How to view the documents library

Michael C. - 2023-02-02 - Documents

You can store documents that can be shared and linked on your website, newsletters or made available to members directly from the Documents library. When uploaded, a document can be set as either **Public** or **Private**.

- **Public Documents** are available and can be accessed by any visitor to your website, provided they have been given a link to the document.
- **Private Documents** require the member to first login to the Members Area before they can view it.

Note

The maximum file size of a document is 15 MB.

How to Find the Documents Library

1. In the **Member Area**, click **Home**.
2. Click **Documents**.
3. You are now in the Documents library. Click on the following links to learn how to:
    - Create a folder in Documents
    - Upload documents
    - Download all documents
    - Edit a document
    - Get a Document's address/URL
    - Delete a document

Related Content

- How to edit the menu
- How to download all documents
- How to create a documents folder
- How to edit a document
- How to get a document's URL or website address
- How to delete a document
- How to upload documents