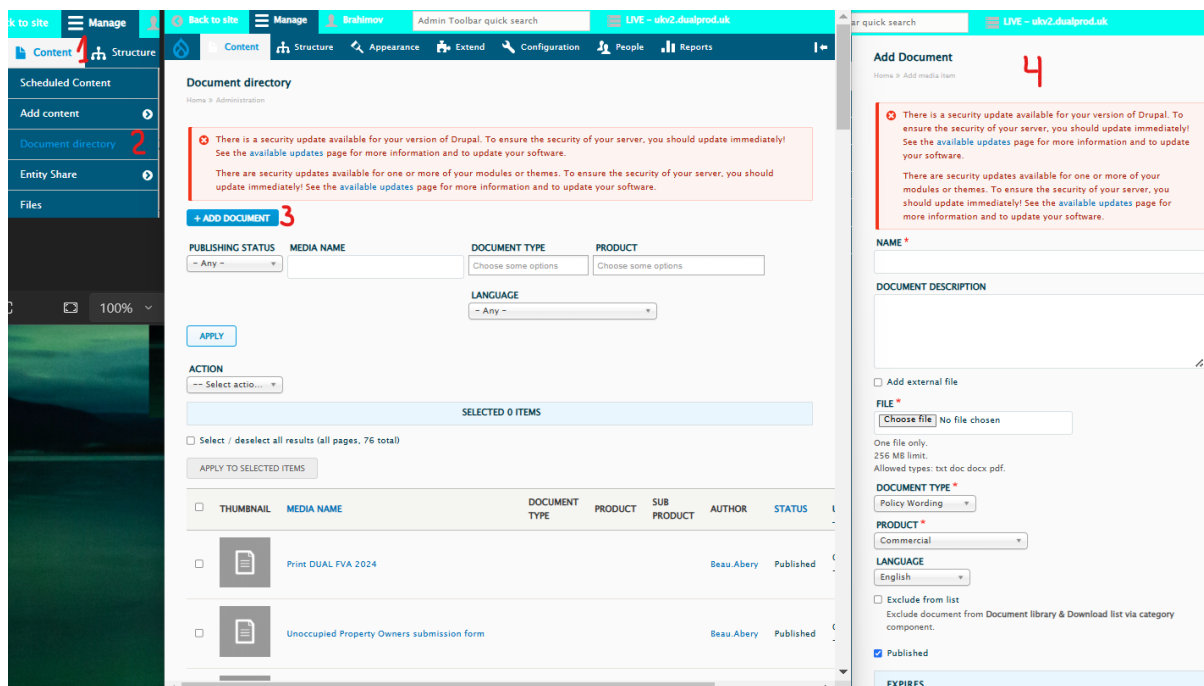


## Adding/Replacing & linking documents

### Adding documents

There are several ways of adding documents.

One way is to hover over the **Content tab** → click on **Document directory** → click on **ADD DOCUMENT**



The name of the document is **Public facing** so make sure you give it a user friendly name.

Select 'Choose file' to upload it from your computer.

The supported formats are txt doc docx pdf.

You'll need to tag the document by choosing the type, the product and the language.

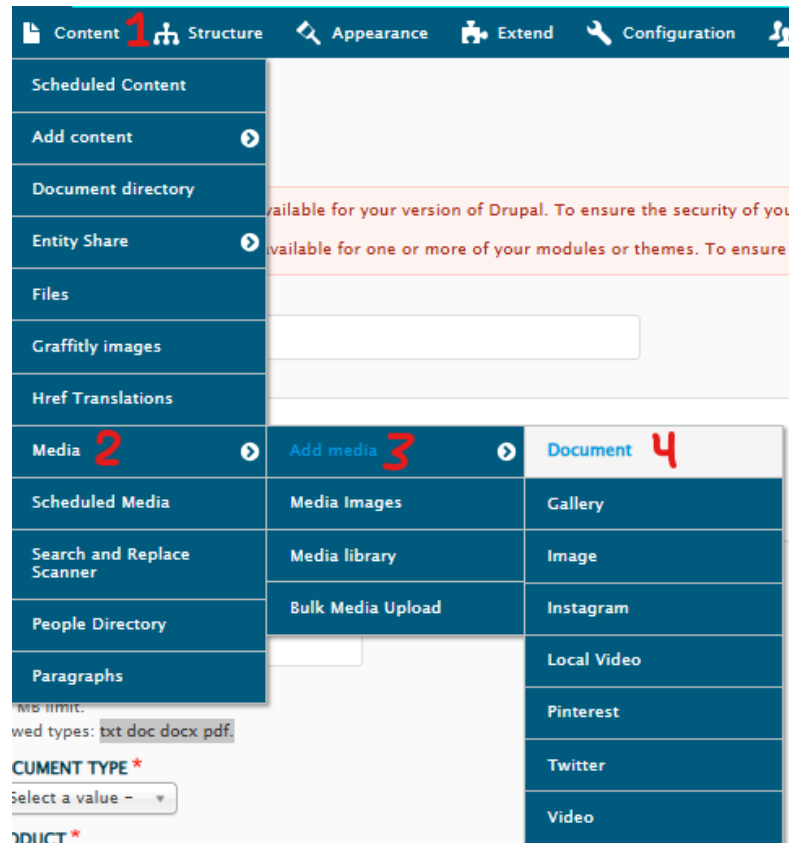
If you do want to exclude that particular document from the Document Library component (which pulls documents based on the tags) you can tick that option.

Make sure the 'Published' is ticked

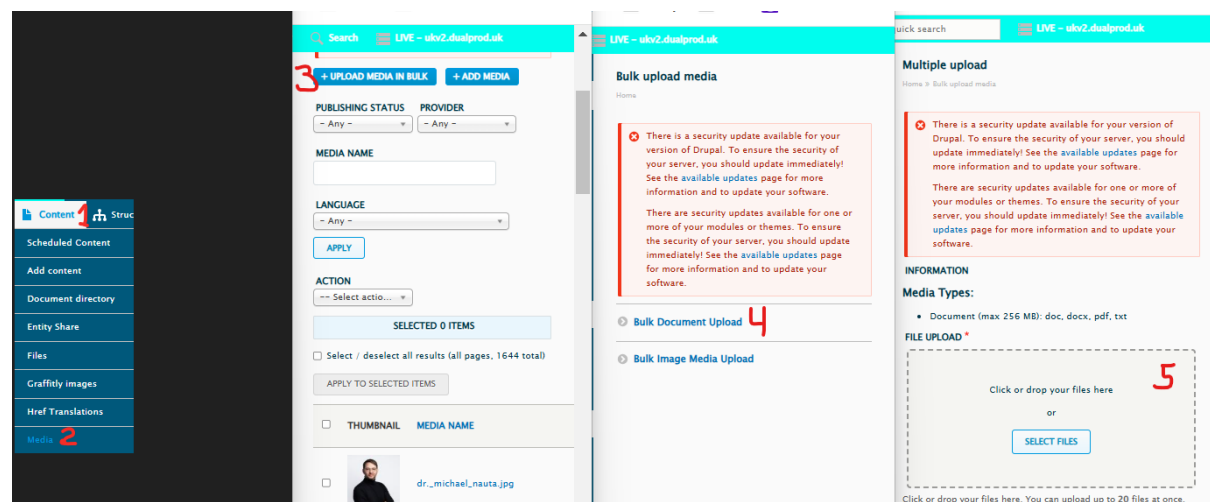
Click Save at the bottom of the screen.

Another way to add a single document is by going directly to the ADD DOCUMENT step.

Hover over **Content tab** → hover over **Media** → hover over **Add media** → click on **Document**



A third option is to **add documents in bulk** rather than adding them one by one.





## Replacing existing documents

Sometimes you might want to replace a document.

A document might be linked on multiple pages so rather than adding a new documents and then having to update all those pages with the new document link, you can just replace the current document with a new one while keeping the same link.

Another reason is if you have an existing QR code to a specific document link or a vanity url/redirect to a specific document path.

To replace an existing document with a new one, hover over the **Content tab** → click on the **Document directory** → locate the document you'd like to replace and click on the **Edit** button.

<input type="checkbox"/>	THUMBNAIL	MEDIA NAME	DOCUMENT TYPE	PRODUCT	SUB PRODUCT	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>		Print DUAL FVA 2024				Beau.Abery	Published	01/22/2025 - 15:29	

On the Edit page, you need to select a replacement file, make sure the **Overwrite original file** is selected and click **Save** at the bottom of the screen.


**NAME \***

Print DUAL FVA 2024

**DOCUMENT DESCRIPTION**


☐ Add external file


**FILE \***

 print\_dual\_fva\_2024.pdf

**REPLACE FILE**

**FILE**

1  No file chosen 

2 ☒ Overwrite original file (.pdf) 

Once you've replaced your file, you need to raise a ticket with the DCX team so we can clear the server cache to and make the replacement file visible.

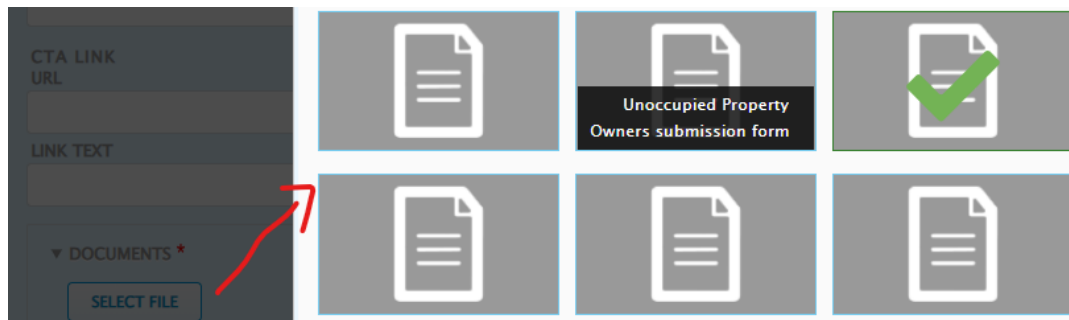


## Linking documents

Links to documents can be added in various ways:

1. Via the Document Library components
2. Via the Download list – Manual component – add individual documents
3. Via the Download list – By category component – pulls documents via tags/taxonomy
4. Via text links in a Body text component
5. Via any component that has a link field

To add documents to the Download list – Manual, you just need to click on the Select file – search for the file name and select it. To add multiple documents, click on Select file and choose another one.



## Browse the relevant policy documents (Download list - Manual)

CTA Link →

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer to

11710 Cyber doc - Arete\_v2  
PDF/395.89 KB

DUAL Forestry appetite sheet\_PT\_0924  
PDF/515.25 KB

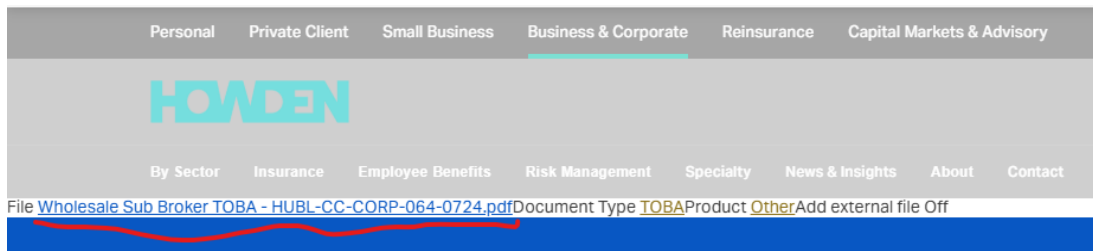
DUAL Forestry appetite sheet\_EN\_0824  
PDF/637.29 KB

To add a document link as a text link or within any other component, you need to:

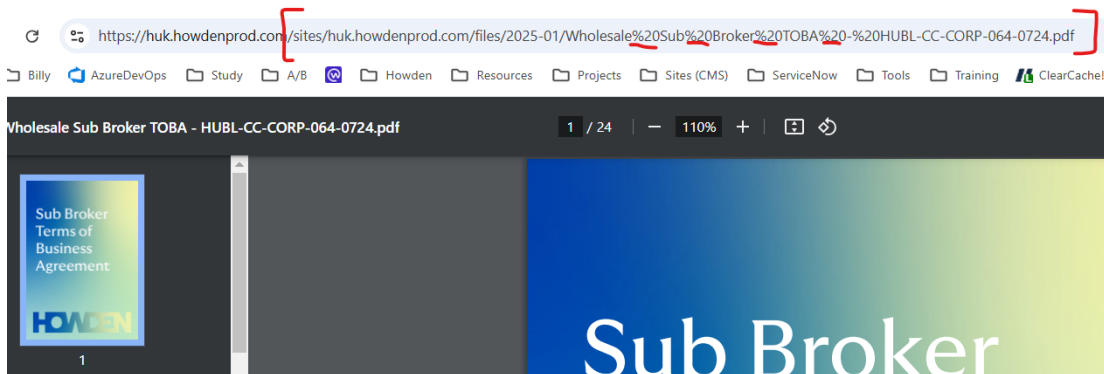
1. First, access the document via the Document directory or the Media landing pages
2. Click on the document label

THUMBNAIL	MEDIA NAME	DOCUMENT TYPE	PRODUCT	SUB PRODUCT	AUTHOR	STATUS	UPDATED	OPERATIONS
	Wholesale Sub Broker TOBA - HUBL-CC-CORP-064-0724	TOBA	Other		MRosser	Published	01/24/2025 - 16:13	Edit

3. Click again on the label to open the document



4. You will see a link like the one below.



You can either copy the link part starting from /sites/..... or replace the initial CMS server link with <https://www.howdengroup.com/> or <https://www.dualgroup.com> and copy the full absolute document link i.e.

### Option1

/sites/huk.howdenprod.com/files/2025-01/Wholesale%20Sub%20Broker%20TOBA%20-%20HUBL-CC-CORP-064-0724.pdf

### Option 2

<https://www.howdengroup.com/sites/huk.howdenprod.com/files/2025-01/Wholesale%20Sub%20Broker%20TOBA%20-%20HUBL-CC-CORP-064-0724.pdf>

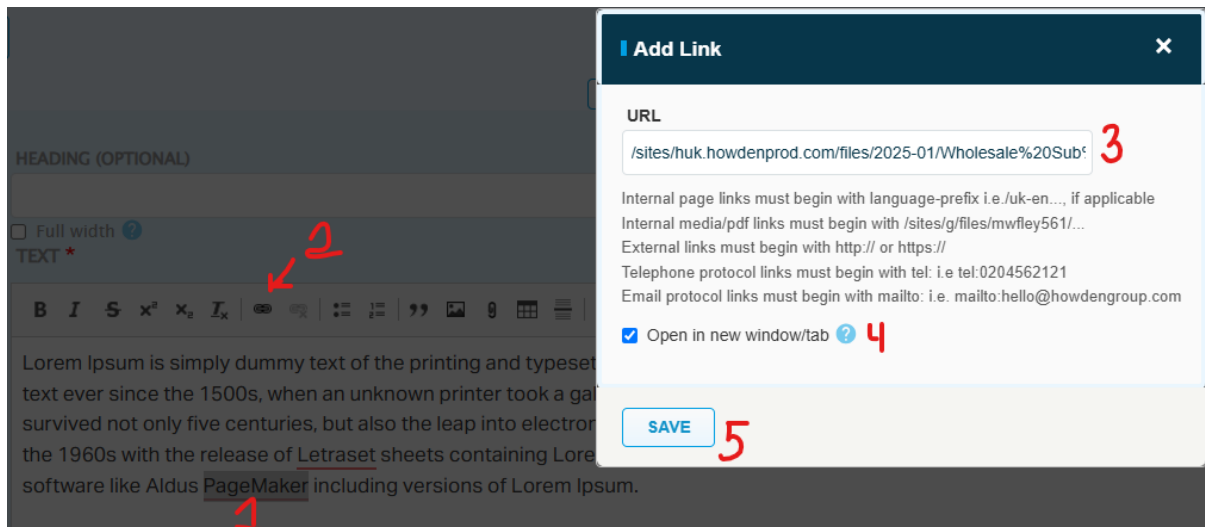
**Note the %20** in the link. This is because prior to uploading the file, the spaced between the words have not been replaced with hyphens which results in %20 being added by the system.

AS-IS: Wholesale Sub Broker TOBA - HUBL-CC-CORP-064-0724

TO-BE: wholesale-sub-broker-toba-hubl-cc-corp-064-0724

To add the link on a body text:

1. Highlight the text you'd like to add the link to
2. Click on the link button
3. Copy and paste either the /sites or the full link
4. Documents are usually set to open in a new tab/window
5. Click Save



To edit an exiting text link, just double-click on the link itself to open it and then replace it with a new link.

