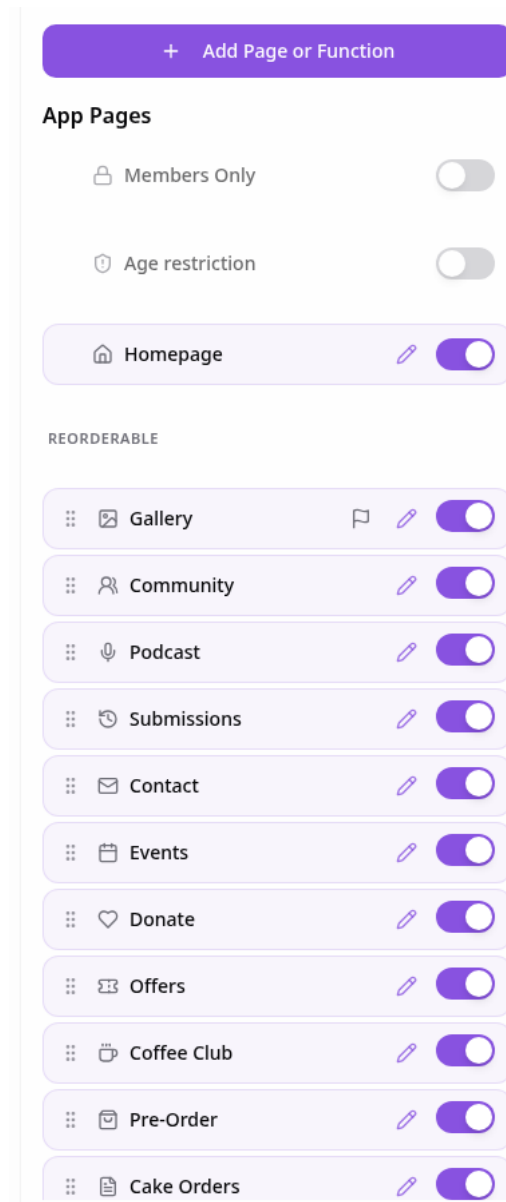


Share documents with the PDF Library

1. Open Pages

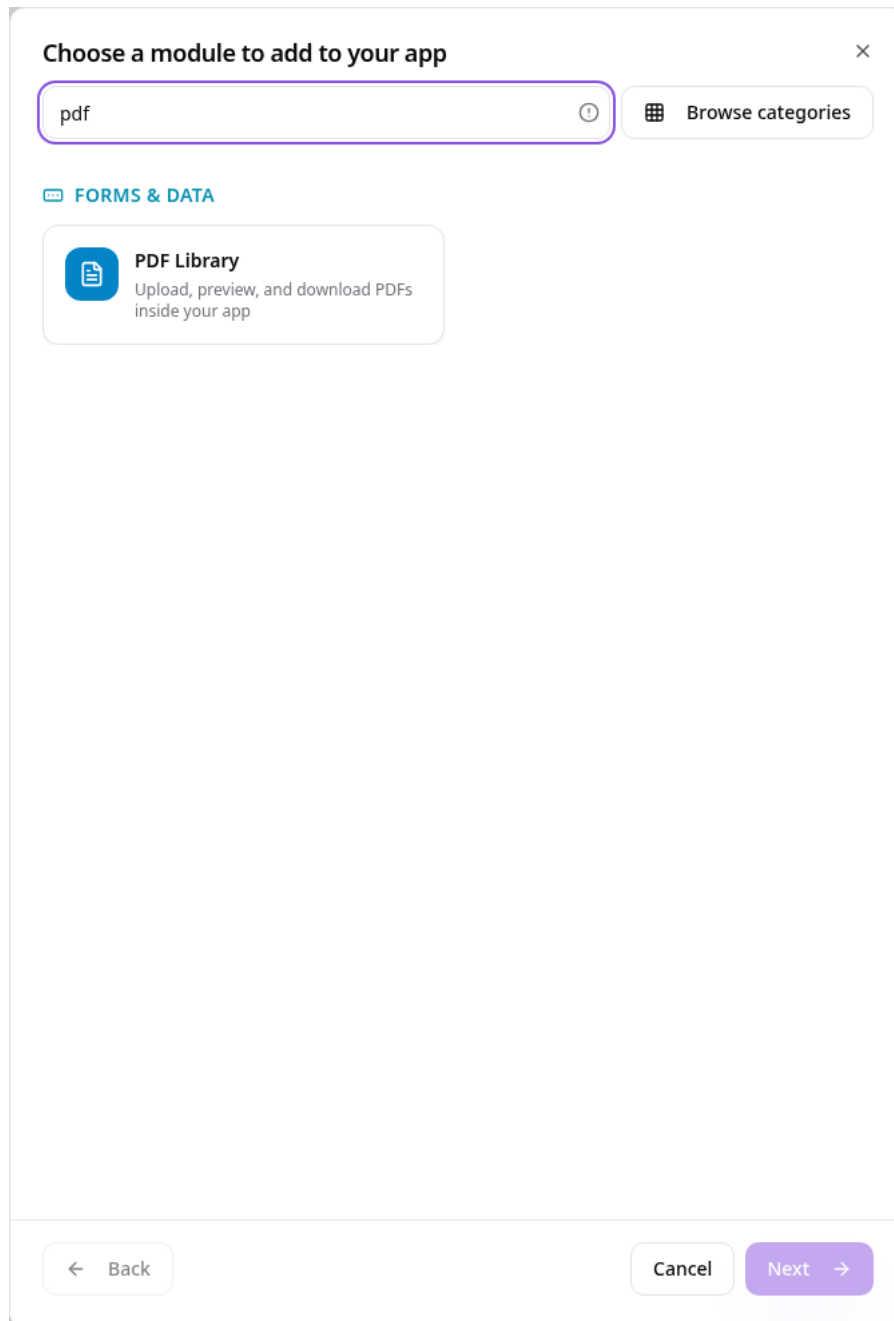
In your app editor, open Pages and tap Add Page or Function.



Share documents with the PDF Library

2. Choose PDF Library

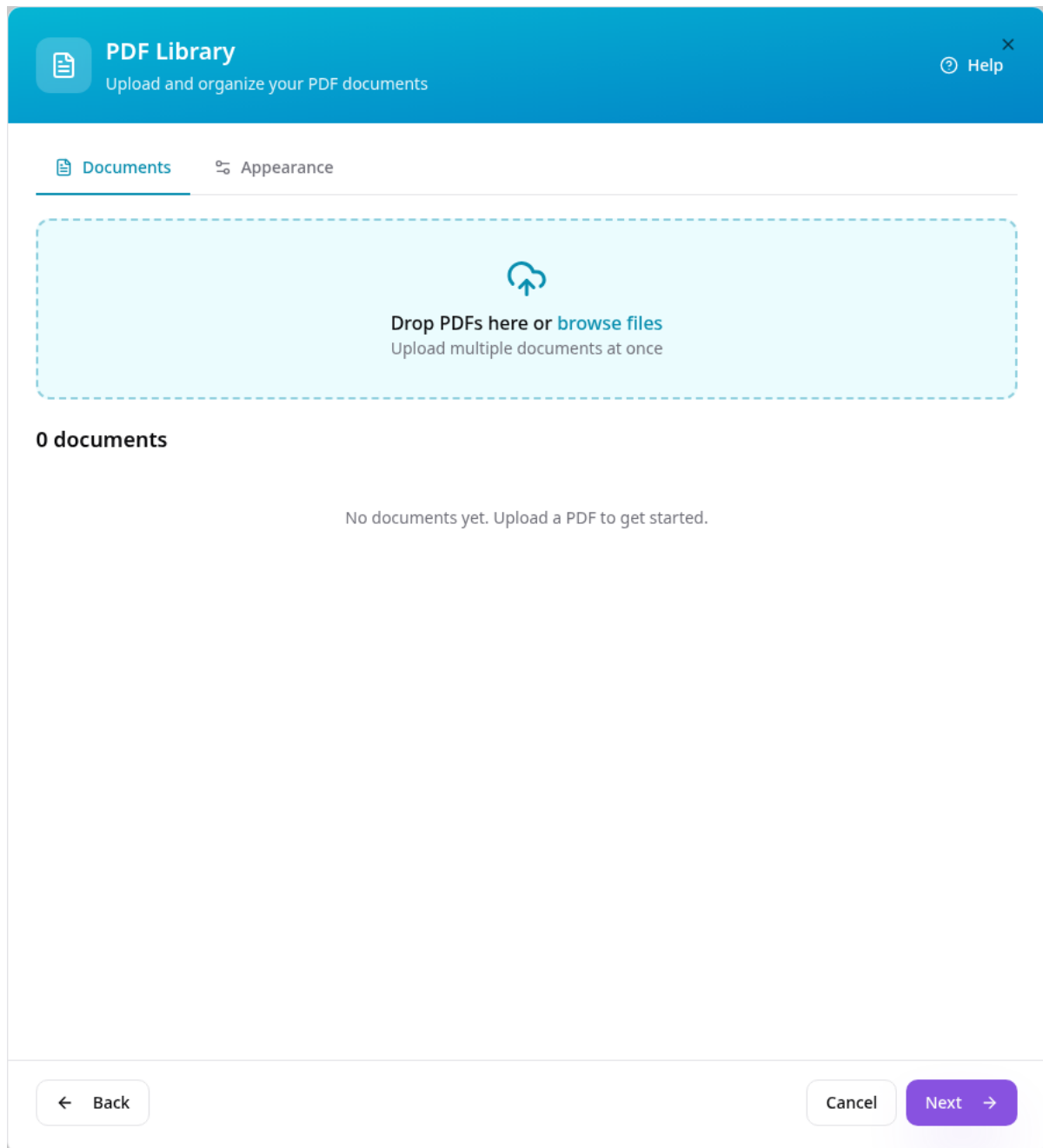
Search “pdf” and tap PDF Library.



Share documents with the PDF Library

3. Upload your PDFs

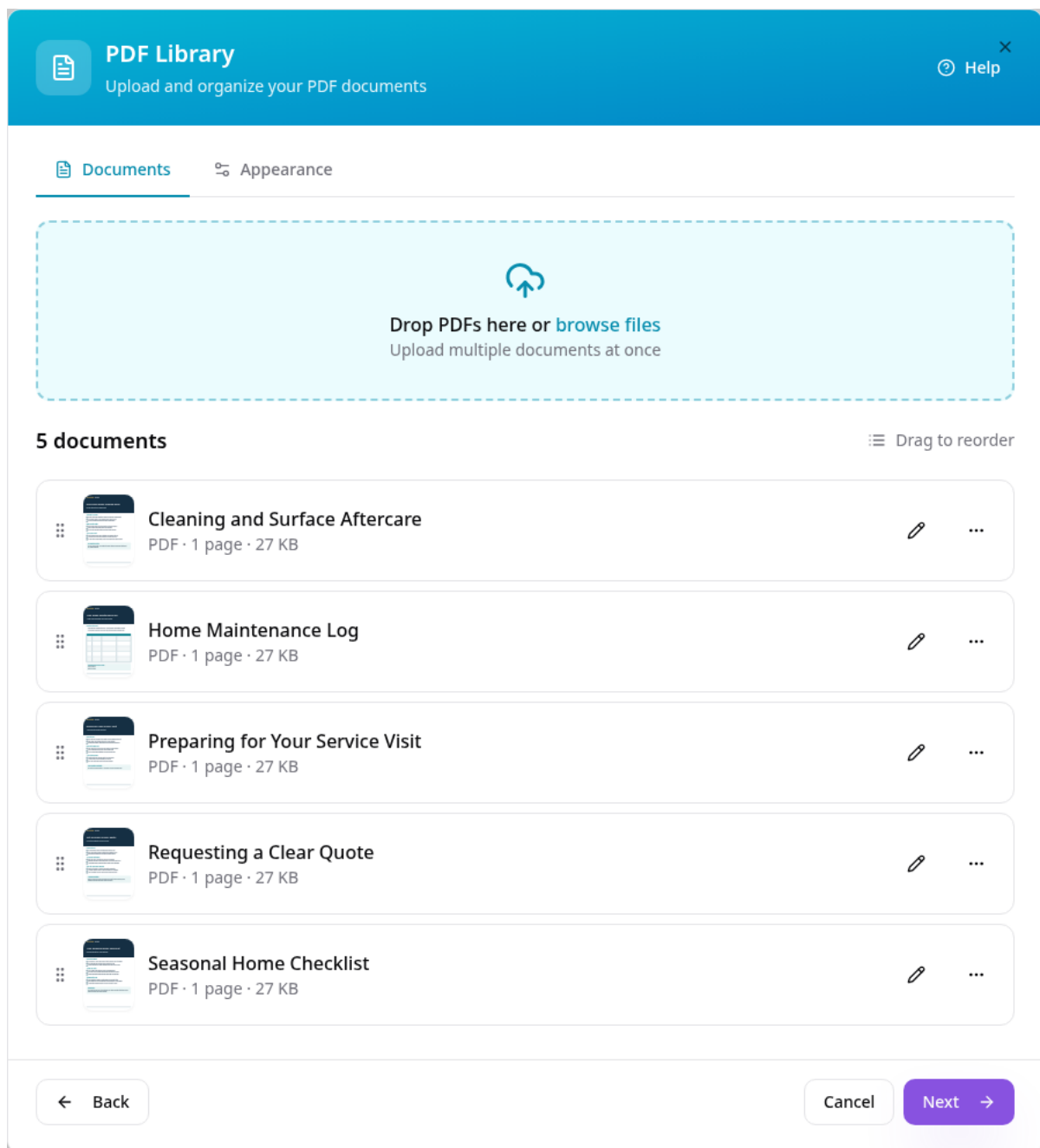
Drop your PDFs into the box or tap browse files. You can pick several at once.



Share documents with the PDF Library

4. Your documents are added

Each PDF gets a title from its file name, so name files clearly before uploading. Drag documents to change their order.



Share documents with the PDF Library

5. Edit a document

Tap the pencil to change the title, add a short description or thumbnail, and choose whether customers can download or print it. Tap Done.

 **PDF Library**
Upload and organize your PDF documents

 Help

Documents

Appearance

Saved



Drop PDFs here or [browse files](#)
Upload multiple documents at once

5 documents

Drag to reorder

 **Cleaning and Surface Aftercare**
PDF · 1 page · 27 KB



Add thumbnail

Replace PDF

Keeps the title and position when updating a file.

☒ Allow downloads

☒ Allow printing

Display title

Cleaning and Surface Aftercare

Description (optional)

How to look after surfaces after a clean, room by room.

Changes save automatically

Done

Back

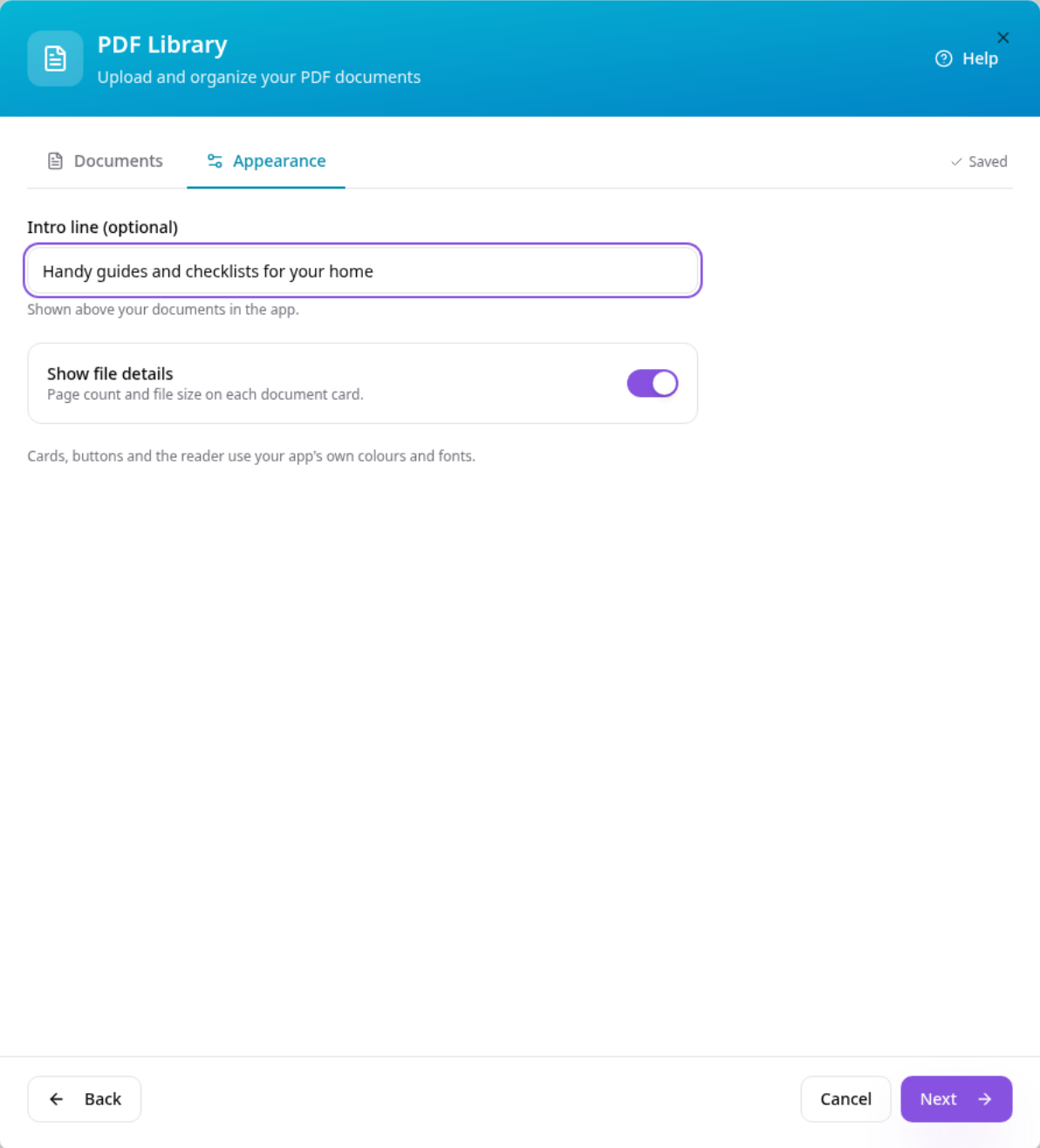
Cancel

Next

Share documents with the PDF Library

6. Add an intro line

On Appearance, add a short line shown above your documents and choose whether to show page count and file size.



The screenshot shows the 'PDF Library' settings interface. At the top is a blue header with a document icon, the title 'PDF Library', the subtitle 'Upload and organize your PDF documents', and a 'Help' button with a question mark icon. Below the header is a navigation bar with 'Documents' and 'Appearance' (the active tab, highlighted with a blue underline). A 'Saved' status indicator is on the right. The main content area is titled 'Intro line (optional)' and contains a text input field with the placeholder text 'Handy guides and checklists for your home'. Below the input field is a note: 'Shown above your documents in the app.' Further down is a toggle switch for 'Show file details' with the description 'Page count and file size on each document card.' The toggle is currently turned on. At the bottom of the screen is a footer with three buttons: 'Back' (with a left arrow), 'Cancel', and 'Next' (with a right arrow).

PDF Library
Upload and organize your PDF documents

Documents Appearance ✓ Saved

Intro line (optional)

Handy guides and checklists for your home

Shown above your documents in the app.

Show file details
Page count and file size on each document card.

Cards, buttons and the reader use your app's own colours and fonts.

← Back Cancel Next →

Share documents with the PDF Library

7. Name the page

Keep the name Documents or choose your own, pick an icon and tap Create Page.

PDF Library

Page Details

Choose a name and icon for your page

Page Title

Documents

Icon

Selected Icon

FileText

Upload Custom Icon

Recommended: 128 x 128px, PNG or SVG

Search icons...

<

Popular

>

<

Back

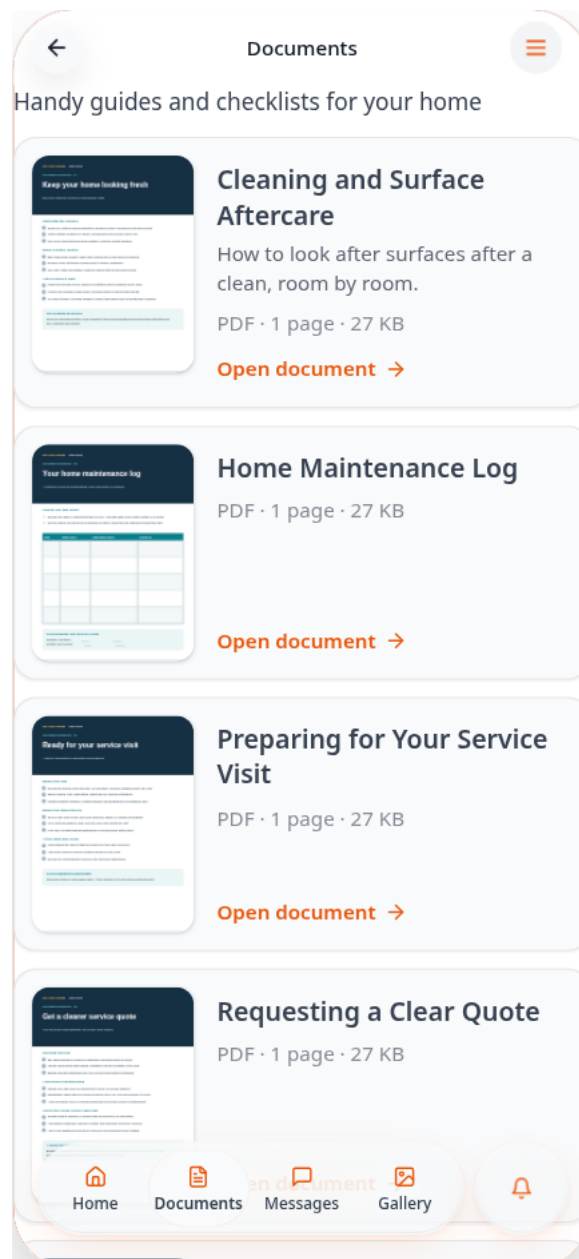
Cancel

Create Page

Share documents with the PDF Library

8. See it in your app

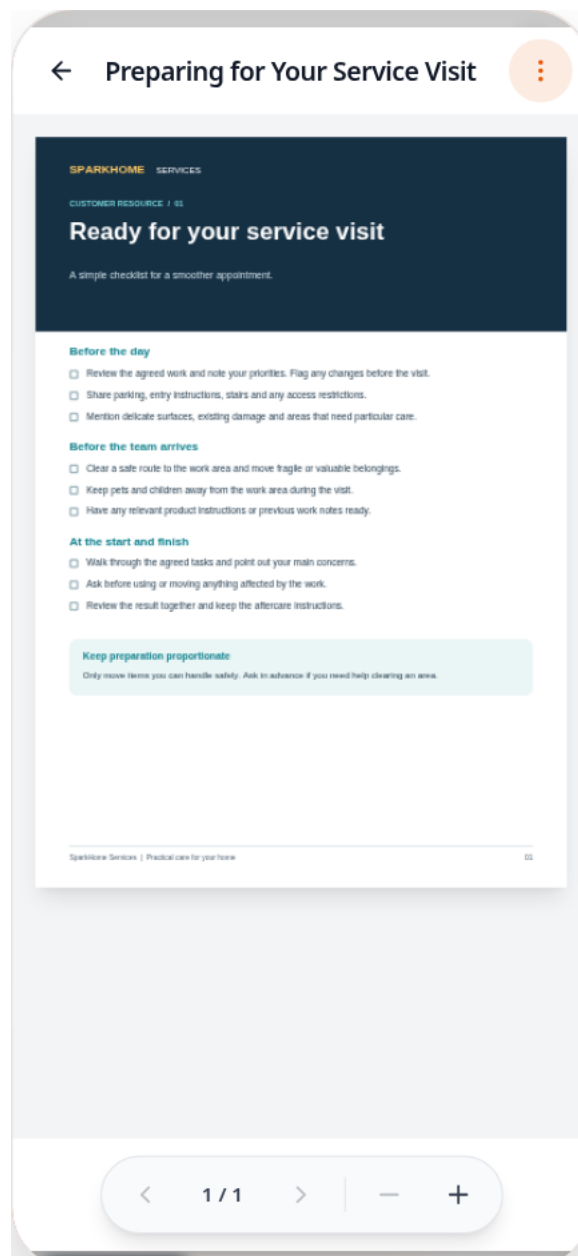
Customers see your intro and a card for each document. Tap Open document to read it.



Share documents with the PDF Library

9. Read the document

The PDF opens inside the app with page and zoom controls. The menu offers download and print when you allow them.



Add, replace, rename or remove documents any time from Edit Page Content. Replacing a PDF keeps its title and position.