Product Documents

📜 Unknown macro: 'multiexcerpt'

1. Enable Product Documents

1. *In the CMS, navigate to **Settings Feature Management Products & Categories Product Documents**.*

2. *Toggle ON **Product Documents**, then click **Configure**.*

2. Define File Types

1. *In 'Allowed File Types', toggle on/off the file types as required.*
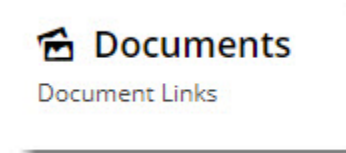
   The full list of allowable file types is as follows:

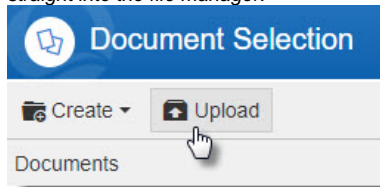|		
• jpg • jpeg • png • gif • html • htm • txt • ogg • rar	• xlsx • csv • css • gz • ico • js • lzh • mp4 • xls	• svg • webm • woff • woff2 • doc • docx • zip • pdf

2. Don't forget to **Save** your changes!

3. Upload and Tag Documents

With the feature on and your file types specified, it's time to upload some product documents.

1. Navigate to **Products & Categories Product Maintenance**.

2. Search for the product you require, and click **Edit**.

3. Scroll down to the **Documents** section (it should be below 'Media'. If it's not there, the feature hasn't been enabled - *contact us*).

4. Click **Add Files**. The File Manager will open.

5. **Select your document** from the list, or click **Upload** to browse to a local file. You can also drag & drop a file from your PC straight into the file manager.

6. With the document selected, click **Insert**.

7. Now that the document has been added, update the **Display Label** (the document name shown to users). By default, the file name will be displayed.

8. Here, you can also add **Tags** to the document. This is handy if you want a widget on the Product detail page to show ONLY documents with a particular tag. (You can see I added a 'Features' tag below - we'll use that later).

9. *Repeat these steps for any other documents you wish to add to this product.*

10. *Click **Save / Save and Exit**.*

4. Add a Product Document Widget

Now you'll need a widget on the product detail page to actually display these handy documents.

1. *In the CMS, navigate to **Content Standard Pages**.*

2. *Select the **Product Detail** page template.*

3. *Based on your page layout, find the zone you'd like the Documents displayed in and click **Add Widget**. (We placed ours just under the image gallery.)*

4. *Search for and select the **Product Documents** widget, and click **Add Widget**. Drag the widget to the correct spot in the zone, if needed.*

5. *Click **Edit** to update the widget options:*

   - ***Document Tags** - leave blank to display all documents, or enter tag(s) that match your uploaded file(s).
     For example, I entered a 'Features' tag here, so this widget will only display documents with that tag. I can add another Product Documents widget to show Technical Specs docs separately, if I wish.*

   - ***Show File Sizes** - displays the size of each file to the right of it. This is a great courtesy to show your mobile users, who might not want to download large files on the go.*

   - ***Document List Heading** - the title displayed at the top of the widget.*

6. *Click **Save**.*

And that's it! Load your product page in another tab or browser and admire your handiwork. 👍

Additional Information

| Unknown macro: 'multiexcerpt' | Unknown macro: 'multiexcerpt' |

Minimum Version Requirements	Unknown macro: 'multiexcerpt'
Prerequisites	Unknown macro: 'multiexcerpt'
Self Configurable	Unknown macro: 'multiexcerpt'
Business Function	Unknown macro: 'multiexcerpt'
BPD Only?	Unknown macro: 'multiexcerpt'
B2B/B2C/Both	Unknown macro: 'multiexcerpt'
Third Party Costs	Unknown macro: 'multiexcerpt'

Related help

- Product Image Switching with Tags
- Variant Tags
- Maintaining Product Notes In PRONTO
- Quantity Break Tokens in a product template
- Product Notes - Pasting From Excel Into PRONTO
- Default Product Image in a List
- Manual Sort Categories in Menu
- Change Placeholder Images
- Customisation Resources
- Custom Fields

Related widgets

- Product Documents Widget