

@shownotes Notes



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## How To Share Your PDF File

You can add a PDF file to any note. Here is the shortcuts:

1. Click on the Add Note button
2. Enter your note details
3. Click on the paperclip icon to open the file uploaded
4. Drag your PDF file onto the popup area or click on the + icon inside the popup to select your PDF from disk
5. If your PDF meets our requirements, it will be uploaded and attached to your note.
6. Users can download the PDF using the link icon shown with the note

Each PDF file must be less than 5MB in size.



AI REVIEW PASSED.

# Choose a PDF File



Once you are in a new note, click on the paperclip icon to add a PDF file as shown below:













Create a note

Select Type

Enter note title

Details






Enter your note

Click on the paperclip icon.  
This will open a popup window.

☒ Public ☐ Private ☐ Subscribers ☐ Password

Continue



Cancel

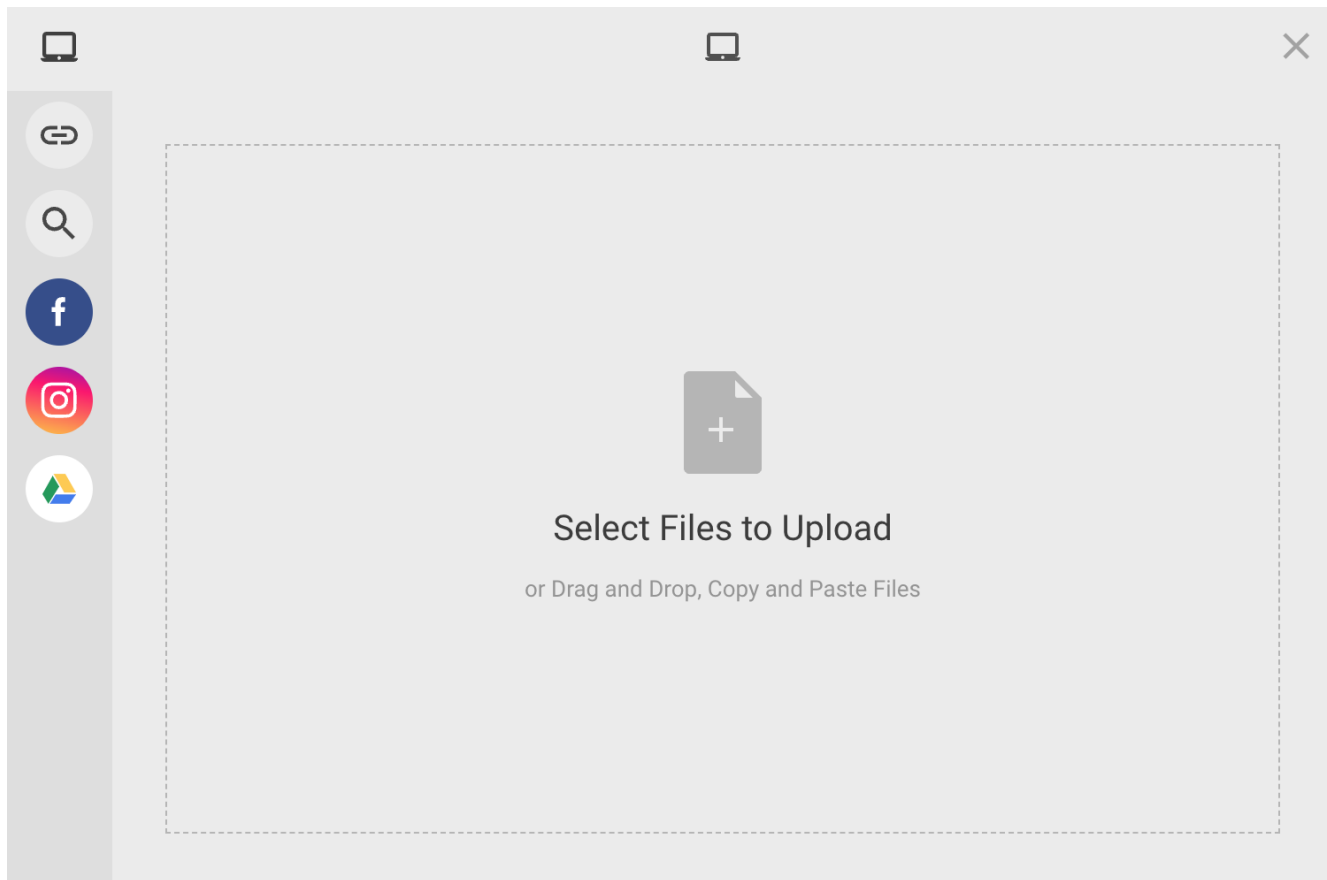
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## Upload Your PDF File

Once you have clicked on the paperclip icon, a popup window will appear as shown below:



You can either drag your PDF file to the drop zone or click on the plus (+) sign to find the PDF file on your computer.

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## Verify Your Uploaded PDF File

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**B**

U

**A**

Enter your note

Once uploaded, your PDF file you can optionally click on the “View Attachment” link to preview your PDF file.

If you have uploaded the wrong file, click on the trash icon to delete it.

☒ Public ☐ Private ☐ Subscribers ☐ Password

[View Attachment](#)

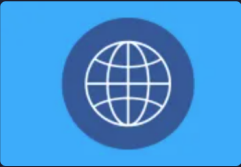
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## How Viewers Access Your PDF File





Once you have attached the PDF to a note, it can be downloaded or viewed by the viewer by clicking on the download icon as shown below.



### My Amazing Go to Market Strategy Guide in PDF

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