Files (Pdf)

Overview

The **PDF** section allows administrators to upload, view, edit, and manage PDF files within the application. PDF files can be used for catalogs, brochures, manuals, technical documents, user guides, and other downloadable resources.

Administrators can publish, unpublish, edit, or delete PDF files as required.

PDF Library

Navigate to **Files → PDF** to access the PDF library.

All uploaded PDF files are displayed in a list, making them easy to identify and manage.

Add PDF

To upload a new PDF file:

1. Navigate to **Files → Add Files**.
2. Drag and drop the PDF file into the upload area or click **Drop files or click here**.
3. Select the required PDF file.
4. Click **Submit** to upload the file.

If no file is selected, the system displays:

> **Please add a file first.**

Edit PDF

To modify an uploaded PDF file:

1. Navigate to **Files → PDF**.
2. Open the required PDF file.
3. Update the **Title**, if required.
4. Change the **Status**.
5. Click **Update** to save the changes.

PDF Details

The **Edit PDF** page contains the following fields:

Field	Description
Title	Displays or updates the name of the PDF file.
Status	Controls whether the PDF file is available within the application.

PDF Status

The visibility of a PDF file is managed using the **Status** option.

Status	Description
Published	Makes the PDF file available for use within the application.
Unpublished	Hides the PDF file while keeping it stored in the media library.

Delete PDF

Administrators can permanently remove PDF files that are no longer required.

To delete a PDF file:

1. Open the required PDF file.
2. Click **Delete**.
3. Confirm the deletion.

> **Warning:**
> Deleting a PDF file permanently removes it from the application and cannot be recovered.

Manage PDF Files

Administrators can:

- Upload PDF files.
- View uploaded PDF files.
- Edit PDF details.
- Publish or Unpublish PDF files.
- Delete PDF files.

Best Practices

- Upload clear and properly formatted PDF documents.
- Use meaningful file names for easy identification.
- Publish PDF files only after verifying their content.
- Use **Unpublished** instead of deleting files that may be required later.
- Remove outdated or unused PDF files to keep the media library organized.

> **Important:**
> Any changes made to a PDF file, including updating its **Title** or changing its **Status**, will **not be saved until you click the `Update` button**.

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