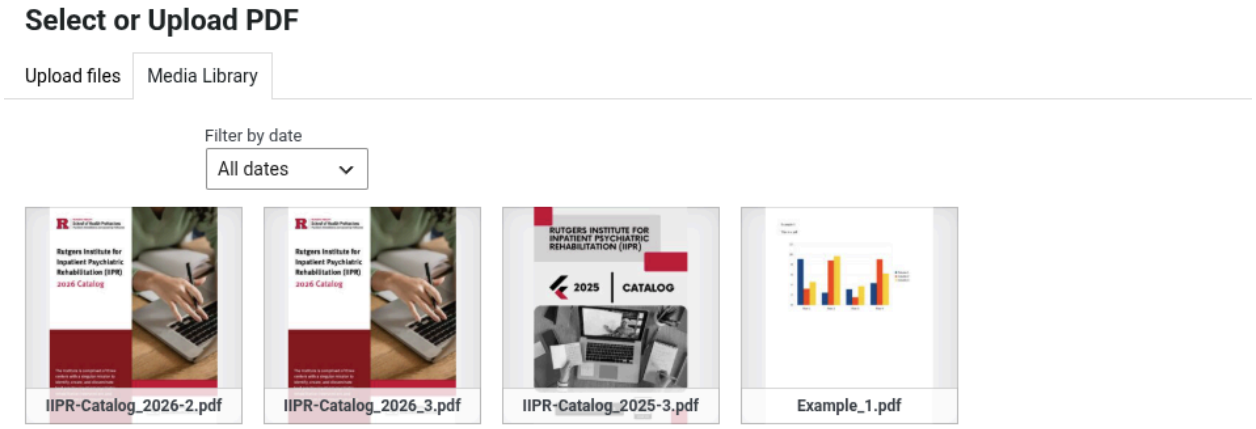
<u>Here is an example of a new slot:</u>



Now you have a new page to hold a PDF:

- Click “Upload PDF” to add a PDF from the Website’s database.
- If there is already a PDF in the slot, you can click “Replace PDF”. This functions exactly the same as “Upload PDF”.

Here is where that button will take you:



- All “Media Library” holds all the PDF’s in the website’s current database. Right next to that, you can click “Upload files” and add a new PDF from your computer.
- Once you have selected your PDF (indicated by a checkmark on the top right of the file, find the “Use this PDF” button on the bottom right and click it.
- Now the PDF is added to the slot, click “Save” and wait a few seconds for it to work.
- After this, the PDF is available to view on the website. Click on the link in the slot to get taken to view the PDF (you may need to wait a few minutes before the link works, if it doesn’t work after a short wait - click “delete slot” and try once or twice more. If it still doesn’t work, you can contact me at tylerbartholomew12345@gmail.com)
- Copy the public URL and send it to anyone that you want to have access to the PDF.

If you have any questions, feel free to contact me at tylerbartholomew12345@gmail.com